

Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Monday 5th November 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, S.K. Doubell, J.M. Hartless, I.J. Henderson, E. Marston, S.G. Parker and J.A. Phillips

Officers: M. Doran (Environmental Health Manager), E. Orchard (Head of Human Resources), and L. Pullin (Policy and Democratic Services Assistant)

P49. Apologies for Absence

Apologies for absence were received from Councillors A. Pier and S.J. Still.

P50. Membership

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

| Councillor to be Replaced | Replacement | Political Group |
|----------------------------------|--------------------|------------------------|
| A. Pier | E. Marston | Conservative |
| S.J. Still | S. Parker | Conservative |

P51. Public Question Time/Receipt of Petitions

There were no public questions nor petitions received.

P52. Minutes

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 3rd September 2007.

Resolved that the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 3rd September 2007 be approved and signed as a correct record.

P53. Declarations of Interest

The following declarations of interest were made:

| Name | Item | Type | Nature | Action |
|--------------------|---|-------------|--------------------------------------|---|
| Cllr S.G. Parker | Item 9 – Hackney Carriage and Private Hire Licence Fees | Personal | Interest in a Taxi business | Remained in the meeting but did not take part in the debate or voting |
| Cllr J.A. Phillips | Item 9 – Hackney Carriage and Private Hire Licence Fees | Personal | Holder of a Hackney Carriage Licence | Remained in the meeting but did not take part in the debate or voting |

P54. Chairman’s Announcements

The Chairman made the following announcements:

1. Review of the Council’s Smoking Policy

At its meeting on 6th November 2006 the Committee considered the Council’s Smoking Policy which had been in place since 1999. It was also considered in light of new legislation that was to coming in to force on 1st July 2007.

The Committee agreed to adopt a revised Managing Smoking at Work policy from 1st April 2007 and that this would be reviewed after a period of six months.

The Policy is in the process of being reviewed and the results will be reported to the Local Joint Consultative Committee and then the Personnel, Licensing and Administration Committee in March 2008.

2. Unitary Update

It was anticipated that the Order would be made by the end of December/beginning of January. E. Orchard would be attending a meeting in London with the Department of Communities and Local Government together with County representatives to talk about the staffing regulations and how the harmonisation of policies, etc might work.

P55. 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 17th October 2007. Copies of the final versions of the County-wide joint Human Resources Policies were also presented at the meeting for the Committee’s information.

Issues discussed during consideration of this item included:

- Slight amendments that needed to be made to Appendix 2 under “Functions”. The transfer of staff should be to the new authority and not to the County Council; and
- The number of Union members there are part of the LGR Joint Consultative Committee.

Resolved that the Minutes of the Local Joint Consultative Committee held on 17th October 2007 be noted.

P56. Miscellaneous Fees and Charges 2008/2009

Consideration was given to Report No. 8 (circulated with the Agenda) which asked the Committee to review the miscellaneous licence fees and other charges levied for services provided in the District on behalf of the Council with effect from 1st April 2008.

Issues discussed during consideration of this item included:

- Officers had attempted to harmonise the fees and charges with other the Councils in the area as much as possible; and
- Queries over street trading consents.

Resolved that approval be given for the increases in the miscellaneous fees and charges as detailed in the Report with effect from 1st April 2008.

P57. Hackney Carriage and Private Hire Licence Fees

Consideration was given to Report No. 9 (circulated with the Agenda) which asked the Committee to determine the Hackney Carriage and Private Hire Licence Fees for the forthcoming financial year.

Issues discussed during consideration of this item included:

- That in order for the running of this function to ‘break even’ there would need to be an increase of 3% for Hackney Carriage/Private Hire Driver's licence fees from 1st April 2008;
- There had been a liaison meeting with the local Taxi operators;
- An explanation of the budget and forecast figures circulated with the Agenda;
- That North Wiltshire District Council's Taxi licensing function was self financing and that there would be implications for the harmonisation of taxi fees for the Unitary Council;
- A request that the comparable data for the charges for other authorities be circulated to the Committee Members; and

- That Environmental Health Managers across Wiltshire were looking at a number of Environmental Health matters including licensing.

Resolved that approval be given for an increase of 3% for Hackney Carriage/Private Hire Driver's licence fees with effect from 1st April 2008.

P58. 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:

- That the County Council had received their Collective Agreement back from UNISON headquarters and were in the process of putting the Agreement out to the ballot;
- The regional representatives were requesting that national UNISON bring forward a decision on the Collective Agreements of those Councils to be affected by Unitary so that the scales could be agreed and them work could commence on the harmonisation of the pay and rewards for the new authority;
- That the national pay award for staff had finally been agreed at 2.475%. This would be backdated to 1st April 2007 and the payment would be received in the December salaries.

Resolved that the update be noted.

The meeting started at 7.00pm and finished at 7.35pm.

There were no members of the public present.