



# 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)

14 January 2025

To: MEMBERS OF THE GENERAL PURPOSES COMMITTEE  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the General Purposes Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Wednesday, 22nd January, 2025 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 for 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 - 16

To confirm as a correct record the Minutes of the meeting of General Purposes Committee held on 9 October 2024

#### **Matters for Recommendation to the Council**

6. Localism Act - Pay Policy 17 - 28

This report summarises the requirements of the Localism Act and presents an updated Pay Policy Statement for 2025/26.

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

7. Pay Award 2025/26 29 - 46

This report provides Members with information to determine the Council's pay award for employees for 2025/26.

8. Adoption of the Menopause in the Workplace Policy 47 - 58

Members are asked to consider a new Menopause in the Workplace Policy. The aim of implementing a new policy is to demonstrate the Council's commitment to advocating menopause awareness within the workplace.

9. Urgent Items 59 - 60

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**

10. Exclusion of Press and Public 61 - 62

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**

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

11. Establishment Report 63 - 86

Reasons: LGA 1972 – Sch 12A Paragraph 1 and 2 – Information relating to an individual and information which is likely to reveal the identity of an individual.

This report sets out for Members' approval a number of establishment changes recommended by Management Team. Members should note that, in accordance with adopted conventions, all of the savings/costs referred to in this report reflect the salary at the top of the scale/grade plus associated on costs.

12. Urgent Items 87 - 88

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 M R Rhodes (Chair)  
Cllr A McDermott (Vice-Chair)

Cllr B Banks  
Cllr K Barton  
Cllr A G Bennison  
Cllr M A Coffin  
Cllr J Clokey

Cllr D A S Davis  
Cllr B A Parry  
Cllr R V Roud  
Cllr K B Tanner