

Personnel, Licensing & Administration Committee

20th December 2007

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

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

Dear Councillor

11th December 2007

Your attendance is requested at a special meeting of the Personnel, Licensing & Administration Committee to be held on **Thursday 20th December 2007 at 6.15pm** in Committee Rooms C and 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
Democratic Services Manager

To Councillors:

D.B. Allen	A.M. Bucknell	S.K. Doubell	I.J. Henderson	J.A. Phillips	S.J. Still
S. Bodman	P.R. Darby	J.M. Hartless	A. Pier	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 meeting of the Personnel, Licensing & Administration Committee held on 5th November 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. 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 item of business involves 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(s) of the Act / Schedule describing the exemption
Agenda Item 8 – Review of Cleansing & Amenities Management and Administration Structure	Paragraphs 1 & 2

8. Review of Cleansing & Amenities Management and Administration Structure

The purpose of Report No.8 (**copy attached**) is to seek approval on proposals to revise the existing management and administrative staffing structure within Cleansing & Amenities and Customer Relations following a review of the service.