



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

18 June 2025

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, 26th 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 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 - 18

To confirm as a correct record the Minutes of the meeting of the Overview and Scrutiny Committee held on 3 April 2025

6. Any Executive Decisions which have been 'called in' 19 - 20

Matters for Information

7. Empty Homes 21 - 28

This report updates Members on empty homes work including current figures on empty homes across the borough, trends, comparison with other Kent local authorities, recent activities and the new Empty Homes Officer post.

8. Consultant Use 2024-25 29 - 60

To provide information on the spend and use of consultants by the council during 2024/25. This report fulfils the recommendation agreed at Overview and Scrutiny Committee on 11th September 2024 that the Council continue to closely manage future use of external expertise, and an ongoing review of consultant use at the Council be reported to the Overview and Scrutiny Committee on an annual basis.

9. Local Government and Social Care Ombudsman - Annual Review Letter 61 - 68

The annual report of the Ombudsman regarding complaints received and dealt with over the period 1 April 2024 to 31 March 2025 is presented for information.

10. Record of Decisions taken by the Executive 69 - 72

A record of decision taken by the Cabinet and/or Cabinet Member during April, May and June 2025 is attached for information.

11. Notice of Forthcoming Key Decisions 73 - 76

The Notice of Key Decisions anticipated to be taken during the period June to August 2020⁵ is attached. This may be subject to change due to adjustments to the reporting timetable.

12. Work Programme 77 - 80

The Work Programme setting out matters to be scrutinised during 2025/26 is attached for information. Members can suggest future items by liaising with the Chair of the Committee.

13. Urgent Items 81 - 82

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 83 - 84

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 Information

15. Built Environment and Public Protection Software System 85 - 118

(Reasons: Part 2 – Private: LGA 1972 – Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

The report presents findings of the independent review of the implementation of a new software system for the built environment and public protection services, identifying key learning and actions alongside the progress already made at addressing these.

16. Urgent Items 119 - 120

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 K B Tanner (Vice-Chair)

Cllr Mrs S Bell

Cllr T Bishop

Cllr C Brown

Cllr R I B Cannon

Cllr L Chapman

Cllr A Cope

Cllr P M Hickmott

Cllr M A J Hood

Cllr F A Hoskins

Cllr S A Hudson

Cllr D W King

Cllr A McDermott

Cllr W E Palmer

Cllr D Thornewell