

# TONBRIDGE AND MALLING BOROUGH COUNCIL

## CABINET

Tuesday, 20th March, 2018

**Present:** Cllr N J Heslop (Chairman), Cllr M A Coffin, Cllr Mrs M F Heslop, Cllr D Lettington, Cllr P J Montague and Cllr H S Rogers

Councillors Mrs J A Anderson, O C Baldock, P F Bolt, V M C Branson, D J Cure, Mrs A S Oakley, M Parry-Waller, M R Rhodes, A K Sullivan and T C Walker were also present pursuant to Access to Information Rule No 22.

### PART 1 - PUBLIC

#### **CB 18/22 DECLARATIONS OF INTEREST**

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

#### **CB 18/23 MINUTES**


**RESOLVED:** That the Minutes of the meeting of the Cabinet held on 8 February 2018 be approved as a correct record and signed by the Chairman.

### MATTERS FOR RECOMMENDATION TO THE COUNCIL

#### **CB 18/24 GENERAL DATA PROTECTION REGULATION SOFTWARE**

The joint report of the Director of Central Services and Director of Finance and Transformation explored the use of software to enable the Council to comply with new data protection legislation due to come into effect in May 2018. The requirements of the General Data Protection Regulation (GDPR) were outlined in terms of accountability, privacy by design and default and the need for protection of personal data to be embedded throughout the organisation. It was noted that the Council was required to demonstrate data governance processes and procedures in order to mitigate the risk of substantial fines by the Information Commissioners Office in the event of a data breach.

Consideration was given to a Capital Plan evaluation which had been conducted for the purchase of an automated software solution which could reduce the risks under the GDPR. Considerable discussion ensued and officers undertook to examine some of the points raised by Members before the Council meeting. Reference was made to the Member training being arranged and all Councillors were urged to attend.

**RECOMMENDED:** That an automated software solution for General Data Protection Regulation purposes be added to the Capital Plan, funded from the Invest to Save reserve. 

**\*Referred to Council**

#### **CB 18/25 PURCHASE OF TEMPORARY ACCOMMODATION**

The joint report of the Director of Planning, Housing and Environmental Health and Director of Central Services set out the need for access to additional temporary accommodation in order to address both housing management and cost issues in dealing with applications under homelessness legislation. The report presented a preferred way of moving forward in the short term utilising funds from planning obligations. Consideration was given to a Capital Plan evaluation for the purchase of property for temporary accommodation purposes.

Members welcomed the proposal and expressed the wish that the accommodation should be within the Borough where possible although it was recognised that it might be necessary to look beyond the boundary to obtain best value.

**RECOMMENDED:** That 

- (1) the sum of up to £1.6m be added to the Capital Plan for the purchase of property for temporary accommodation purposes funded from section 106 monies; and
- (2) delegated authority be granted to the Director of Planning, Housing and Environmental Health and Director of Central Services, in consultation with the Cabinet Member for Housing and Cabinet Member for Finance, Innovation and Property, to progress the purchase of property for temporary accommodation purposes as set out in the report.

**\*Referred to Council**

#### **DECISIONS TAKEN IN ACCORDANCE WITH PARAGRAPH 4, PART 3 OF THE CONSTITUTION**

#### **CB 18/26 WASTE SERVICES CONTRACT RE-TENDER**

Decision Notice D180023CAB

#### **CB 18/27 CAR PARKING FEES AND CHARGES - OUTCOME OF PUBLIC CONSULTATION**

Decision Notice D180024CAB

**CB 18/28 LEYBOURNE LAKES COUNTRY PARK - DEVELOPMENT OPPORTUNITIES**

Decision Notice D180025CAB

**CB 18/29 ON-STREET PARKING FEES AND CHARGES**

Decision Notice D180026CAB

**CB 18/30 PARKING ACTION PLAN - PHASE 9**

Decision Notice D180027CAB

**MATTERS SUBMITTED FOR INFORMATION****CB 18/31 MATTERS REFERRED FROM ADVISORY BOARDS**

The notes of the meetings of the following Advisory Boards were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

Street Scene and Environment Services Advisory Board of 13 February 2018

Economic Regeneration Advisory Board of 21 February 2018

Planning and Transportation Advisory Board of 6 March 2018

**RESOLVED:** That the report be received and noted.

**CB 18/32 MATTERS REFERRED FROM ADVISORY PANELS AND OTHER GROUPS**

The Minutes of the meetings of the following Advisory Panels and other Groups were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

Parish Partnership Panel of 15 February 2018

Joint Transportation Board of 12 March 2018

**RESOLVED:** That the report be received and noted.

**CB 18/33 STRATEGIC RISK REGISTER**

The report of the Management Team presented the latest iteration of the Strategic Risk Register which had been reviewed and updated to align with the new Corporate Strategy in the autumn. It was noted that updates had been made in respect of emergency arrangements, contaminated land and the potential demise of a large partner organisation.

**RESOLVED:** That the report be received and noted.

**CB 18/34 FAIR FUNDING REVIEW**

The report of the Director of Finance and Transformation referred to the publication of a technical consultation paper entitled “Fair funding review: a review of relative needs and resources” alongside the 2018/19 Provisional Local Government Finance Settlement. An overview of the paper was given together with comments and the response submitted by the 12 March 2018 deadline with the agreement of the Leader and Cabinet Member for Finance, Innovation and Property.

**RESOLVED:** That the report be received and noted.

**CB 18/35 BUSINESS RATES - DISCRETIONARY FUND RELIEF SCHEME POLICY**

The report of the Director of Finance and Transformation gave details of changes made to the Discretionary Fund Relief Scheme Policy to ensure that the amount of relief awarded to eligible businesses was maximised.

**RESOLVED:** That the report be received and noted.

**CB 18/36 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.

**DECISIONS TAKEN IN ACCORDANCE WITH PARAGRAPH 4, PART 3 OF THE CONSTITUTION**

**CB 18/37 DEBTS FOR WRITE OFF**

**(LGA 1972 Sch 12A Paragraph 2 – Information likely to reveal information about an individual)**

Decision Notice D180028CAB

The meeting ended at 8.35 pm