

Personnel, Licensing & Administration Committee

3rd September 2007

Enquiries to: Lisa Pullin
Email: democracy@northwiltshire.gov.uk
Corporate Services
Monkton Park
Chippenham SN15 1ER
Tel: (01249) 706613

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

Dear Councillor

22nd August 2007

Your attendance is requested at a meeting of the Personnel, Licensing & Administration Committee to be held on **Monday 3rd September 2007 at 7.00pm** in Committee Rooms B, C & D, 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
Policy and Democratic Services Team Leader

To Councillors:

D.B. Allen	A.M. Bucknell	J.M. Hartless	S.B. Meadowcroft	J.A. Phillips	S.J. Still
S. Bodman	P.R. Darby	I.J. Henderson	A. Pier	P.S. Roberts	

Agenda only to all Councillors for information.

AGENDA

1. Apologies for Absence

2. Membership

The Policy and Democratic Services Team Leader 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 meeting of the Personnel, Licensing & Administration Committee held on 2nd July 2007 (**copy 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 25th July 2007.

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 8th August 2007.

9. Council Parking Attendants

The purpose of Report No. 9 (**copy attached**) is to inform the Committee of the Council response to the letter from Wiltshire Police regarding support for the Council's Parking Attendants.

10. Transition to Unitary Authority – Delegated Authority Request

The purpose of Report No. 10 (**copy attached**) is to seek delegated authority for the Head of Human Resources in consultation with the Chief Executive to agree policies

relating specifically and directly to the transition to a new authority, while ensuring that the Personnel, Licensing and Administration Committee and the Local Joint Consultative Committee are kept informed.

11. Whistle Blowing Policy

At its meeting on 13th June 2007, the Local Joint Consultative Committee were informed that a number of updates had been made to the Council's Whistle Blowing Policy. Suggested amendments to the updates were discussed by the Committee. The following recommendation was then made:

Resolved that UNISON provide E. Orchard (Head of Human Resources) with feedback on the Whistle Blowing Policy within seven days. The updates to the Whistle Blowing Policy will then be passed to the Personnel, Licensing and Administration Committee for consideration.

A copy of the updated Whistle Blowing Policy is **attached as Report No. 11** and the Committee is requested to give approval to the updates.

12. Update on Collective Agreement on Pay and Rewards

The purpose of Agenda Item No. 12 is to receive a verbal update on the current position of the Collective Agreement on Pay and Rewards.

13. Annual Monitoring Report - 2006/07

The purpose of Report No. 13 (**copy attached**) is to provide members of the Committee with statistical information on various areas of the Council's performance on Human Resources related matters in 2006/07.

14. Annual Equality Monitoring Report – 2006/07

The purpose of Report No. 14 (**copy attached**) is to provide members of the Committee with an update on the progress made in relation to the actions contained in the Council's Corporate Equality & Diversity Policy and where possible other related Equality Schemes.

15. Exclusion of Press and Public

To consider and, if appropriate, pass the following resolution:

“That under Section 100A(4) of The Local Government Act, 1972, the public be excluded from the remainder of the meeting on the grounds that the following items of business involve the likely disclosure of exempt information as defined below and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Agenda item/Report name	Paragraph of the Act / Schedule describing the exemption
Agenda Item 16 - Post No. 5206	Paragraphs 1 and 2 of the Act
Agenda Item 17 – Post No. 8405	Paragraphs 1 and 2 of the Act

16. Post No. 5206

The purpose of Report No. 16 (**copy attached**) is to inform the Committee of the request from the holder of Post No. 5206.

17. Post No. 8405

The purpose of Report No. 17 (**copy attached**) is to inform the Committee of the request from the holder of Post No. 8405.