

Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Monday 3rd September 2007 at Monkton Park, Chippenham, commencing at 7.00 p.m.

Present: Councillor P.S. Roberts..... Chairman

Councillors D.B. Allen, A.M. Bucknell, P.R. Darby, S.K. Doubell, I.J. Henderson, S. Parker, A. Pier, S.J. Still and R.L. Tonge

Officers: A. Inkpen (UNISON Representative), E. Orchard (Head of Human Resources) and L. Pullin (Policy and Democratic Services Assistant)

P30. Apologies for Absence

Apologies for absence were received from Councillors S. Bodman, J.M. Hartless, S.B. Meadowcroft and J.A. Phillips.

P31. Membership

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

Councillor to be Replaced	Replacement	Political Group
S. Bodman	R.L. Tonge	Conservative
J.M. Hartless	S. Parker	Conservative

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

Councillor to be Replaced	Replacement	Political Group
S.B. Meadowcroft	S.K. Doubell	Liberal Democrat

P32. Public Question Time/Receipt of Petitions

There were no public questions nor petitions received.

P33. Minutes

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 2nd July 2007.

Resolved that the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 2nd July 2007 be approved and signed as a correct record.

P34. Declarations of Interest

The following declaration of interest was made:

Name	Item	Type	Nature	Action
Councillor P.R. Darby	Agenda Item 10 – Transition to Unitary Authority – Delegated Authority Request	Personal	Childminder for an employee of the Council	Remained in the meeting during consideration of this item.

P35. Chairman's Announcements

The Chairman made the following announcements:

1. Two Urgent Items of Business

"In accordance with Section 100B(4) of the Local Government Act 1972 having regard to the special circumstances pertaining in these matters - namely the need to consider the following consultation documents which were received after the publication of the Agenda

- i) Consultation document from DCLG on Council's Proposals for Unitary Local Government – An Approach to Implementation; and
- ii) Feedback on consultation documents – Delivering a Rewarding Future and Delivering through People

I am of the opinion that, despite their non-inclusion on the agenda, that these matters should be considered as a matter of urgency at this meeting. The items will be taken after Agenda Item No. 10"

2. Revised Drafts of the Appendices to Report No. 10 - Transition to Unitary Authority

Revised drafts of the 3 appendices to the report have been prepared and these have been circulated via email and hard copies are now available.

P36. Local Joint Consultative Committee Minutes

Consideration was given to Report No. 7 (circulated with the Agenda) asking the Committee to note the minutes of the meeting of the Local Joint Consultative Committee held on 25th July 2007.

Resolved that the Minutes of the Local Joint Consultative Committee held on 25th July 2007 be noted.

P37. Joint Safety Committee Minutes

Consideration was given to Report No. 8 (circulated with the Agenda) asking the Committee to note the Minutes of the meeting of the Joint Safety committee held on 8th August 2007.

Resolved that Minutes of the Joint Safety Committee held on 8th September 2007 be noted.

P38. Council Parking Attendants

Consideration was given to Report No. 9 (circulated with the Agenda) which informed the Committee of the Council's response to the letter received from Wiltshire Police regarding support for the Council's Parking Attendants. E. Orchard (Head of Human Resources) gave a verbal update at the meeting.

Issues discussed during consideration of this item included:

- Some inconsistencies between the letter from the Police and the Officer's recollection of events;
- That recently an arrest had been made in relation to another incident; and
- That a Police Constable had been nominated to work as a liaison between the Police and Parking Officers to review incidents and resolve issues.

Resolved that the Committee note the report and update.

P39. Transition to Unitary Authority – Delegated Authority Request

Consideration was given to Report No. 10 (circulated with the Agenda) which sought 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.

Revised appendices to the report were circulated prior to the meeting.

Issues discussed during consideration of this item included:

- That the Head of Human Resources would liaise with the Chief Executive, Chairman of the Personnel, Licensing and Administration Committee and Executive Lead Member in relation to the policies and procedures relating to the transition to the new authority; and
- The Committee would receive regular updates on the agreed policies and procedures.

Resolved that authority be delegated to the Head of Human Resources in consultation with the Chief Executive to agree and implement joint Human Resources policies, processes and procedures related to the transition to One Council for Wiltshire.

