

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Wednesday, 8th October, 2025

Present: Cllr M R Rhodes (Chair), Cllr A McDermott (Vice-Chair), Cllr K Barton, Cllr L Chapman, Cllr M A Coffin, Cllr J Clokey, Cllr D A S Davis, Cllr B A Parry and Cllr K B Tanner.

In attendance: Councillors R P Betts, M D Boughton, M A J Hood, D W King and W E Palmer* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

An apology for absence was received from Councillor B Banks.

PART 1 - PUBLIC

GP 25/25 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

GP 25/26 DECLARATIONS OF INTEREST

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

GP 25/27 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 11 June 2025 be approved as a correct record and signed by the Chairman.

MATTERS FOR DECISION UNDER DELEGATED POWERS

GP 25/28 MEMBER DEVELOPMENT STRATEGY - INITIAL THEMES AND NEXT STEPS

The report the Director of Central Services and Deputy Chief Executive outlined the initial themes identified for inclusion in the Council's Member Development Strategy. The report built upon the training initially delivered as part of the Member Induction programme and aimed to present a more structured programme shaped by Member priorities whilst taking into account time constraints. The initial document outlined the proposed direction of travel, as discussed with the Chair and Vice-Chair of the Committee, and centred on five key training areas: Committee-specific topics, legislative updates, high-profile or high-risk service areas, finance and governance and compliance. To ensure the

strategy aligned with the needs of Members, it was recommended that all Members be surveyed to identify their training priorities.

During discussion, Members felt that personal development plans might be difficult to implement due to time constraints and any other obligations, and they might not suit all Members.

The importance of compliance training was acknowledged, highlighting cyber security as especially valuable. In addition, it was noted that external resources such as the Local Government Associations (LGAs) programmes helped Members to enhance their skills and adapt to new challenges.

RESOLVED: That

- (1) the emerging themes for the Member Development Strategy, be noted;
- (2) the proposal to survey all Members on their development needs, be endorsed; and
- (3) the General Purposes Committee receive a draft strategy in January 2026.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 25/29 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 25/30 ESTABLISHMENT REPORT

(Reason: LGA 1972 – Sch 12A Paragraph 1 – Information relating to 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) the hours of the Senior Electoral Services Officer (DC0401) post be increased from 30 hours to 37;
- (2) the hours of the Electoral Services Officer (DC403) post be increased from 29.5 hours to 37;
- (3) post DF003, Chief Financial Services Officer (M4) be redesignated to Financial Services Manager at M5;
- (4) the Senior Accountancy Assistant (Scale 5/6) full time post DF0296, be deleted;
- (5) a new Senior Accountant (Capital and Treasury) post, full time, grade M9 be established;
- (6) a new Transformation Manager post, full time, grade M6 be established;
- (7) the Head of Licensing, Community Safety and Customer Services post DR0402 be deleted;
- (8) the 30 hours Customer Services Advisor (Scale 4) post DB0325, be deleted; and
- (9) a Senior Service Supervisor post, full time, graded SO be established.

The meeting ended at 7.53 pm