

Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Monday 8th September 2008 at Monkton Park, Chippenham, commencing at 7.00pm

- Present:** Councillor D.B. Allen Chairman
Councillors A.M. Bucknell, T. Clements, I.J. Henderson, J. Lay, R. MacGregor, R.L. Miles, J.A. Phillips, R. Sanderson and S.J. Still
- Others Present:** G. Rogers (Senior Engineer, Integrated Transport Team, Wiltshire County Council)
- Officers:** M. Doran (Environmental Health Manager), E. Orchard (Head of Human Resources), L. Pullin (Democratic Services Officer) and C. Symes (Democratic Services Assistant)

P33. Apologies for Absence

Apologies for absence were received from Councillors J.M. Hartless, M.P. Hatton and P.S. Roberts.

P34. Membership

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

Councillor to be Replaced	Replacement	Political Group
Councillor P.S. Roberts	Councillor R. Sanderson	Conservative
Councillor J.M. Hartless	Councillor R.L. Miles	Conservative

P35. Public Question Time/Receipt of Petitions

There were no public questions nor petitions received.

P36. Minutes

Consideration was given to the Minutes of the Meeting of the Personnel, Licensing and Administration Committees held on 7th July 2008.

Resolved that the Minutes of the Meeting of the Personnel, Licensing & Administration Committee held on 7th July 2008 be approved and signed as a correct record.

P37. Declarations of Interest

There were no declarations of interest.

P38. Chairman's Announcements

The Chairman made the following announcements:

It be noted that Lisa Pullin, Clerk to the Committee would be soon starting her maternity leave and the Committee wished her all the best for the future and thanked her for all her hard work.

P39. Traffic Issues – Monkton Park, Chippenham

Consideration was given to Report No. 7, (circulated with the Agenda) which detailed the report produced by Wiltshire County Council's Integrated Transport Team regarding traffic and pedestrian management at Monkton Hill, Chippenham.

Gareth Rogers, from the Integrated Transport Team at Wiltshire County Council was present at the meeting.

Issues discussed during consideration of this item included:

- There were improvements but these did not go far enough to solve the safety fears of employees and visitors to Monkton Park;
- The Committee felt that a physical barrier, possibly a kerb, on the pedestrian pathway was still a concern;
- It was asked why the junction was not a "Stop" junction; and
- That there was no sign reinforcing that it was a give way junction to drivers.

In reponse to these concerns Gareth Rogers discussed the following points with the Committee:

- It had been decided that as the scheme was introduced as a temporary measure in the first instance a kerb was not deemed necessary as the cost of reversing the scheme, should the changes not be used, were too large;
- To introduce a "Stop" junction there were many criteria that an intersection must meet and as the visibility of this junction was good, a Stop sign was not justified;
- A give way sign would be erected as soon as possible as this should have been put up when the dotted white lines were painted on the road; and
- The improvements would be reviewed and if these were deemed a success there would be a consultation period where by it would be considered whether

to introduce a more permanent pedestrian path and therefore a kerb. It was also suggested that these reviews could be discussed at the Area Board for Chippenham in the future.

Resolved that the Committee note the report.

P40. Local Joint Consultative Committee Minutes

Consideration was given to Report No. 8 which asked the Committee to note the Minutes of the meeting of the Local Joint Consultative Committee held on 6th August 2008.

Resolved that the Committee note the Minutes of the Local Joint Consultative Committee meeting held on 6th August 2008.

P41. Annual Monitoring Report – 2007/08

Consideration was given to Report No. 9, (circulated with the Agenda) which provided members of the Committee with statistical information on various areas of the Council's performance on Human Resources related matters in 2007/08 on the equality work that has been carried out in relation to the Council's various Equality & Diversity Policies.

Issues discussed during consideration of this item included:

- Sickness absence had increased along with an increase in post-operation absence;
- Attendance reviews were now being carried out at Cleansing & Amenities. Ground Maintenance and Street Cleansing had now completed their reviews;
- This was the first year that the monitoring report had included data on Member Training;
- The Committee congratulated the HR team on a very comprehensive and concise report; and
- The Equalities work was continuing.

Resolved that the Committee note the report.

P42. Pay and Rewards Project Update

A verbal update was given by E. Orchard on the current position of the Pay and Rewards project.

A summary of the update is detailed below:

- The most recent Equal Pay cases have been to appeal and both found in favour of the applicants, this may have a bearing on the way forward with Unison HQ;

- There was no pay agreement reached with the NJC and a meeting would be held in December. A letter from the NJC was circulated at the meeting; and
- The Union will become one branch when the Unitary Council is realised.

Resolved that the update be noted.

P43. Unitary Status/Local Government Re-organisation Update

A verbal update was given by E. Orchard on the Unitary Status for Wiltshire.

A summary of the update is detailed below:

- Service Directors would commence roles on the 1st January 2009 and interim structures would be created to enable an easy transition in April 2009;
- Laurie Bell had been seconded to Wiltshire County Council from 1st September 2008 ;
- A new pay date of 25th of every month would be introduced in April 2009 and the Annual Leave period was still in discussion;
- The Implementation Executive had agreed, in principle, that as of the 1st October anyone being recruited into positions would be on County Council Terms and Conditions, the details on how this will be delivered are yet to be agreed; and
- Morale on the whole was continuing to be relatively strong and staff are committed to the transition.

Resolved that the update be noted.

The meeting started at 7.00 pm and finished at 7.50 pm.

There were no members of the public present.