

**Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Monday 7<sup>th</sup> July 2008 at Monkton Park, Chippenham, commencing at 7.00pm**

- Present:** Councillor J.M. Hartless..... Vice-Chairman  
Councillors A.M. Bucknell, T. Clements, M.P. Hatton, I.J. Henderson, J. Lay, R. MacGregor, J.A. Phillips, and S .J. Still
- Officers:** E. Orchard (Head of Human Resources) and L. Pullin (Democratic Services Officer)

**P22. Apologies for Absence**

Apologies for absence were received from Councillors D.B. Allen and P.S. Roberts.

**P23. Membership**

There were no changes to the membership of the Committee.

**P24. Public Question Time/Receipt of Petitions**

There were no public questions nor petitions received.

**P25. Minutes**

Consideration was given to the Minutes of the Meeting of the Personnel, Licensing and Administration Committees held on 3<sup>rd</sup> June 2008.

**Resolved** that the Minutes of the Meeting of the Personnel, Licensing & Administration Committee held on 3<sup>rd</sup> June 2008 be approved and signed as a correct record.

**P26. Declarations of Interest**

There were no declarations of interest made.

**P27. 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 need to take this decision as soon as possible in the interests of the health of the employee 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 and I am proposing that it be dealt with as an exempt item.

The item will be taken after Agenda Item No. 9.

2. Supportive Employers Certificate

The Council had received a Supportive Employers Certificate from SaBRE (Supporting Britain's Reservists and Employers) in recognition of the support it offers to its employees who are also reservists. Thanks were given to E. Orchard and it was agreed that a press release celebrating this achievement should be prepared.

**P28. Joint Safety Committee Minutes**

Consideration was given to Agenda Item No. 7, (circulated with the Agenda) which asked the Committee to note the Minutes of the meeting of the Joint Safety Committee held on 4<sup>th</sup> June 2008.

Issues discussed during consideration of this item included:

- The implementation date of the cashless office at the Monkton Park offices, the ways in which our customers have been informed of the changes and the alternative methods of payment available; and
- That M. Doran (Environmental Health Manager) had written to Wiltshire County Council as requested by the Committee in relation to the traffic issues on Monkton Hill, but that confirmation had not yet been received if a Highways Officer would be attending the next meeting of the Committee.

**Resolved** that the Committee note the Minutes of the Joint Safety Committee held on 4<sup>th</sup> June 2008.

**P29. 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:

- That at a recent meeting of the South West Provincial Employers the Regional Secretary of UNISON had stated that the probable reason Collective Agreements were not being agreed was because their Officers were not happy that they met all of the legal requirements and therefore had not progressed them; and
- That national strike action was proposed on 16<sup>th</sup> and 17<sup>th</sup> July to protest about the suggested pay award increase put forward at 2.45% - it was difficult to gauge at

this time how many staff here would be involved and particularly if the depot staff would strike and have an impact on refuse collections.

**Resolved** that the Committee note the update.

**P30. Unitary Status/Local Government Re-organisation Update**

The Committee received a verbal update on the Unitary Status/Local Government Re-Organisation from E. Orchard (Head of Human Resources).

A summary of the update is detailed below:

- The Implementation Executive would be considering a report on Severance Arrangements at their next meeting on 9<sup>th</sup> July 2008;
- The County Joint Consultative Committee had met today (7<sup>th</sup> July) and had discussed the new appointments process and this would then be referred onto the Joint Implementation Team for consideration. This new process could not be fully implemented until 1<sup>st</sup> April 2009 those services which are amalgamating early would be expected to follow principles of the process;
- Once the internal process of recruitment for the new Service Directors was complete any remaining posts would then be advertised externally. It was anticipated that at least 70% of the Service Director posts would be filled by the end of July; and
- There would be quite a large number of NWDC employees who would become eligible for a Long Service Award (20 years and over, with at least 15 years of that service being with North Wiltshire) between now and 1<sup>st</sup> April 2009 and in view of this it was suggested that a ceremony for all those employees would need to be arranged (at a time convenient for depot staff) possibly in February 2009.

**Resolved** that the Committee note the update.

**P31. 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:

Agenda Item/Report Name	Paragraph of the Act / Schedule describing the exemption
Urgent Item 10 – Retirement in the Efficiency of the Service	Paragraphs 1 & 2 of the Act

**P32. Urgent Item – Retirement in the Efficiency of the Service**

Consideration was given to Urgent Report No. 10 (circulated on 4<sup>th</sup> July 2008) which asked the Committee to consider a request from the Head of Human Resources to allow an employee to retire early in the efficiency of the service.

Issues discussed during consideration of this item included:

- That the costs would be higher if the employee were to be made redundant, but that this was not an option as the current post was not redundant;
- The importance of considering the health of the employee; and
- That if this request is agreed the employee would be able to receive their pension straight away.

**Resolved** that the Committee:

1. Approve the request from the Head of Human Resources to allow the employee to retire early in the efficiency of the service.
2. Agree that the capital costs of retirement of this employee are financed through savings on the revenue budget due to non-replacement of this post.

The meeting started at 7.00 pm and finished at 7.45pm.  
There were no members of the public present.