

## **TONBRIDGE AND MALLING BOROUGH COUNCIL**

### **GENERAL PURPOSES COMMITTEE**

**Monday, 20th November, 2017**

**Present:** Cllr O C Baldock (Chairman), Cllr L J O'Toole (Vice-Chairman), Cllr P F Bolt, Cllr M A Coffin, Cllr B J Luker, Cllr R V Roud, Cllr C P Smith and Cllr M Taylor

Councillors Mrs J A Anderson, D J Cure, N J Heslop and D Lettington were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs S Bell, Mrs M F Heslop and D Markham

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

##### **GP 17/18 DECLARATIONS OF INTEREST**

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

##### **GP 17/19 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the General Purposes Committee held on 26 June 2017 be approved as a correct record and signed by the Chairman.

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

##### **GP 17/20 IMPLICATIONS FOR TONBRIDGE AND MALLING BOROUGH COUNCIL OF THE TRADE UNION ACT 2016**

The report of the Director of Central Services set out the actions that the Borough Council was required to take in response to the Trade Union Act 2016. It was recommended that the statutory tables reporting on Trade Union 'Facility Time' be incorporated in future HR Strategy Update reports.

In relation to the public sector, the Act introduced a requirement for unions to make a reasonable payment to employers for deducting union subscriptions from salaries and making them over to unions. This was referred to as DOCAS – deduction of contribution at source – and the Borough Council was currently in negotiation with Unison concerning the level of payment.

The Act also required the Borough Council to publish certain information relating to time taken off by trade union officials employed by the

authority for trade union duties and activities, referred to as 'Facility Time'.

**RECOMMENDED:** That:

- (1) the implications of the Trade Union Act 2016 be noted; and
- (2) the Facility Time Monitoring Tables be included in the annual HR Strategy Update.

**\*Referred to Council**

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

**GP 17/21 GENERAL DATA PROTECTION REGULATION - IMPLICATIONS FOR TONBRIDGE AND MALLING BOROUGH COUNCIL**

The report of the Director of Central Services and Monitoring Officer provided an update on the General Data Protection Regulation (GDPR), highlighted the changes in data protection law as a result and set out the actions being taken to ensure future compliance.

It was reported that the core rules of data protection remained broadly the same. However, there were new obligations under the GDPR and the requirements of the new regime would be stricter. It was not only important to comply with the GDPR but it would be necessary to demonstrate how the Borough Council complied.

The key changes as a result of the new regulations were set out in paragraph 1.2 of the report. However, particular reference was made to the stricter and more detailed conditions for the use of consent. The Borough Council would need to review how this was sought, obtained, recorded and whether any changes in process were required.

Members were advised that face to face training on the new regime had been provided to senior officers. Online training for all staff would be rolled out in advance of the new legislation coming into force. It was also intended that training would be provided to Members and, given the importance of the regulations and the strict penalties for non-compliance, this would be mandatory.

**RESOLVED:** That the contents of the report be noted and the following appointments made:

- (1) the Director of Central Services and Monitoring Officer as the Council's Data Protection Officer; and

- (2) the Principal Solicitor and Principal Solicitor (Litigation) as Deputy Data Protection Officers.

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

#### **GP 17/22 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.

However, the Committee also agreed that the Unison representative (Mark Hammond) could make a short statement on the Review of the Planning Service.

### **PART 2 - PRIVATE**

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

#### **GP 17/23 ESTABLISHMENT CHANGES**

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

The report of the Director of Central Services set out for approval a number of establishment changes arising from the ongoing operational management of the Borough Council's services.