P40. Urgent Item - Consultation Document from DCLG on Council's Proposals for Unitary Local Government - An Approach to Implementation

Consideration was given to an Urgent Item which was a consultation document from the DCLG on Council's proposals for Unitary Local Government that was received after the publication of the Agenda. The Committee received a Briefing Note on the contents on the document (circulated prior to the meeting) and a verbal update from E. Orchard (Head of Human Resources).

Issues discussed during consideration of this item included:

- The suggested responses to the consultation that had been prepared by the Head of Human Resources;
- That the consultation document would also be considered by the Union and at the Members Policy day on 6th September and by the Executive on 20th September;
- The view that there is no need for the new authority to carry out another pay and grading review; and
- That the final response would be prepared in consultation with the Chairman of the Committee and Executive Lead Member.

Resolved that

- 1) The Committee agree the draft responses to the consultation document; and
- 2) Authority be delegated to the Head of Human Resources to prepare a final response on the staffing element of the document in consultation with the Chairman of the Personnel, Licensing and Administration Committee and the Executive Lead Member. (*Please note, this will be*

combined with the response being prepared by the Executive and the Chief Executive).

P41. Urgent Item - Feedback on Consultation Documents - Delivering a Rewarding Future and Delivering Through People

Consideration was given to an Urgent Item which was feedback on the consultation documents briefly discussed at the Committee meeting that were received after the publication of the Agenda. The feedback documents were (circulated prior to the meeting) were considered.

Resolved that the Committee note the feedback on the consultation.

P42. 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. UNISON requested that they be given an opportunity to provide feedback on the updates and the changes would then go to the Personnel, Licensing and Administration Committee for approval. Consideration was given to updated Whistle Blowing Policy (which was attached to the Agenda as Report No. 11).

Issues discussed during consideration of this item included:

- That the following changes had been made to the Policy at the request of UNISON:
 - New paragraph 2
 - Paragraph 4.2 amended to indicate roles of Officers and not specific names
 - New paragraph 5.2, 5.3 and 5.4
 - Revised flowchart.

Resolved that the Committee approve the updates to the Council's Whistle Blowing Policy.

P43. 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 Branch Chairman of UNISON had contacted the Regional Chairman for an update but had not had a response as yet; and
- It was understood that the other local authorities were still waiting to hear on whether their collective agreements had been accepted

P44. Annual Monitoring Report – 2006/07

Consideration was given to Report No. 13 (circulated with the Agenda) which provided the Committee with statistical information on various areas of the Council's performance on Human Resources related matters in 2006/07.

Issues discussed during consideration of this item included:

- It was thought that the low take-up of private medical insurance from staff within Cleansing and Amenities was due to the tax implications;
- That sickness levels had improved within the refuse team;
- Different ways of reporting sickness absences to show the differences;
- The importance of the return to work interviews; and
- Sickness absence reporting would soon be available via the intranet, so this should see more improvements.

Resolved that the Committee note the report and the actions that have been identified for improvement.

P45. Annual Equality Monitoring Report – 2006/07

Consideration was given to Report No. 14 (circulated with the Agenda) which provided the Committee with an update on the progress made in relation to the actions contained in the Council's Corporate Equality and Diversity Policy.

Issues discussed during consideration of this item included:

- That level 2 of the Equality Standard had been achieved (Members asked for information to be provided on the details of the levels); and
- In future this report would be combined with the annual monitoring report.

Resolved that the Committee note the report and the actions that have been identified for improvement.

P46. Exclusion of Press and Public

Resolved 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 & 2 of the Act
Agenda Item 17 – Post No. 8405	Paragraphs 1 & 2 of the Act

P47. Post No. 5206

Consideration was given to confidential Report No. 16 (circulated with the Agenda) which gave details of the request from the holder of Post No. 5206.

Resolved that the Committee note the report.

P48. Post No. 8405

Consideration was given to confidential Report No. 17 (circulated with the Agenda) which gave details of the request from the holder of Post No. 8405.

Resolved that the Committee note the report.

The meeting started at 7.00pm and finished at 7.30pm.

There were no members of the public present.