

Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Tuesday 3rd June 2008 at Monkton Park, Chippenham, commencing at 7.00pm

Present: Councillors, D.B. Allen, A.M. Bucknell, T. Clements, J. Hall, J.M. Hartless, M.P. Hatton, I.J. Henderson, J. Lay, J.A. Phillips, P.S. Roberts and S .J. Still

Officers: E. Orchard (Head of Human Resources), L. Pullin (Democratic Services Officer) and J. Tarry (Licensing Officer)

P5. Apologies for Absence

An apology for absence was received from Councillor R. MacGregor.

P6. Membership

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

Councillor to be Replaced	Replacement	Political Group
Councillor R. McGregor	Councillor J. Hall	Liberal Democrats

P7. Public Question Time/Receipt of Petitions

There were no petitions received.

Mr B. and Mr D. Slade of Abbey Taxis, Malmesbury wished to inform the Committee that they were present at the meeting should they have any questions or require any clarification when discussing Agenda item 9 – Objection to Market Cross Taxi Rank, Malmesbury.

Mr R. Budgen was also present at the meeting for Agenda item 9 on behalf of the Malmesbury & St Paul Without Residents Association and wished to confirm that should the Committee have any questions or require any clarification he would be happy to assist.

He gave further details of the objections raised by the Residents Association and stated that these related to environmental and conservation issues. It was their wish to protect and preserve the area and take away the pollution from vehicles and any possible disturbance to Abbeyfield House and the Dorothy House shop.

P8. Minutes

Consideration was given to the Minutes of the Meetings of the Personnel, Licensing and Administration Committees held on 3rd March and 20th May 2008.

Resolved that the Minutes of the Meetings of the Personnel, Licensing & Administration Committee held on 3rd March and 20th May 2008 be approved and signed as a correct record.

P9. Declarations of Interest

There were no declarations of interest made.

P10. Chairman's Announcements

The following announcement was made:

Change to Agenda Order

With the consent of the Committee the Chairman wished to move Agenda Item 9 – Objection to Market Cross Taxi Rank, Malmesbury to be heard straight after the Chairman's announcements as Agenda Item 7. The Committee agreed this suggestion.

P11. Objection to Market Cross Taxi Rank, Malmesbury

Consideration was given to Report No. 9, (circulated with the Agenda) which advised the Committee of an objection that had been received as part of the consultation process or provision of a hackney carriage stand in the Market Cross, Malmesbury.

Issues discussed during consideration of this item included:

- That this hackney carriage stand would be in addition to the stand at Cross Hayes;
- The view that many of the issues raised on behalf of the Malmesbury & St Paul Without Residents Associations were addressed when this was considered by the Committee at their meeting on 14th January 2008;
- The views of Malmesbury Town Council and the local Taxi traders; and
- The locations of CCTV within Malmesbury and whether this would cover relevant areas.

Resolved that the Committee:

- 1) Proceed with the appointment of this hackney carriage stand at Market Cross, Malmesbury;

- 2) Delegate authority to the Legal Services Manager to make the necessary Order; and
- 3) Delegate authority to the Licensing Officer to make a formal request to Wiltshire County Council for amendments to the Traffic Order.

P12. Local Joint Consultative Committee Minutes

Consideration was given to Report No. 7, (circulated with the Agenda) which asked the Committee to note the Minutes of the meeting of the Local Joint Consultative Committee held on 8th May 2008.

Issues discussed during consideration of this item included:

- That the Human Resources teams across the district are all working closely with all of the Trades Unions.

Resolved that the Committee note the Minutes of the Local Joint Consultative Committee held on 8th May 2008.

P13. Joint Safety Committee Minutes

Consideration was given to Report No. 8, (circulated with the Agenda) which asked the Committee to note the Minutes of the meeting of the Joint Safety Committee held on 19th March 2008.

Issues discussed during consideration of this item included:

- An update on the implementation of a cashless office within North Wiltshire District Council which will take place within the next month. Promotion of the changes would take place in the local press on alternative methods of payment for our customers.

Resolved that the Committee note the Minutes of the Joint Safety Committee held on 19th March 2008.

P14. Traffic Issues – Vehicle Place and Monkton Hill, Chippenham

Consideration was given to Report No.10, (circulated on 28th May 2008) which updated the Committee with regards to the traffic and road safety concerns on Vehicle Place and Monkton Hill, Chippenham.

Issues discussed during consideration of this item included:

- The Committee's extreme disappointment that the County Council had declined to send an Officer representative to this meeting and not offered to send one to a future meeting;

- That a letter be sent to Mr G. Batten at Wiltshire County Council expressing the Committee's disappointment that they had declined to send an Officer to this meeting (with a copy also being sent to the Chief Executive, Leader of the Council, Cabinet Member and Local County Councillor) together with a request that a representative be sent to the meeting to be held on 8th September 2008;
- The need to engage the County Councillor on this issue (Cllr Ross Henning);
- That the Committee wished to thank M. Doran (Environmental Health Manager) for his valiant efforts in relaying the wishes of the Committee to the County Council;

Resolved that:

- 1) The Committee note the content of the Report;
- 2) The findings of the traffic monitoring exercise carried out by the Wiltshire County Council be reported to the Personnel, Licensing & Administration Committee to be held on 8th September 2008; and
- 3) A letter be sent to Mr G. Batten expressing the Committee's disappointment that they had declined to send an Officer to this meeting (with a copy also being sent to the Chief Executive, Leader of the Council, Cabinet Member and Local County Councillor) together with a request that a representative be sent to the meeting to be held on 8th September 2008;

P15. Harmonisation of Severance Arrangements

Consideration was given to Report No. 11, (circulated with the Agenda) which provided 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.

