

## **TONBRIDGE AND MALLING BOROUGH COUNCIL**

### **GENERAL PURPOSES COMMITTEE**

**Monday, 27th June, 2016**

**Present:** Cllr O C Baldock (Chairman), Cllr M A C Balfour, Cllr P F Bolt, Cllr M A Coffin, Cllr N J Heslop, Cllr B J Luker, Cllr S C Perry and Cllr C P Smith

Apologies for absence were received from Councillors L J O'Toole and Mrs S Bell

#### **PART 1 - PUBLIC**

##### **GP 16/10 DECLARATIONS OF INTEREST**

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

##### **GP 16/11 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the General Purposes Committee held on 1 February 2016 be approved as a correct record and signed by the Chairman.

#### **MATTERS FOR RECOMMENDATION TO THE COUNCIL**

##### **GP 16/12 HUMAN RESOURCES STRATEGY UPDATE**

The report of the Director of Central Services presented an updated Human Resources Strategy which provided an overview of the Council's approach to managing its employees. Details were given of progress in achieving the improvement priorities in the Strategy for 2015/16 together with actions to be implemented in the period April 2016 – March 2017 (the Workforce Development Plan). The updated strategy also contained the statutory equality monitoring required by the Equality Act 2010.

**RECOMMENDED:** That the outcomes of the equality monitoring reported in Section 4 of the Human Resources Strategy, as set out in Annex 1 to the report, be noted and the actions listed in Section 5 thereof be commended to the Council.

**\* Referred to Council**

#### **MATTERS FOR CONSIDERATION IN PRIVATE**

##### **GP 16/13 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**

### **DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION**

#### **GP 16/14 ESTABLISHMENT CHANGES**

##### **(LGA 1972 Sch 12A Paragraph 1 – Information relating to an individual)**

The report of the Director of Central Services presented for approval a number of establishment changes recommended by the Management Team arising from the on-going operational management of the Council's services. It was noted that the proposals would result in net savings of £89,000.

Members recognised the cross-cutting nature of the various reviews that had been undertaken with the objective of ensuring that resources were in place at the right level to deliver services in accordance with the Savings and Transformation Strategy. They expressed appreciation of the flexibility, commitment and contribution of staff and requested that thanks be conveyed accordingly.

**RESOLVED:** That the proposals and establishment adjustments set out in the report be endorsed as follows:

- (1) the post of Customer Support Assistant - DB0005, 21 hours per week, scale 2/3 be deleted with effect from 30 June 2016;
- (2) the post of Services Administrator – DA0201, 20 hours per week, scale 4/5 be deleted with effect from 30 June 2016;
- (3) the two Mayors Assistant posts – DA1301 and DA1302, 19.5 hours per week, scale 4/5 be deleted with effect from 30 June 2016;
- (4) three new Administration Officer posts – scale 3/4 at 21 hours per week, 20 hours per week, and 19.5 hours per week be created and the incumbents of posts DB0005, DA0201 and DA1301 be transferred on their current hours into these newly created posts with effect from 1 July 2016. The individuals in posts DA0201 and DA1301 will receive 3 years of salary protection in accordance with Section J of the Council's Reorganisation, Redundancy and Redeployment Procedure;

- (5) post DA0213, currently scale 4/5 be redesignated from Administration Officer to Senior Administration Officer and regraded scale 6 with effect from 1 July 2016;
- (6) the existing post of Administrative Assistant (DA0204) be redesignated Administration Officer and regraded scale 3/4 with effect from 1 July 2016;
- (7) the posts of Electoral Services Officer numbers DC0402 and DC0403 be regraded from scale 2/3 to 3/4, with a bar at the top of scale 3, and the hours be formalised as 29.5 hours and 24 hours per week respectively with effect from 1 July 2016;
- (8) the post of Solicitor - DR0007 be regraded from grade M6 to M5 and redesignated Principal Litigation Solicitor with effect from 1 July 2016;
- (9) the post of Elections and Special Projects Manager - DC0498, scale M6, 37 hours per week be deleted with effect from 30 June 2016;
- (10) a new post of Head of Electoral and Democratic Services scale M5, 37 hours per week be created with effect from 1 July 2016;
- (11) a sum of £39,950 accruing from the reduction in hours of post DB0002 be ring-fenced pending a corporate review of the Customer Services function;
- (12) the post of Media and Communications Manager – DA1202, 18.5 hours per week, scale M8 be deleted with immediate effect;
- (13) a new post of Media and Communications Officer, 22 hours per week, scale 3/5 be created with immediate effect;
- (14) one new post of Licensing Officer, 37 hours per week, scale 4/5 be created with immediate effect;
- (15) the post of Community Safety Assistant – DR0702, 27.5 hours per week, scale 2/3 be deleted with immediate effect;
- (16) the post of Safer Towns Co-ordinator – DR0704, 28 hours per week, scale 5 be deleted with immediate effect;
- (17) the post of Housing Needs Manager - DV0701, 37 hours per week, scale M8 be deleted with effect from 17 July 2016 and on that date the contract of employment of Mrs Lynn Wilders be terminated on the grounds of redundancy and, in accordance with the Local Government Pension Scheme Regulations, she

