

## **TONBRIDGE AND MALLING BOROUGH COUNCIL**

### **GENERAL PURPOSES COMMITTEE**

**Monday, 8th October, 2018**

**Present:** Cllr O C Baldock (Chairman), Cllr L J O'Toole (Vice-Chairman), Cllr M A C Balfour, Cllr M A Coffin, Cllr N J Heslop, Cllr B J Luker and Cllr R V Roud

Councillors Mrs J A Anderson, D Lettington, Mrs A S Oakley, M R Rhodes and H S Rogers were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors P F Bolt, Mrs M F Heslop, S C Perry and C P Smith

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

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

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

##### **GP 18/18 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the General Purposes Committee held on 25 June 2018 be approved as a correct record and signed by the Chairman.

#### **DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION (RESPONSIBILITY FOR COUNCIL FUNCTIONS)**

##### **GP 18/19 REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

Further to the meeting of the Electoral Review Working Group held prior to the Committee meeting the Chief Executive presented a report on the Review of Polling Districts and Polling Places and outlined the timetable for public consultation.

**RESOLVED:** That the timing of the review, including the initial proposals and the public consultation to be undertaken by 21 December 2018, be approved.

##### **GP 18/20 HOMEWORKING POLICY AND PROCEDURE**

The report of the Director of Central Services set out the proposed Homeworking Policy following a recent review of the Council's Flexible Working and Homeworking Policy. It was noted that the proposed policy

more accurately reflected the Council's current arrangements where all homeworking currently undertaken fell into the category of Occasional/ad hoc and created the flexibility to incorporate Regular and Permanent/remote homeworking options in the future.

In response to concerns expressed about the security and confidentiality of information and the possibility of a breach of the General Data Protection Regulations, the Director of Central Services confirmed that the Security, Confidentiality and Health and Safety section of the policy would be amended by the addition of the following:-

"Homeworkers must ensure that there is no risk of breaching the Council's GDPR safeguards by others who may be present while they are homeworking".

**RESOLVED:** That, subject to the inclusion of the reference to the Council's GDPR safeguards, the updated Homeworking Policy, as set out at Annex 1 to the report, be adopted as a standalone policy separate from the Flexible Working Policy and Procedure.

#### **GP 18/21 AMENDMENT TO THE SMOKING POLICY**

The report of the Director of Central Services set out details of proposed amendments to the Council's Smokefree Workplace and Public Place Policy following a recent query about the use of e-cigarette/vaping charging units on Council premises and the associated fire risk of these units. The report proposed that the following be added to paragraph 2.1 of the policy:-

" 'Vaping' or the use of electronic cigarettes is similarly not permitted in any part of the operational premises as defined above. Those using such devices are not required to use the designated smoking areas but may use them outside so long as they do not cause harm or distress, whether actual or perceived, to others.

Vaping or electronic cigarettes should not be left unattended at any time when being electronically charged and charging units should be Portable Appliance Tested (PAT) first before use."

**RESOLVED:** That the proposed amendments to Paragraph 2.1 of the Policy, as set out at paragraphs 1.2 and 1.6 of the report, be endorsed.

#### **MATTERS SUBMITTED FOR INFORMATION**

#### **GP 18/22 REVIEW OF DISPENSATION - COUNCILLOR MARK DAVIS**

The report of the Director of Central Services and Monitoring Officer set out details of the recent review of the dispensation granted to Councillor Mark Davis to enable his participation in meetings of the Area Planning Committees, the Planning and Transportation Advisory Board and other

meetings where the Local Plan was under consideration. It was noted that the dispensation would remain in effect until the local elections in May 2019.

**RESOLVED:** That the review of the dispensation granted to Councillor Mark Davis be noted.

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

#### **GP 18/23 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 PART 3 OF THE CONSTITUTION (RESPONSIBILITY FOR COUNCIL FUNCTIONS)**

#### **GP 18/24 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 re-designation and re-grading of post DA1102 from Property Services Officer to Corporate Support Manager with immediate effect;
- (2) the establishment of a temporary Revenues and Visiting Assistant post scale 2/4 with immediate effect for a period of 6 months;
- (3) the establishment of a 1 year fixed term full time scale 2/3 Administration Assistant in the Waste Team with immediate effect;
- (4) post DE0513, scale 5, be permanently re-designated Parking Support Manager from Senior Administrator and established full time with immediate effect for a period of 12 months;

- (5) post DE0503 scale 3 be permanently re-designated Parking Support Officer from Parking Administrator and established 0.8 full time equivalent with immediate effect for a period of 12 months;
- (6) post DE0505 scale 3 be permanently re-designated Parking Support Officer from Parking Administrator and established 0.6 full time equivalent with immediate effect for a period of 12 months; and
- (1) the grade attaching to posts DJ0102 Development Manager and DJ0302 Planning Policy Manager be increased from M6 to M5 with immediate effect.

The meeting ended at 8.14 pm  
having commenced at 7.45 pm