

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Monday, 25th June, 2018

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

Councillors Mrs J A Anderson, Mrs S M Barker, M C Base, Mrs P A Bates, R P Betts, T I B Cannon, D J Cure, D A S Davis, S R J Jessel, Mrs F A Kemp, D Lettington, Mrs S L Luck, P J Montague, Mrs A S Oakley, M Parry-Waller, M R Rhodes, H S Rogers, Miss J L Sergison, Miss S O Shrubsole, A K Sullivan, Miss G E Thomas and T C Walker were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors M A C Balfour, Mrs S Bell, D Markham and S C Perry

PART 1 - PUBLIC

GP 18/9 DECLARATIONS OF INTEREST

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

GP 18/10 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 29 January 2018 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

GP 18/11 HUMAN RESOURCES STRATEGY UPDATE

The report of the Director of Central Services reminded Members that the Human Resources Strategy (HR Strategy) provided an overview of the Council's approach to managing its employees and that it was updated annually to identify "improvement priorities". The updated HR Strategy, set out at Annex 1 to the report, listed progress against the improvement priorities identified for April 2017 to March 2018, identified actions to be implemented between April 2018 and March 2019 and reported the outcome of equality monitoring of staffing issues in 2017/18 required under the Equality Act 2010.

RECOMMENDED: That the outcomes of the equality monitoring set out in Section 4 of the HR Strategy be noted and the actions listed in

Section 5 of the strategy (Workforce Development Plan April 2018 – March 2019) be commended for adoption by the Council.

***Referred to Council**

**GP 18/12 INVESTIGATORY POWERS COMMISSIONER'S OFFICE
INSPECTION REPORT - THE REGULATION OF INVESTIGATORY
POWERS ACT 2000**

The Director of Central Services advised that, in order to ensure that public authorities carried out covert activities in a lawful manner, the Investigatory Powers Commissioner's Office (IPCO) conducted regular reviews of the Council's policies and procedures. Annex 1 to the report set out details of a recent, telephone-based, review undertaken by the Assistant Surveillance Commissioner, His Honour Brian Barker. The Assistant Surveillance Commissioner's report had recommended a number of minor amendments to the Corporate Surveillance Guidance, the inclusion of advice on the use of social media and recognised the need to update officers and provide training as a priority.

RECOMMENDED: That

- (1) the Inspection report of the Assistant Surveillance Commissioner be noted; and
- (2) the revised Corporate Surveillance Guidance, set out in Annex 2 to the report, be commended for adoption by the Council.

***Referred to Council**

MATTERS SUBMITTED FOR INFORMATION

GP 18/13 HEALTH AND SAFETY ANNUAL REPORT 2017/18

Annex 1 to the report of the Director of Planning, Housing and Environmental Health set out the Annual Health and Safety Report 2017/18. Attention was drawn to the summary of key achievements in 2017/18, the establishment of a Corporate Health and Safety Group and to the key priorities for 2018/19.

RESOLVED: That the Annual Health and Safety Report 2017/18 be received and noted.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 18/14 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 18/15 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 Council's services.

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

- (1) the saving of £5,812 arising from the re-designation and re-grading of post DC0405 Head of Electoral and Democratic Services M5 to Head of Electoral Services M6 be ring fenced pending further adjustments to the Establishment in Central and Executive Services;
- (2) the options for a shared Business Rates resource, funded from the ring fenced saving approved at the General Purposes Committee on 29 January 2018, be explored with Gravesham Borough Council;
- (3) as previously endorsed by Management Team, a 12 month fixed term contract of Special Projects Officer scale 5/6 be created in the Revenue and Benefits Team with effect from 1 May 2018 funded from the Transformation Reserve;
- (4) Internal Auditor post DF0804 be re-designated and re-graded Senior Internal Auditor scale 6/SO (from Internal Auditor scale 2/6) with immediate effect;
- (5) Internal Auditor post DF0805 be deleted with immediate effect and replaced by a temporary staff provision; and
- (6) Fraud Officer post DF0602 scale 4/6 be deleted and replaced with a new Fraud/Audit Assistant post scale 2/4 37 hours per week, with immediate effect.

GP 18/16 WASTE AND STREET SCENE SERVICES**(LGA 1972 Sch 12A Paragraph 1 – Information relating to an individual)**

The report of the Director of Street Scene, Leisure and Technical Services set out details of a number of permanent and temporary staffing changes in the Waste and Street Scene Services to reflect the departure of the Head of Waste and Street Scene, the retendering of the Waste Contract and the on-going requirement to deliver the existing contract to an acceptable standard.

RESOLVED: That

- (1) a new post of Head of Street Scene and Leisure graded M4 be established with immediate effect;
- (2) the existing posts of Head of Leisure Services (DG0004) and Head of Waste and Street Scene (DG0006) be deleted from the establishment with immediate effect;
- (3) the existing holder of post DG0004 be transferred into the new post of Head of Street Scene and Leisure with immediate effect;
- (4) the temporary staffing arrangements approved by Management Team be noted; and
- (5) the longer term saving accruing from the proposals be ring-fenced to enable a further review of the staff structure in the future.

The meeting ended at 8.10 pm