- should commence receipt of her pension from 18 July 2016 and her redundancy payment should be calculated as set out in the Restructuring, Redundancy and Redeployment Procedure;
- (18) the post of Housing Options Team Manager - DV0718, 37 hours per week, scale SO be deleted with effect from 17 July 2016;
  - (19) the post of Home Choice Team Leader - DV0719, 37 hours per week, scale SO be deleted with effect from 17 July 2016;
  - (20) the post of Housing Options and Support Manager, 37 hours per week, scale M8 be created with effect from 18 July 2016;
  - (21) the post of Housing Services Improvement Manager, 37 hours per week, scale M9 be created with effect from 18 July 2016;
  - (22) the two currently vacant posts of Home Choice Officer - DV0720 and DV0721, 37 hours per week, scale 1/2 be deleted with effect from 17 July 2016;
  - (23) two Housing Support Assistant posts, 37 hours per week, scale 3 be created with effect from 18 July 2016;
  - (24) the post of Housing Assistant – DV0905, 17.5 hours per week, scale 1/2 be deleted with effect from 17 July 2016;
  - (25) the post of Housing Administration Assistant – DV0722, 18.5 hours per week, scale 1/2 be deleted with effect from 17 July 2016;
  - (26) the currently vacant post of Housing Support Assistant – DV0707, 37 hours per week, scale 2/3 be deleted with effect from 17 July 2016;
  - (27) the Housing Options Officer post numbers DV0710, DV0713, DV0714 and DV0717, 37 hours per week, scale 4/6 be redesignated to Housing Options and Support Officer, 37 hours per week, scale 5/6 with effect from 18 July 2016 and an additional Housing Options and Support Officer post, 37 hours per week, scale 5/6 be created with effect from 18 July 2016;
  - (28) the post of Chief Housing Officer, 37 hours per week, M5 be redesignated to Head of Housing Services with effect from 18 July 2016;
  - (29) a revenue budget of £30,000 be created for commissioning advice and work on transportation and infrastructure provision

- and be managed by the Planning Policy Manager in conjunction with the Head of Planning;
- (30) the post of Senior Engineer - DE0208, 37 hours per week be redesignated to Engineering Manager and re-graded from M9 to M8 with effect from 1 July 2016;
  - (31) a new Technical Support Officer post, 37 hours per week, scale 5 be created with effect from 1 July 2016;
  - (32) the vacant post of Senior Administration Assistant - DG3002, 33 hours per week, scale 3/4 be deleted with effect from 30 June 2016;
  - (33) the hours of the post of Administration Assistant – DG3004 be increased from 27.5 to 30.5 hours per week, scale 2/3 with effect from 1 July 2016;
  - (34) a new post of Administration Assistant, 18.5 hours per week, scale 2/3 be created with effect from 1 July 2016;
  - (35) the hours of the post of Administration Assistant - DG3009 be increased from 22 to 28 hours per week, scale 1/2 with effect from 1 July 2016;
  - (36) the post of Senior Parks Officer DG0101, 22 hours per week, grade SO be deleted on 20 October 2016;
  - (37) a new post of Parks Officer, 37 hours per week, scale 6 be created and appointment to this post be made on 24 October 2016;
  - (38) the existing post of Assistant Parks Officer, DG0102 37 hours per week, scale 3 be deleted with effect from 24 October 2016;
  - (39) a new post of Assistant Parks Officer, 22.5 hours per week, scale 4 be created with effect from 24 October 2016;
  - (40) the redesignation of the full time post DG0404 from Administration Assistant (scale 2/3) to Leisure Development Assistant scale 3/4 be extended until 31 October 2016;
  - (41) the extension of the hours of the temporary post of Youth & Play Development Officer, post DG0402 be continued at their current level of 37 hours per week until 31 August 2016 (at which point the hours will return to their established level of 22.5 hours per week);

- (42) post DV0202 be redesignated to Health Improvement Co-ordinator, re-graded from scale 5 to scale 6 and the hours be increased from 30 to 37 per week, all with effect from 1 July 2016 until 31 March 2017;
- (43) the hours of the post of Health Improvement Assistant – DV0203 be increased from 20 to 37 hours per week from 1 July 2016 until 31 March 2017; and
- (44) the temporary post DV0299 Health Improvement Administrative Assistant be extended until 31 March 2017.

The meeting ended at 8.22 pm