



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

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

6 November 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 Thursday, 14th November, 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.

5. Minutes 13 - 24

To confirm as a correct record the Minutes of the ordinary and extraordinary meetings of the Overview and Scrutiny Committee held on 11 September and 26 September 2024

6. Any Executive Decisions which have been 'called in' 25 - 26

Matters for Corporate Monitoring

7. Key Performance Indicators 27 - 36

The covering report and annexes provide data on Quarter 2 (July-September 2024) Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis. This data is a key tool in assessing performance management and helping to deliver positive change.

Matters for Recommendation to the Cabinet

8. Review of Tonbridge Community Forum and Parish Partnership Panel 37 - 46

To consider options for future meetings of Tonbridge Community Forum and Parish Partnership Panel.

Matters for Information

9. Agile Update 47 - 60

The report updates Members on progress towards the implementation of the Agile software system across built environment and public protection services. The report also responds to queries raised by Members regarding lessons learnt and how to ensure the software is fully embedded post 'go live'.

10. Record of Decisions taken by the Executive 61 - 62
- The record of decisions taken by the Cabinet and/or Cabinet Members during September and October 2024 is attached for information.
11. Notice of Forthcoming Key Decisions 63 - 68
- The Notice of Key Decisions anticipated to be taken during November and December 2024 is attached. This may be subject to change due to adjustments to the reporting timetable.
12. Work Programme 69 - 72
- 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.
13. Urgent Items 73 - 74
- 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

14. Exclusion of Press and Public 75 - 76
- 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

15. Urgent Items 77 - 78
- 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 L Athwal (Vice-Chair) and Cllr Mrs S Bell (Vice-Chair)

Cllr T Bishop
Cllr C Brown
Cllr R I B Cannon
Cllr A Cope
Cllr D A S Davis
Cllr P M Hickmott
Cllr M A J Hood

Cllr F A Hoskins
Cllr S A Hudson
Cllr D W King
Cllr A Mehmet
Cllr W E Palmer
Cllr D Thornewell
Cllr C J Williams