

# Personnel, Licensing & Administration Committee

21<sup>st</sup> May 2007

Enquiries to: Lisa Pullin  
Email: [democracy@northwiltshire.gov.uk](mailto: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

10<sup>th</sup> May 2007

Your attendance is requested at a meeting of the Personnel, Licensing & Administration Committee to be held on **Monday 21<sup>st</sup> May 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.

The briefing for Committee Members only will be held on Friday 18<sup>th</sup> May at 2.00pm in Committee Room D, Level - 1, Council Offices, Monkton Park, Chippenham.

Yours sincerely

John Watling  
Policy and Democratic Services Team Leader

Councillors: Membership of this Committee will be appointed at the Annual Council meeting to be held on 16<sup>th</sup> May 2007

Agenda only to all Councillors for information. Reports are available on MARIS and in the Members Resources Room.

## 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 special meeting of the Personnel, Licensing & Administration Committee held on 23<sup>rd</sup> April 2007 (**copy attached**) and of the meeting held on 16<sup>th</sup> May 2007 (**to follow**).

**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. Joint Safety Committee**

The purpose of Report No. 7 (**copy attached**) is to ask the Committee to note the Minutes of the meeting of the Joint Safety Committee held on 7<sup>th</sup> March 2007.

**8. Council Parking Attendants**

At its' meeting on 7<sup>th</sup> March 2007, the Joint Safety Committee received a verbal update on the issue of assaults on the Council's Parking Attendants and made the following recommendation to the Personnel, Licensing and Administration Committee:

That the Personnel, Licensing and Administration Committee be requested to send a letter to Wiltshire Police expressing disappointment at the lack of support when incidents of assaults on the District Council Parking Attendants are reported to them.

The Committee is requested to consider if they will send a letter to Wiltshire Police on behalf of the District Council.

**9. Local Joint Consultative Committee Minutes**

The purpose of Report No. 9 (**copy attached**) is to ask the Committee to note the Minutes of the meeting of the Local Joint Consultative Committee held on 18<sup>th</sup> April 2007.

**10. Telephone Recording Policy**

The purpose of Report No. 10 (**copy attached**) is to seek approval for the introduction of call recording in the Council's Contact Centre and to amend the Information Management & Data Security Policy.

At its' meeting on 18<sup>th</sup> April 2007, the Local Joint Consultative Committee made the following recommendation to the Personnel, Licensing and Administration Committee:

That call recording and monitoring be introduced and that the relevant amendments to the Information Management and Data Security Policy be made.

**11. Gender Equality Scheme**

The purpose of Report No. 11 (**copy attached**) is to present a Gender Equality Scheme and Action Plan that will satisfy the requirements of the new gender equality duty.

At its' meeting on 18<sup>th</sup> April 2007, the Local Joint Consultative Committee made the following recommendation to the Personnel, Licensing and Administration Committee:

That the draft Gender Equality Scheme and Action Plan be approved.

**12. Appointments to Sub-Committees and Working Groups and Outside Bodies**

The purpose of Report No. 12 (**copy attached**) is to inform the Committee of the Sub Committees, Working Groups and Outside Bodies for which appointments are required.

**13. 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 of the Act / Schedule describing the exemption
Agenda Item 14 - Post 8307	Paragraphs 1 and 2 of the Act

**14. Post 8307**

The purpose of Report No. 14 (**copy attached**) is to gain approval of the redundancy of the present incumbent of Post 8307.

At its' meeting on 18<sup>th</sup> April 2007, the Local Joint Consultative Committee made the following recommendation to the Personnel, Licensing and Administration Committee:

That the appropriate consultation process had been completed in accordance with the Council's agreed consultation protocol.

**15. Post 2000**

The purpose of Report No. 15 (**to follow**) is to consider the redundancy of the present incumbent of Post 2000.

**16. Post 2002**

The purpose of Report No. 16 (**to follow**) is to consider the redundancy of the present incumbent of Post 2002.