

Personnel, Licensing & Administration Committee

3rd June 2008

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THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

Dear Councillor

23rd May 2008

Your attendance is requested at a meeting of the Personnel, Licensing & Administration Committee to be held on **Tuesday 3rd June 2008 at 7.00pm** in Committee Rooms A, B & C Level –1, Council Offices, Monkton Park, Chippenham. The items for decision and information at the meeting are as listed on the attached Agenda.

Any papers listed as “to follow”, urgent items or supplementary papers will be made available as soon as possible and in any event no later than 30 minutes before the start of the meeting.

Yours sincerely

John Watling
Democratic Services Manager

To Councillors:

D.B. Allen	T. Clements	M.P. Hatton	J. Lay	J.A. Phillips	S.J. Still
A.M. Bucknell	J.M. Hartless	I.J. Henderson	R MacGregor	P.S. Roberts	

Agenda only to all Councillors for information.

AGENDA

1. Apologies for Absence

2. Membership

The Democratic Services Officer will report on changes in Membership under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 and the Council's Procedure Rule Number 4.

3. Public Question Time/Receipt of Petitions

To receive public questions and/or petitions in accordance with the provision of Council Procedure Rule Numbers 11 and 12.

4. Minutes

To approve and sign as a correct record the Minutes of the meetings of the Personnel, Licensing & Administration Committee held on 3rd March 2008 and 20th May 2008 (**copies attached**).

5. Declarations of Interest

To receive declarations of interest from Members in respect of any item contained in the Agenda.

6. Chairman's Announcements (if any)

7. Local Joint Consultative Committee Minutes

The purpose of Report No. 7 (**copy attached**) is to ask the Committee to note the Minutes of the meeting of the Local Joint Consultative Committee held on 8th May 2008.

8. Joint Safety Committee Minutes

The purpose of Report No. 8 (**copy attached**) is to ask the Committee to note the Minutes of the meeting of the Joint Safety Committee held on 19th March 2008.

9. Objection to Market Cross Taxi Rank, Malmesbury

The purpose of Report No. 9 (**copy attached**) is to advise the Committee of an objection that has been received as part of the consultation process for provision of a hackney carriage stand in the Market Cross, Malmesbury.

10. Traffic Issues – Vehicle Place and Monkton Hill, Chippenham

The purpose of Report No. 10 **(to follow)** is to update the Committee with regards to the traffic and road safety concerns on Vehicle Place and Monkton Hill, Chippenham.

11. Harmonisation Of Severance Arrangements

The purpose of Report No. 11 **(copy attached)** is to provide the Committee with the information necessary to make a decision on whether to harmonise North Wiltshire District Council's severance arrangements with the other four Wiltshire Councils.

12. Review of Disciplinary and Associated procedures

The purpose of Report No. 12 **(copy attached)** is to inform the Committee that a review of the Council's Disciplinary Procedure and associated procedures has been undertaken and to request that approval is given to the revised procedures.

13. Revised Harassment Code of Practice

The purpose of Report No. 13 **(copy attached)** is to inform the Committee that a review of the Council's Harassment Code of Practice for Employees and Elected Members has been undertaken and to request that approval is given for the revised Code.

14. Responsibility Allowance

The purpose of Report No. 14 **(copy attached)** is to provide the Committee with the information necessary to make a decision on the payment of a Responsibility Allowance to ensure that employees are fairly remunerated for covering corporate and other similar responsibilities.

15. Appointments to Sub-Committees and Working Groups

The purpose of Report No. 15 **(copy attached)** is to inform the Committee of the Sub Committees and Working Groups for which appointments are required.

16. Pay and Rewards Project Update

The purpose of Agenda Item No. 16 is to receive a verbal update on the current position of the Pay and Rewards project.

17. Unitary Status Update

The purpose of Agenda Item No. 17 is to receive a verbal update on the Unitary Status for Wiltshire.