

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Monday, 2nd September, 2013

Present: Cllr M A C Balfour (Chairman), Cllr Mrs S L Luck (Vice-Chairman), Cllr A W Allison, Cllr T Bishop, Cllr P F Bolt, Cllr C Brown, Cllr R W Dalton, Cllr D A S Davis, Cllr Mrs C M Gale, Cllr N J Heslop, Cllr Miss A Moloney and Cllr C P Smith.

Councillors Mrs Anderson, Baldock, Luker and Mrs Murray were also present pursuant to Council Procedure Rule No 15.21.

An apology for absence was received from Councillor Evans.

PART 1 - PUBLIC

**GP
13/032** **DECLARATIONS OF INTEREST**

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

**GP
13/033** **MINUTES**

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 24 June 2013 be approved as a correct record and signed by the Chairman.

**GP
13/034** **MINUTES OF ELECTORAL REVIEW WORKING GROUP**

RESOLVED: That the Minutes of the meeting of the Electoral Review Working Group held on 25 July 2013 be received and noted and the recommendations contained therein be adopted.

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

**GP
13/035** **EXTERNAL AUDITORS REPORT ON THE OUTCOME OF THE
AUDIT OF THE STATEMENT OF ACCOUNTS 2012/13**

Consideration was given to the report of the Director of Finance and Transformation inviting endorsement of the External Auditors Report on the outcome of the audit of the Statement of Accounts for 2012/13. It was also recommended that the Chairman be authorised to countersign the Letter of Representation prepared by the Director of Finance and Transformation. Mr D Wells (Engagement Lead) and

Mr T Greenlee (Audit Manager) attended the meeting to present the report and answer questions raised by Members.

It was noted that there were no material issues that needed to be brought to the attention of the Committee and the Engagement Lead anticipated being able to issue an unqualified opinion on the financial statements and value for money conclusion. Attention was drawn to the External Auditors Report on the Council's arrangements for securing financial resilience which assessed all areas as "green" with the exception of the identification of savings in later years which recognised the difficult financial environment and reflected the current "work in progress" position.

Mr Wells commented on the pleasing results of the audit and explained the change in procedure for signing off the accounts.

RESOLVED: That

(1) the External Auditors Report on the outcome of the audit of the Statement of Accounts 2012/13, as set out at Annex 1 to the report, be approved;

(2) the Chairman be given delegated authority to countersign the Letter of Representation set out at Annex 2 to the report at the appropriate time when the Engagement Lead issues the audit opinion;

(3) the Chairman be given delegated authority to sign the Accounts in the appropriate place at the appropriate time;

(4) the External Auditors Report on the arrangements for securing financial resilience, as set out at Annex 3 to the report, be noted; and

(5) thanks be recorded to the Financial Services team for their hard work and accuracy in preparing the accounts.

MATTERS FOR CONSIDERATION IN PRIVATE

**GP
13/036**

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
13/037****ESTABLISHMENT CHANGES****(Reason: LGA 1972 - Sch 12A Paragraph 1 – Information relating to an individual)**

The report of the Management Team set out for endorsement a number of establishment changes approved on an operational basis by the Team. It was noted that the changes contributed net savings of £6,500 per year.

RESOLVED: That the following adjustments be endorsed:

- (1) Post DF0605 Benefits Investigation Officer (22 hours) scale 4/6 - regraded to 3/4 and redesignated 'Compliance Officer';
- (2) Post DF0498 - new supernumerary post of Overpayment Recovery Officer (Temporary) (22 hours) at scale 5/6;
- (3) Post DV0104 Food and Safety Officer (18.5 hours) scale 4/SO - reduced to 15 hours;
- (4) Post DV0108 Environmental Health Officer (18.5 hours) grade M9 - reduced to 15 hours;
- (5) Post DV0304 Environmental Health Technician (30 hours) scale 4/SO - increased to 37 hours;
- (6) Post DJ0108 Planning Assistant / Senior Planning Officer (37 hours) scale 4/M9 - reduced to 27 hours;
- (7) Post DJ0109 Planning Assistant / Senior Planning Officer (37 hours) scale 4/M9 - reduced to 22.5 hours;
- (8) Post DJ0135 Planning Assistant / Senior Planning Officer (37 hours) scale 4/M9 - reduced to 22.5 hours; and
- (9) Post DJ0113 - new post of Planning Assistant / Senior Planning Officer (37 hours) at scale 4/M9.

The meeting ended at 1948 hours