



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

3 June 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, 11th June, 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.

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| 5. | Minutes | 13 - 18 |
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To confirm as a correct record the Minutes of the ordinary meeting of General Purposes Committee held on 12 March 2025 and the extraordinary meeting held on 12 May 2025.

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| 6. | Urgent Items | 19 - 20 |
|----|--------------|---------|

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

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| 7. | Exclusion of Press and Public | 21 - 22 |
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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

- | | | |
|----|----------------------|---------|
| 8. | Establishment Report | 23 - 58 |
|----|----------------------|---------|

Reasons: LGA 1972 – Sch 12 A Paragraph 2 – Information likely to reveal information about 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.

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| 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.

MEMBERSHIP

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

Cllr B Banks
Cllr K Barton
Cllr L Chapman
Cllr M A Coffin
Cllr J Clokey

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

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GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED

- (1) Most of the Borough Council meetings are livestreamed, unless there is exempt or confidential business being discussed, giving residents the opportunity to see decision making in action. These can be watched via our YouTube channel. When it is not possible to livestream meetings they are recorded and uploaded as soon as possible:

<https://www.youtube.com/channel/UCPp-IJISNgoF-ugSzxiAPfw/featured>

- (2) There are no fire drills planned during the time a meeting is being held. For the benefit of those in the meeting room, the fire alarm is a long continuous bell and the exits are via the doors used to enter the room. An officer on site will lead any evacuation.
- (3) Should you need this agenda or any of the reports in a different format, or have any other queries concerning the meeting, please contact Democratic Services on committee.services@tmbc.gov.uk in the first instance.

Attendance:

- Members of the Committee are required to attend in person and be present in the meeting room. Only these Members are able to move/ second or amend motions, and vote.
- Other Members of the Council can join via MS Teams and can take part in any discussion and ask questions, when invited to do so by the Chair, but cannot move/ second or amend motions or vote on any matters. Members participating remotely are reminded that this does not count towards their formal committee attendance.
- Occasionally, Members of the Committee are unable to attend in person and may join via MS Teams in the same way as other Members. However, they are unable to move/ second or amend motions or vote on any matters if they are not present in the meeting room. As with other Members joining via MS Teams, this does not count towards their formal committee attendance.
- Officers can participate in person or online.

- Members of the public addressing an Area Planning Committee should attend in person. However, arrangements to participate online can be considered in certain circumstances. Please contact committee.services@tmhc.gov.uk for further information.

Before formal proceedings start there will be a sound check of Members/Officers in the room. This is done as a roll call and confirms attendance of voting Members.

Ground Rules:

The meeting will operate under the following ground rules:

- Members in the Chamber should indicate to speak in the usual way and use the fixed microphones in front of them. These need to be switched on when speaking or comments will not be heard by those participating online. Please switch off microphones when not speaking.
- If there any technical issues the meeting will be adjourned to try and rectify them. If this is not possible there are a number of options that can be taken to enable the meeting to continue. These will be explained if it becomes necessary.

For those Members participating online:

- please request to speak using the 'chat or hand raised function';
- please turn off cameras and microphones when not speaking;
- please do not use the 'chat function' for other matters as comments can be seen by all;
- Members may wish to blur the background on their camera using the facility on Microsoft teams.
- Please avoid distractions and general chat if not addressing the meeting
- Please remember to turn off or silence mobile phones

Voting:

Voting may be undertaken by way of a roll call and each Member should verbally respond For, Against, Abstain. The vote will be noted and announced by the Democratic Services Officer.

Alternatively, votes may be taken by general affirmation if it seems that there is agreement amongst Members. The Chairman will announce the outcome of the vote for those participating and viewing online.

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General Purposes Committee					
	Conservative	Liberal Democratic	Green	Ind. Kent Alliance	Labour
1	Robin Betts	David Thornevell	Lee Athwal		
2	Matt Boughton	Michelle Tatton	Steve Crisp		
3	Robert Cannon	Anita Oakley	Mark Hood		
4	Des Keers	Frani Hoskins	Robert Oliver		
5	Adem Mehmet	Garry Bridge	Stacey Pilgrim		

May 2025

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

MINUTES

Wednesday, 12th March, 2025

Present: Cllr M R Rhodes (Chair), Cllr A McDermott (Vice-Chair), Cllr A G Bennison, Cllr J Clokey, Cllr D A S Davis, Cllr B A Parry, Cllr R V Roud, Cllr K B Tanner, Cllr R P Betts, Cllr M A J Hood and Cllr Mrs M Tatton (substitute).

Cllrs M D Boughton, P M Hickmott and W E Palmer* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

Apologies for absence were received from Councillors B Banks, K Barton and M A Coffin.

PART 1 - PUBLIC

GP 25/9 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Cllr R Betts substitute for Cllr M Coffin
- Cllr M Tatton substitute for Cllr Banks

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary member of the committee for whom they were substituting.

GP 25/10 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

GP 25/11 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 22 January 2025 be approved as a correct record and signed by the Chairman.