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

- (1) a new 15.5 hours per week post of Waste & Enforcement Support Officer (scale 4) be established with effect from 1 December 2017;
- (2) post DE0505 Administration Officer scale 2/3 be reduced from 30 to 25 hours per week with effect from 1 December 2017;
- (3) post DG0213 Waste & Enforcement Support Officer scale 4 be reduced from 18.5 to 15 hours per week with effect from 1 December 2017;
- (4) post DG0208 Waste & Enforcement Officer scale 5 be reduced from 37 to 30 hours per week with effect from 1 December 2017;

- (5) post DR0402 be re-designated Head of Licensing, Community Safety and Customer Services grade M5 with effect from 1 December 2017;
- (6) post DR0403 be re-designated Senior Licensing Officer grade Senior Officer with effect from 1 December 2017;
- (7) the hours of post DR0405 (Licensing Administration Officer – grade 3 / 4) be increased from 15 to 25 per week with effect from 1 December 2017;
- (8) the current post of Gateway Manager M8 be deleted and replaced with the post of Gateway Manager M9 with immediate effect;
- (9) the hours of post DB0320 (Customer Services Advisor scale 2 / 3) be reduced from 15 to 11.25 per week with immediate effect;
- (10) the hours of post DB0302 (Customer Services Supervisor scale 4 / 5) be increased from 30 to 37 per week with immediate effect;
- (11) the post of Senior Customer Services Advisor, DB0305 grade 3 be deleted with immediate effect;
- (12) the hours of post DB0308 (Customer Services Advisor scale 2 / 3) be increased from 16.25 to 18 per week with immediate effect;
- (13) the hours of post DB0308 (Customer Services Advisor scale 2 / 3) be increased from 8 to 8.75 per week with immediate effect;
- (14) a new 8 hour per week post of Customer Services Assistant scale 1 / 2 be established with immediate effect;
- (15) the post of Administration Officer DA0217 scale 3 / 4 be deleted with immediate effect;
- (16) the hours of the post of Administration Officer DA0218 be increased from 19.5 to 26.5 per week with immediate effect;
- (17) the hours of post DC0403 (Electoral Services Officer scale 3 / 4) be reduced from 24 to 20 per week with immediate effect;
- (18) the sum of £5,389 arising from the amendments to the establishment in the Electoral Services and Central Services Administration Teams be ring-fenced for 12 months;
- (19) the hours of post DN0101 (Development Manager - grade M6) be confirmed as 15 per week with effect from 1 April 2018;

- (20) the hours of post DN0104 (Senior Analyst Programmer - grade M7) be confirmed as 22.5 per week with effect from 1 January 2018;
- (21) a new full time post of Developer (grade SO/M9) be established with effect from 1 January 2018; and
- (22) a budget of £15,000 for IT consultancy support be confirmed in the estimates for 2018/19 onwards.

#### **GP 17/24 REVIEW OF THE PLANNING SERVICE**

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

The report of the Director of Planning, Housing and Environmental Health set out proposals, supported by Management Team, for the redesign of the Development Control and Planning Policy Teams within the Planning Service.

The Committee noted the comments made by the Unison representative and gave this careful consideration as part of their deliberations.

**RESOLVED:** That:

- (1) the proposals set out in the report be approved; and
- (2) any further amendments arising from staff consultation be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Director of Central Services

#### **GP 17/25 ESTABLISHMENT CHANGES - HOUSING SERVICES**

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

The report of the Director of Planning, Housing and Environmental Health addressed some key managerial and operational changes focused primarily on the Housing Service. It covered organisational issues and some specific resource matters arising from new duties for the Borough Council in the Homelessness Reduction Act 2017.

**RESOLVED:** That

- (1) the following changes to the establishment be approved and to take effect from 1 December 2017:
  - Posts DV0003 and DV0004 (Chief Environmental Health Officer and Head of Housing) be deleted;

- A new post of Head of Housing and Health be created at grade M4;
  - Post DV0724 (Housing Services Improvement Manager) be regraded to M8;
  - Three new posts of Housing Options and Support Officer/Accommodation Office be created at Scale 5/6;
  - Post DV0714 (Housing Options and Support Officer) be reduced to 22.2 hours weekly; and
- (2) the following changes to the establishment be approved and to take effect from 1 January 2018:
- Post DV0901 (Private Sector Housing Manager) be re-designated as Private Sector Housing and Wellbeing Manager, regraded at M7 and become a full time post;
  - Post DV0902 be re-designated as Environmental Health Officer (Housing) at grade M9 as a full time post;
  - Post DV0903 (Private Sector Housing Manager – part time) be deleted.

The meeting ended at 8.49 pm