Issues discussed during consideration of this item included:

- That E. Orchard had met with the County Joint Consultative Committee today (3rd June 2008) and a possible age discrimination issue had been highlighted by the Union with regard to the augmentation of reckonable service for employees. Legal advice on this issue would need to be sought;
- That the likelihood of redundancies prior to vesting day was very small;
- That the harmonisation work was being undertaken to ensure that we are on an equal footing with the other authorities and that we are working towards the same policy;

Resolved that the Committee:

- 1) Agree in principle to the proposed harmonised severance arrangements, as set out in Redundancy Procedure 2006 at Appendix A to the report.
- 2) Delegate authority to the Head of Human Resources, (subject to legal clarification on the possible age discrimination issue) to approve the changes, in consultation with the Chairman of the Personnel, Licensing and Administration Committee.

P16. Review of Disciplinary and Associated Procedures

Consideration was given to Report No. 12 (circulated with the Agenda) which informed the Committee that a review of the Council's Disciplinary Procedure and associated procedures had been undertaken and requested that the approval be given to the revised procedures.

Issues discussed during consideration of this item included:

- That UNISON are in support of the changes proposed.

Resolved that the Committee approve the revised Disciplinary Procedure and associated procedures.

P17. Revised Harassment Code of Practice

Consideration was given to Report No. 13 (circulated with the Agenda) which informed the Committee that a review of the Council's Harassment Code of Practice for Employees and Elected Members had been undertaken and requested that approval be given for the revised Code.

Resolved that the Committee approve the revised Harassment Code of Practice for Employees and Elected Members.

P18. Responsibility Allowance

Consideration was given to Report No. 14 (circulated with the Agenda) which provided 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.

Issues discussed during consideration of this item included:

- That the current policy was out of date in the light of the current situation; and

- That no additional expenses would be incurred outside of existing budgets.

Resolved that the Committee approve the proposed Responsibility Allowance as set out in paragraph 3.4 of the Report.

P19. Appointments to Sub-Committees and Working Groups

Consideration was given to Report No. 15 (circulated with the Agenda) which informed the Committee of the Sub-Committees and Working Groups for which appointments are required.

Resolved that the Committee make the following appointments to the listed Sub-Committees and Working Groups:

Urgent Matters Sub Committee

2008/09 Membership	Political Group
Cllr Peter Roberts	Conservative
Cllr Jennie Hartless	Conservative
Cllr Desna Allen	Liberal Democrat
Cllr Allison Bucknell (Deputy)	Conservative
Cllr Sarah Still (Deputy)	Conservative
Cllr Mike Hatton (Deputy)	Liberal Democrat

Local Joint Consultative Committee

2008/09 Membership	Political Group
Cllr Jennie Hartless	Conservative
Cllr Ian Henderson	Conservative
Cllr Desna Allen	Liberal Democrat
Cllr Andy Phillips (Deputy)	Conservative
Cllr Sarah Still (Deputy)	Conservative

Joint Safety Committee

2008/09 Membership	Political Group
Cllr Desna Allen	Liberal Democrat
Cllr Jennie Hartless	Conservative
Cllr Ian Henderson (Deputy)	Conservative
Cllr Sarah Still (Deputy)	Conservative

Licensing & Registration Sub Committee

2008/09 Membership	Political Group
Cllr Desna Allen	Liberal Democrat
Cllr Allison Bucknell	Conservative
Cllr Ian Henderson	Conservative
Cllr Andy Phillips	Conservative

Members Development Group

2008/09 Membership	Political Group
Cllr Desna Allen	Liberal Democrat
Cllr Allison Bucknell	Conservative
Cllr Jennie Hartless	Conservative
Cllr Ian Henderson	Conservative
Cllr Sherry Meadows	Conservative
Cllr Andy Phillips	Conservative
One Member of the Overview & Scrutiny Committee	To be notified

Admin Note: Councillor Bucknell advised the Committee that the Members Development Group would carry on with the work in relation to the submission to the Members Charter and work on Unitary issues including the recruitment of Members for the Unitary authority.

P20. Pay and Rewards Project Update

The Committee received a verbal update on the current position of the Pay and Rewards project from E. Orchard (Head of Human Resources).

A summary of the update is detailed below:

- Details of the pay and rewards project to date for the new Members of the Committee was provided:
- That the Collective Agreement had still not been signed off by the national UNISON office (this was submitted in July 2007);
- That the 1 Council for Wiltshire Joint Implementation Team have discussed the current situation and have reached the conclusion that if the Agreement was now to be signed there may not be enough time left for the life of this Council to be able to implement the changes this would involve;
- That this information would need to be communicated sensitively to all employees and a joint statement from Human Resources, Pay & Rewards Team and the Union would be prepared with a copy being sent also to Members; and

- That a number of Peodesy appeals that were on hold will now proceed forward.

Resolved that the update be noted.

P21. Unitary Status Update

The Committee received a verbal update on the Unitary Status for Wiltshire from E. Orchard.

A summary of the update is detailed below:

- It was hoped that the early amalgamation of some services would take place but this is proving more difficult than expected;
- That the staffing regulations are yet to be approved, but it was hoped this would be by the end of June/beginning of July; and
- The interviews for the ring fenced Corporate Directors for Wiltshire Council would take place on 4th June and then the recruitment processes would cascade down from there.

Resolved that the update be noted.

The meeting started at 7.00 pm and finished at 8.30pm.

There were 3 members of the public present.