

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**GENERAL PURPOSES COMMITTEE**

**MINUTES**

**Wednesday, 9th October, 2024**

**Present:** Cllr M R Rhodes (Chair), Cllr A McDermott (Vice-Chair), Cllr B Banks, Cllr K Barton, Cllr A G Bennison, Cllr M A Coffin, Cllr J Clokey, Cllr D A S Davis, Cllr B A Parry, Cllr R V Roud and Cllr K B Tanner

Cllr P M Hickmott and Cllr W E Palmer\* were also present pursuant to Council Procedure Rule No 15.21.

(\*participated via MS Teams)

**PART 1 - PUBLIC**

**GP 24/22 NOTIFICATION OF SUBSTITUTE MEMBERS**

There were no substitute members.

**GP 24/23 DECLARATIONS OF INTEREST**

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

**GP 24/24 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the General Purposes Committee held on 12 June 2024 be approved as a correct record and signed by the Chairman.

**MATTERS FOR RECOMMENDATION TO THE COUNCIL**

**GP 24/25 REGULATION OF INVESTIGATORY POWERS ACT (RIPA) - REVISIONS TO SURVEILLANCE GUIDANCE**

The report of the Director of Central Services and Deputy Chief Executive asked Members to consider minor changes to the Council's guidance on surveillance.

As a matter of policy, Tonbridge and Malling Borough Council sought to carry out enforcement activity by overt means. The result of this was that covert activity was undertaken only as a last resort. No use had been made of the covert surveillance powers available to the Borough Council under the Regulation of Investigatory Powers Act 2000 since 2010.

The Investigatory Powers Commissioner's Office had indicated that they would not be undertaking an inspection during the current year and that they had no concerns with the Council's policy.

**RECOMMENDED\*:** That the revised surveillance guidance at Annex 1 be approved, subject to the replacement of Twitter with X.

**\*Recommended to Council**

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

#### **GP 24/26 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**

### **MATTERS FOR DECISION UNDER DELEGATED POWERS**

#### **GP 24/27 ESTABLISHMENT REPORT**

(Reasons: LGA 1972 – Sch 12A Paragraph 1 and 2 – Information relating to an individual and information which is likely to reveal the identity of an individual).

The report set out for Member's approval a number of establishment changes recommended by the Management team. Members noted that, in accordance with adopted conventions, all of the savings/costs referred to in the report reflected the salary at the top of the scale/grade plus associated on costs.

**RESOLVED:** That

- (1) the creation of a new two-year, fixed term, part time Safeguarding Officer post, be noted;
- (2) the Electoral Services Officer post (DC0403) be deleted with effect from 10 October 2024;
- (3) the hours of the Parking Support Officer post (DE0505) be decreased from 22.2 to 18.5 hours with effect from 10 October 2024;
- (4) the temporary Customer Service Advisor post (DB0396), 14.5 hours, be permanently established with effect from 10 October 2024; and

- (5) the hours of the Customer Service Adviser post (DB0309) be increased from 22 to 34.7 hours per week with effect from 10 October 2024.

**RECOMMENDED\*:** That

- (6) that the permanent establishment of four full time Civil Enforcement Officer posts at scale 4 and one full time Civil Enforcement Supervisor at scale 5 with effect from 23 October 2024, be approved.

**\*Recommended to Council**

The meeting ended at 8.03 pm