

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Tuesday, 29th October, 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 M A Coffin, Cllr R W Dalton, Cllr D A S Davis, Cllr Mrs C M Gale, Cllr N J Heslop and Cllr C P Smith.

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

Apologies for absence were received from Councillors Evans and Miss Moloney.

PART 1 - PUBLIC

**GP
13/038 DECLARATIONS OF INTEREST**

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

**GP
13/039 MINUTES OF ELECTORAL REVIEW WORKING GROUP**

RESOLVED: That the Minutes of the meeting of the Electoral Review Working Group held on 23 October 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
13/040 UPDATE TO THE FLEXIBLE RETIREMENT POLICY**

The Director of Central Services advised that, following a post implementation review of the Flexible Retirement Policy updated in July 2012, a minor procedural change was required in respect of the consideration of requests for flexible retirement. In anticipation of forthcoming changes to the Local Government Pension Scheme the report set out details of a proposed amendment to ensure that the Normal Pension Age would be equal to the State Pension Age, subject to a minimum age of sixty-five years.

RESOLVED: That

(1) Section 2:5 of the Flexible Retirement Policy be amended to read

"The relevant Chief Officer, in consultation with the Personnel Manager, will consider requests on business grounds in accordance with the needs of the service and based upon the case put forward. This consideration will include an assessment of whether the flexible retirement would have a detrimental effect on the Council, its service recipients or other employees; it would also identify and consider any arrangements that might need to be made to ensure continuity of service"; and

(2) in April 2014, the second sentence of section 1:1 of the Flexible Retirement Policy be amended to read "according to the LGPS Regulations 2014, the Normal Pension Age for each member will be equal to their State Pension Age, but subject to a minimum age of 65."

MATTERS FOR CONSIDERATION IN PRIVATE

**GP
13/041**

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
13/042**

RESTRUCTURE OF IT TECHNICAL SERVICES TEAM (Reason: LGA 1972 Sch 12A Para 1 - Information relating to an individual)

The report of the Chief Executive set out details of the proposed restructuring of the IT Technical Services Team to ensure this reflected the requirements of the Council. Details of the job description and person specification for each post were set out in Appendices 1 and 2 of the report.

RESOLVED: That

(1) Post DN0211 be re-designated as Helpdesk Support Officer on scale 4/SO (for 37 hours per week);

(2) Post DN0212 be re-designated as Helpdesk Administrator on scale 3 (for 19 hours per week); and

(3) the vacant post DN0214 (Helpdesk Support Officer on scale 4/SO for 37 hours per week) be filled in accordance with the Council's recruitment policy on a 2 year fixed term contract to provide flexibility

for any changes to the arrangements with the Leisure Trust.

**GP
13/043 ESTABLISHMENT CHANGES
(Reason: LGA 1972 Sch 12A Para 1 – Information relating to an individual)**

The report sought the Committee's endorsement of a number of establishment changes which had been approved on an operational basis by the Management Team. Members expressed appreciation of the contribution of staff towards the changes.

RESOLVED: That the adjustments set out within the report be endorsed as follows:-

- (1) Post DN0105 Analyst/Programmer (37 hours) scale M8 be regraded to grade SO/M9;
- (2) Post DV0111 Healthy Living Co-Ordinator (30 hours) scale SO be made permanent by virtue of continued service;
- (3) Post DV0799 (temporary) Housing Options Officer (37 hours) scale 4/6 be made permanent by virtue of continued service;
- (4) Post DF0101 be re-designated from Administration Officer (scale 4/5) to PA to the Director of Finance & Transformation and the Chief Financial Services Officer (scale 3/4);
- (5) the hours of re-designated Post DF0101 be increased from 30 to 37 hours per week; and
- (6) a supernumerary Admin Assistant post (30 hours) be created for a fixed term period until 31 March 2015 with the secondment of the current post-holder of post DF0101 to this post on fully 'protected status'.

**GP
13/044 EXECUTIVE AND CENTRAL SERVICES RESTRUCTURE
(Reason: LGA 1972 Sch 12A Para 1 - Information relating to an individual)**

The joint report of the Chief Executive and the Director of Central Services set out details of a range of inter-related proposals designed to maximise efficiency and build on synergies which existed within Executive and Central Services. The Committee recognised that the proposals would maximise the strengths and skills of individuals, improve efficiency and resilience and achieve a significant saving. Members expressed appreciation of the contribution of staff towards the proposals.

RESOLVED: That with immediate effect

- (1) Post DC0003 (PA to the Chief Executive and Director of Central Services scale 5) be re-graded to scale 6;
- (2) Post DC0104 (PA/Administrator) be deleted from the establishment;
- (3) Post DC0101 (Corporate Services Manager) be re-designated Chief Corporate Policy Officer;
- (4) the established hours for Post DC0102 (Safer and Stronger Communities Manager) be reduced from 37 to 23;
- (5) the established hours for Post DC0103 (Scrutiny and Partnerships Manager) be reduced from 37 to 30;
- (6) Post DR0402 (Licensing Manager M7) be re-designated Licensing and Community Safety Manager and re-graded M6;
- (7) the established contractual hours of Post DRO405 (Licensing Administration Officer) be confirmed as 37 hours per week;
- (8) the established hours for Post DR0004 (Senior Legal Executive) be reduced to 18.5;
- (9) the post holder of DR0006 be transferred into Post DR0009 (Principal Solicitor) and the established hours for this post be reduced to 20;
- (10) Post DR0006 (Solicitor, graded M6, 20 hours) be deleted from the establishment;
- (11) a temporary staff budget of £16,000 be created for the legal services team;
- (12) Post DR0008 (Technical Assistant) be deleted from the establishment and the current post holder be re-deployed on a protected basis into a newly created Administrative Assistant post;
- (13) Post DA0204 (Purchasing Assistant) be re-designated Administrative Assistant and the current Apprentice be confirmed as the permanent postholder; and
- (14) £7,000 be transferred into the Legal Fees budget as a contingency for future temporary external legal input.

The meeting ended at 2018 hours