

**Draft Minutes of the Meeting of the Personnel, Licensing & Administration Committee held on Monday 5<sup>th</sup> March 2007 at Monkton Park, Chippenham, commencing at 7.00pm.**

- Present:** Councillor D. B. Allen ..... Chairman  
 Councillors A. M. Bucknell, V. H. Greenman, D.M. Moore, P.S. Roberts and J. Webb
- Officers:** P. Barnett (ICT Team Leader), L. Bell (Strategic Manager - Community & Environment), I. Docherty (ICT Training & Development Officer), M. Doran (Environmental Health Team Leader), E. Orchard (Human Resources & Payroll Team Leader), P. Scrivener (Interim HR Manager) and S. Wright (Policy & Democratic Services Officer)

**P78. Apologies for Absence**

Apologies for absence were received from Councillors P.G. Allnatt and M.E.M. Groom.

**P79. Membership**

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

Councillor to be Replaced	Replacement	Political Group
J.M. Wood	D. M. Moore	Liberal Democrat

**P80. Public Question Time/Receipt of Petitions**

There were no public questions or petitions received.

**P81. Minutes**

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 15<sup>th</sup> February 2007.

**Resolved:** that the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 15<sup>th</sup> February 2007 be approved and signed as a correct record

**P82. Declarations of Interest**

The following declaration of interest was made:

Name	Item	Type	Nature	Action
Cllr D.M. Moore	Item 8 – Food Report: Hazard Rating and Star Rating for Food Premises	Personal	N/A	Remained in the meeting during the consideration of this item

**P83. Chairman's Announcements**

Urgent Item

The Chairman Councillor D.B. Allen: "In accordance with Section 100B(4) of the Local Government Act 1972 having regard to the special circumstances pertaining in this matter – namely, the need to agree a redundancy policy for the period that leisure centre staff are employed by the Council, I am of the opinion that, despite its non-inclusion on the Agenda, the matter of Redundancy Policy and Processes for Leisure Centre Staff should be considered at this meeting as a matter of urgency". The report was taken after Item No. 9

**P84. Local Joint Consultative Committee Minutes**

Consideration was given to Report No. 7 (circulated with the Agenda) which provided the Minutes of the meeting of the Local Joint Consultative Committee held on 13<sup>th</sup> February 2007.

**Resolved** that the Minutes of the meeting of the Local Joint Consultative Committee held on 13<sup>th</sup> February 2007 be noted.

**P85. Food Report: Hazard Rating and Star Rating for Food Premises**

Consideration was given to Report No. 8 (circulated with the Agenda) seeking the Committee's endorsement to publish, on the Council's website, a numerical hazard rating score of food premises inspected in the North Wiltshire district.

Issues discussed during consideration of this item included:

- Publicity and public awareness of the scheme; and
- Clarification of the financial implications.

**Resolved** that the Committee endorses the publication of the hygiene hazard and star ratings of food premises on the Council's web site in order to promote safer food better businesses across the district and to satisfy Freedom of Information Act 2000 requirements.

**P86. Member ICT Policies**

Consideration was given to Report No. 9 (circulated with the Agenda) considering the recommendations from the Member Development Group to adopt new and revised Member ICT Policies.

Issues discussed during consideration of this item included:

- The proposed equipment specifications for private IT equipment;
- Reducing the fixed price for a printer and router when offered to a member under the disposal scheme;
- Amendments to the definition of an expert user; and

- Future options for Member IT facilities.

**Resolved** that Member ICT Policies as attached to the Agenda be approved subject to the following amendments:-

(1) Member Use of Private IT Equipment for Council Business – The definition of an expert user to include back up of files to removable media.

(2) Disposal of Redundant Member Loan Equipment – Any redundant printer and router being offered to members at a cost of £25.

#### **P87 Redundancy Policy and Processes at Leisure Centres**

Consideration was given to Report No. 13 (circulated 2<sup>nd</sup> March) on policy and procedures for redundancy specific to Leisure Centres. In addition, with the agreement of the Committee, Mr Andy Inkpen (UNISON) reported the views of the union on the issue.

Issues discussed during consideration of this item included:

- The submission made by UNISON;
- The timescale for the redundancy policy and processes, the implications of staff being temporarily employed by the Council and TUPE arrangements;
- The detailed legal advice that was awaited to allow the policies and procedures to be implemented; and
- Ensuring that there was clarity in the information provided to leisure centre staff on the procedures and policies.

**Resolved** that the specific Redundancy Policy and Procedure, as appended to the report, being applicable to Leisure Centres be approved.

#### **P88. Gender Equality Duty**

The Committee noted that a report on the new Gender Equality duty that comes into effect on 6<sup>th</sup> April 2007 would be considered by Executive and the Personnel, Licensing and Administration Committee in April 2007.

#### **P89. 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 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:

<b>Agenda Item/Report Name</b>	<b>Paragraph of the Act / Schedule describing the exemption</b>
Agenda Item 12 – Impact of Public Conveniences Closures	Paragraphs 1 & 4 of the Act

**P90. Impact of Public Conveniences Closures**

Consideration was given to confidential Report No. 12 considering the personnel implications following the public conveniences closures.

Issues discussed during consideration of this item included:

- Whether to agree a discretionary payment in respect of the redundancies.

**Resolved** that the redundancy of the posts identified in paragraphs 3.2 and 3.3 of the report be approved and that the discretionary payments be made.

The meeting started at 7.00pm and finished at 7.50pm.  
There were no members of the public present.