

**Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Monday 2<sup>nd</sup> July 2007 at Monkton Park, Chippenham, commencing at 7.00 p.m.**

**Present:** Councillor P.S. Roberts..... Chairman  
Councillors D.B. Allen, S. Bodman, A.M. Bucknell, C.J. Caswill, P.R. Darby, J.M. Hartless, I.J. Henderson, A. Pier, J.A. Phillips and S.J. Still.

**Officers:** A. Inkpen (Principal Environmental Health Officer - Licensing), E. Orchard (Human Resources Team Leader), L. Pullin (Policy & Democratic Services Assistant)

**P19. Apologies for Absence**

Apologies for absence were received from Councillor S.B. Meadowcroft.

**P20. Membership**

The Committee was notified of the following change of membership for one meeting only:

<b>Councillor to be Replaced</b>	<b>Replacement</b>	<b>Political Group</b>
S.B. Meadowcroft	C.J. Caswill	Liberal Democrat

The Committee was notified of the following change of membership until further notice.

<b>Councillor to be Replaced</b>	<b>Replacement</b>	<b>Political Group</b>
M.E.M. Groom	J.A. Phillips	Conservative

**P21. Election of Vice Chairman**

Consideration was given to the Election of a new Chairman of the Committee as Councillor J.A. Phillips has been substituted in place of Councillor M.E.M Groom (current Vice Chairman) until further notice.

Resolved that Councillor J.M. Hartless be elected Vice Chairman of the Personnel, Licensing and Administration Committee for the ensuing Municipal year.

**P22. Public Question Time/Receipt of Petitions**

There were no public questions nor petitions received.

**P23. Minutes**

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 21<sup>st</sup> May 2007.

**Resolved** that the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 21<sup>st</sup> May 2007 be approved and signed as a correct record.

**P24. Declarations of Interest**

The following declaration of interest was made:

Name	Item	Type	Nature	Action
Cllr J.A. Phillips	Item 10 - Proposal for Extension to the Existing Taxi Feeder Rank on New Road, Chippenham	Personal	Taxi Driver	Remained in the meeting during the consideration of this item, but did not take part in the discussion or voting.

**P25. Chairman's Announcements**

The Chairman made the following announcements:

**1. Urgent Item of Business**

"In accordance with Section 100B(4) of the Local Government Act 1972 having regard to the special circumstances pertaining in this matter - namely the request from the Executive Lead Member (who attended the meeting of the South West Provincial Council on 29<sup>th</sup> June 2007 and was made aware that the consultation deadline for a Pay and Rewards Consultation document had been extended) that the Personnel, Licensing and Administration Committee be given an opportunity to consider and comment on the consultation paper entitled "Delivering a Rewarding Future and Approach to Pay and Benefits in Local Government in the 21<sup>st</sup> Century, I am of the opinion that, despite its non-inclusion on the agenda, that this matter should be considered as a matter of urgency at this meeting. The item will be taken after Agenda Item No. 10.

**2. Change to Agenda Order**

Agenda Item No. 10 - Proposal for Extension to the Existing Taxi Feeder Rank on New Road, Chippenham will be considered after Agenda Item. No 7 - Chairman's Announcements.

**P26. Proposal for Extension to the Existing Taxi Feeder Rank on New Road, Chippenham**

Consideration was given to Report No. 10 (circulated with the Agenda) which advised the Committee of a proposal for an extension to the Hackney Carriage Feeder Rank on New Road in Chippenham.

Issues discussed during consideration of this item included:

- That currently there is a provision for 3 taxis to use the feeder rank on New Road Chippenham to wait until the main taxi rank becomes free, it was suggested that this be extended to allow 5 taxis to use the feeder rank;
- Wiltshire County Council and the Police had been consulted and were satisfied with the Council's proposal;
- Members of the taxi trade had also been consulted and their responses had been taken into account;
- Concerns that currently when taxis move from the feeder rank to the main rank they are not always aware of other road users - it was requested that drivers be reminded of this issue; and
- That any taxis waiting or parked in areas currently covered by parking restricted would be strictly enforced.

**Resolved that**

- (1) Approval be given to the proposal for the extension of the Feeder Rank on New Road in Chippenham from the current three vehicle provision to five vehicles;
- (2) The amendment to the Feeder Rank be advertised as required;
- (3) Provided no objections are received, the Legal Services Team Leader be authorised to amend or replace the current Order to implement the proposal; and
- (4) There be liaison with Wiltshire County Council for the remarking of the Feeder Rank.

**P27. Local Joint Consultative Committee**

Consideration was given to Report No. 8 (circulated with the Agenda) which asked the Committee to note the Minutes of the meeting of the Local Joint Consultative Committee held on 13<sup>th</sup> June 2007.

Issues discussed during consideration of this item included:

- That E. Orchard had now been provided with UNISON's comments on the Whistle Blowing Policy and these were being reviewed by the Council's Internal Audit Manager. This would be further considered at the meeting of the Personnel, Licensing and Administration Committee on 3<sup>rd</sup> September 2007; and
- The re-constitution of the Pensions Discussion Group.

**Resolved that**

- (1) The Minutes of the Local Joint Consultative Committee held on 13<sup>th</sup> June 2007 be noted.
- (2) The Pensions Discussion Group be re-constituted with the following Members being invited to attend - Councillors D.B. Allen, A.M. Bucknell, S. Bodman and I.J. Henderson, plus one UNISON representative.

**P28. Update on Collective Agreement on Pay and Rewards**

A verbal update from E. Orchard (Human Resources Team Leader) on the current position of the Collective Agreement on Pay and Rewards was received at the meeting.

Issues discussed during consideration of this item included:

- The background on Collective Agreements;
- That locally the Council are very close to reaching agreement on the Collective Agreement in relation to the proposed new pay and rewards structure;
- Once the Collective Agreement is reached this will go forward to the UNISON Head Office and then to the Local Joint Consultative Committee and this Committee;
- Although the new scheme would not be launched in July as planned, it was hoped that it would be launched this year and it would be backdated as necessary to April 2007.

**P29. Urgent Item - Consideration of the Consultation Document "Delivering a Rewarding Future: An Approach to Pay and Benefits in Local Government for the 21<sup>st</sup> Century"**

Consideration was given to an Urgent Item which was a request from the Executive Lead Member that the Committee now give consideration to the consultation on Pay and Benefits. The deadline was originally 29<sup>th</sup> June 2007, but this had now been extended until 16<sup>th</sup> July 2007, thus enabling the draft response that had been prepared by the Human Resources Team Leader to be considered by the Committee.

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The draft response and the two supporting documents were circulated at the meeting and Members were requested to pass any comments on to the Human Resources Team Leader by Monday 9<sup>th</sup> July 2007.

**Resolved** that any future consultation papers that are not able to be considered by the Committee due to time constraints are completed in conjunction with the Chairman of the Committee and the Executive Lead Member.

The meeting started at 7.00pm and finished at 7.33pm

There were no members of the public present.