MATTERS FOR DECISION UNDER DELEGATED POWERS

GP 25/12 NEW WORKFORCE DEVELOPMENT STRATEGY 2025/2028

The report of the Director of Central Services and Deputy Chief Executive introduced the new Workforce Development Strategy 2025-

2028 which set out how the Council would support, develop and manage its workforce to ensure the successful delivery of its strategic priorities.

The Workforce Strategy was updated last in June 2022, and a significant number of new workforce initiatives had occurred since, leading to a requirement to comprehensively overview the Strategy. The adoption of a new well-defined Workforce Development Strategy was crucial in creating a motivated, skilled and engaged workforce that could meet the challenges of the future and the Strategy reflected the Council's commitment to investing in its employees, ensuring that they were equipped to meet current and future challenges, including Local Devolution and the evolving demands on services.

RESOLVED: That

- (1) the new draft Workforce Development Strategy 2025-28, at Annex 1, be approved for consultation; and
- (2) in the event that no substantive changes were proposed to the Strategy following consultation with staff, that authority be delegated to the Director of Central Service and Deputy Chief Executive to approve a final version of the Strategy and, if substantive changes were proposed, that the Strategy be brought back to the Committee for further consideration and final approval.

MATTERS SUBMITTED FOR INFORMATION

GP 25/13 GENDER PAY GAP REPORT 2023/24

The report of the Director of Central Services and Deputy Chief Executive summarised the legislative context of gender pay gap reporting and incorporated the outcomes of the Borough Council's gender pay gap analysis for 2023-24.

Overall, during the most recent twelve month period the mean and median gender pay gap increased by 3.31% and 6.62% respectively compared to the previous year. It was noted that the Council's gender pay gap increase was partly due to an increase in the overall number of females joining the organisation during the reporting period, with more females than male staff joining in roles in both the lower quartile and lower middle quartile. It was noted that the percentage of female employees in both the upper quartile and upper middle quartile had increased compared to the previous year.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 25/14 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

GP 25/15 ESTABLISHMENT REPORT

(Reasons: LGA 1972 – Sch 12A Paragraph 2 – Information which is likely to reveal the identity of an individual)

The report set out for Members' approval a number of establishment changes recommended by Management Team. Members noted that, in accordance with adopted conventions, all of the savings/costs referred to in the report reflected the salary at the top of the scale/grade plus associated on costs.

RESOLVED: That

- (1) a new Temporary Accommodation Welfare Officer (22.2 hours) post on scale 5/6, be permanently established; and
- (2) the Planning Enforcement Manager (DJ0182) post be regraded from M8 to M7, with immediate effect.

The meeting ended at 8.23 pm

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TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

MINUTES

Monday, 12th May, 2025

Present: Cllr M R Rhodes (Chair), Cllr A McDermott (Vice-Chair), Cllr B Banks, Cllr K Barton*, Cllr J Clokey, Cllr D A S Davis, Cllr K B Tanner, Cllr G C Bridge (substitute), Cllr D Keers (substitute) and Cllr Stacey Pilgrim (substitute)

(*arrived at 7.33 pm when presentation on 'Establishment Report' had commenced (Minute GP 25/19 refers))

In attendance: Councillors R P Betts, M D Boughton and M A Coffin** were also present pursuant to Council Procedure Rule No 15.21.

(**arrived at 7.33 pm)

Apologies for absence were received from Councillors B A Parry and R V Roud.

PART 1 - PUBLIC

GP 25/16 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Cllr D Keers substituted for Cllr M Coffin
- Cllr S Pilgrim substituted for Cllr B Parry
- Cllr G Bridge substituted for Cllr R Roud

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary member of the committee for whom they were substituting.

GP 25/17 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 25/18 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR DECISION UNDER DELEGATED POWERS

GP 25/19 ESTABLISHMENT REPORT

(Reason: LGA 1972 – Sch 12A Paragraph 1 – Information relating to an individual)

The report of the Chief Executive set out for Members' approval a number of changes to the Council's establishment following the announcement of the retirement of the Council's long-serving Director of Finance and Transformation.

Members noted that, in accordance with adopted conventions, all of the savings/costs referred to in the report reflected the salary at the top of the scale/grade plus associated on costs.

Finally, Members recorded their appreciation to the Director of Finance and Transformation for her over 42 years of outstanding service to the Borough Council and distinctive contribution to the Council's strong financial position.

RESOLVED: That

- (1) the post of Director of Finance and Transformation (Grade M2a) be deleted with effect from 1 September 2025;
- (2) a new post of Head of Finance and S151 Officer (Grade M3) be created with effect from 28 July 2025;
- (3) the Financial Services be transferred to the Chief Executive's directorate with effect from 28 July 2025; and
- (4) the Information Technology Services be transferred to the Central Services directorate with effect from 28 July 2025.

The meeting ended at 7.48 pm

Agenda Item 6

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

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Agenda Item 7

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.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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Agenda Item 9

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

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