



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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**Chief Executive**  
Damian Roberts

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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Democratic Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

3 September 2024

To: MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEE  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Overview and Scrutiny Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Wednesday, 11th September, 2024 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members may attend in person or participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

DAMIAN ROBERTS

Chief Executive

## A G E N D A

1. Guidance on the Conduct of Meetings 5 - 8

### PART 1 - PUBLIC

2. Apologies for absence

- |    |                                    |         |
|----|------------------------------------|---------|
| 3. | Notification of Substitute Members | 9 - 10  |
| 4. | Declarations of interest           | 11 - 12 |

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting.

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| 5. | Minutes | 13 - 22 |
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To confirm as a correct record the Minutes of the ordinary and extraordinary meetings of the Overview and Scrutiny Committee held on 4 April 2024 and 22 April 2024 respectively.

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|----|---|---------|
| 6. | Any Executive Decisions which have been 'called in' | 23 - 24 |
|----|---|---------|

#### **Matters for Corporate Monitoring**

- |    |                                      |         |
|----|--------------------------------------|---------|
| 7. | Corporate Key Performance Indicators | 25 - 32 |
|----|--------------------------------------|---------|

This report provides data on Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis. The data provided in this report relates to the period up to the end of June 2024.

#### **Matters for Recommendation to the Cabinet**

- |    |                               |         |
|----|-------------------------------|---------|
| 8. | Consultant Use at the Council | 33 - 76 |
|----|-------------------------------|---------|

This report presents for Members' consideration the outcome of a review of the Council's use of consultants, with particular focus placed on the use of external expertise, and seeks to make recommendations to the Cabinet in respect of the Council's future use of external consultants.

#### **Matters for Decision under Delegated Powers**

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|----|--|---------|
| 9. | Scoping Report - Review of Tonbridge Community Forum | 77 - 82 |
|----|--|---------|

This report sets out the request from the former Chair of Tonbridge Community Forum for a review to be undertaken in respect of the venue and operation of the Forum, including the frequency, format, venue of meetings and application criteria for the membership of the Forum.

## **Matters for Information**

10. Review and Procurement of IT Systems 83 - 146

This report seeks to inform Members of the approach the Council adopts in reviewing and procuring IT systems and contracts.

11. Local Government and Social Care Ombudsman - Annual Review Letter 147 - 156

To set out the annual report of the Ombudsman regarding complaints received and dealt with over the period from 1 April 2023 to 31 March 2024.

12. Record of Decisions taken by the Executive 157 - 162

The record of executive decisions taken during April to August 2024 are attached for information.

13. Work Programme 163 - 164

The Work Programme setting out matters to be scrutinised during 2024/25 is attached for information. Members can suggest future items by liaising with the Chair of the Committee.

14. Urgent Items 165 - 166

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **Matters for consideration in Private**

15. Exclusion of Press and Public 167 - 168

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

## **PART 2 - PRIVATE**

16. Urgent Items 169 - 170

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **MEMBERSHIP**

Cllr Mrs A S Oakley (Chair)

Cllr R I B Cannon (Vice-Chair) and Cllr L Athwal (Vice-Chair)

Cllr T Bishop

Cllr C Brown

Cllr A Cope

Cllr D A S Davis

Cllr D Harman

Cllr P M Hickmott

Cllr M A J Hood

Cllr F A Hoskins

Cllr S A Hudson

Cllr D W King

Cllr W E Palmer

Cllr D Thornewell

Cllr K S Tunstall

Cllr C J Williams