

**Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Monday 14<sup>th</sup> January 2008 at Monkton Park, Chippenham, commencing at 7.00pm**

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

Councillors, D.B. Allen, S. Bodman, P.R. Darby, S.K. Doubell, J.M. Hartless, I.J. Henderson, A. Pier, J.A. Phillips and R. Sanderson

**Officers:** D. Burbidge (Chief Executive), E. Orchard (Head of Human Resources), L. Pullin (Policy & Democratic Services Assistant) and J. Tarry (Licensing Officer)

**P67. Apologies for Absence**

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

**P68. Membership**

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

<b>Councillor to be Replaced</b>	<b>Replacement</b>	<b>Political Group</b>
A.M. Bucknell	R. Sanderson	Conservative

**P69. Public Question Time/Receipt of Petitions**

There were no petitions received.

Mr B. Slade of Abbey Taxis, Malmesbury wished to inform the Committee that he was present at the meeting should they have any questions or require any clarification when discussing Agenda item 9 – Malmesbury Taxi Ranks.

**P70. Minutes**

Consideration was given to the Minutes of the special Meeting of the Personnel, Licensing and Administration Committee held on 20<sup>th</sup> December 2007.

**Resolved** that the Minutes of the meeting of the special Personnel, Licensing & Administration Committee held on 20<sup>th</sup> December 2007 be approved and signed as a correct record.

**P71. Declarations of Interest**

The following declaration of interest was made:

<b>Name</b>	<b>Item</b>	<b>Type</b>	<b>Nature</b>	<b>Action</b>
Cllr R. Sanderson	Agenda item 9 – Malmesbury Taxi Ranks	Personal	Malmesbury Town Councillor	Spoke on the item but did not vote.

**P64. Chairman's Announcements**

There were no announcements.

**P65. 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 19<sup>th</sup> December 2007.

**Resolved** that the Personnel, Licensing and Administration Committee note the Minutes of the Local Joint Consultative Committee held on 19<sup>th</sup> December 2007.

**P66. Joint Safety Committee Minutes**

Consideration was given to Report No. 8, (circulated with the Agenda) which asked the Committee to note the Minutes of the meeting of the Joint Safety Committee held on 28<sup>th</sup> November 2007.

Issues discussed during consideration of this item included:

- Concerns on the one way traffic system in place on Monkton Hill, Chippenham; and
- That the Environmental Health Manager be requested to provide a written update on the issues at the next meeting of the Committee.

**Resolved** that the Personnel, Licensing and Administration Committee note the Minutes of the Joint Safety Committee held on 28<sup>th</sup> November 2007.

**P67. Malmesbury Taxi Ranks**

Consideration was given to Report No. 9, (circulated with the Agenda) which asked the Committee to consider the objection that had been received by Malmesbury Town Council to the Hackney Carriage Stand to be located outside the Town Hall, Cross

Hayes, Malmesbury and the new proposal for a taxi rank provision in Market Cross, Malmesbury.

Issues discussed during consideration of this item included:

- The history of taxi ranks and the need for taxis with proper ranks in Malmesbury;
- That the presence of taxis at the town in the evening acted as a deterrent to members of the public who may cause a nuisance;
- The views of a local taxi operator, Mr B. Slade of Abbey Taxis, the Dorothy House Charity Shop in Malmesbury and the Malmesbury Town Council;
- That a taxi rank outside of the Town Hall at Cross Hayes would be more beneficial during the daytime and a rank at Market Cross would be beneficial both during the daytime and evening; and
- That if the existing taxi rank at Cross Hayes were to be moved along in that location this would still require the normal consultation and for a new Order to be made.

**Resolved** that the Personnel, Licensing and Administration Committee:

- (1) Agree to retain the Order made in September 2006 that appointed the Hackney Carriage Stand at Cross Hayes, Malmesbury; and
- (2) Approve the advertisement of a proposal to appoint a Hackney Carriage Stand at Market Cross, Malmesbury and subject to no valid objections being received, authorise the Legal Services Manager to make an Order appointing the land shown on the Plan in Appendix 7 to the report as a Hackney Carriage Stand.

#### **P68. Taxi Trade Tariff Fees Increase**

Consideration was given to Report No. 10, (circulated with the Agenda) which asked the Committee to approve the new proposed maximum tariff (fare card) for taxis in North Wiltshire.

Issues discussed during consideration of this item included:

- That a consultation meeting had been held with members of the Taxi Trade in September 2007 at which they and Officers of the Council both put forward suggestions for a new fare card;
- The new proposed maximum tariffs brought North Wiltshire in line with the average for the other Wiltshire districts; and

- That a number costs including fuel had risen since April 2007.

**Resolved** that the Personnel, Licensing and Administration Committee:

- (1) Approve the Table of Fares as set out in Appendix 1 to the report for advertisement in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976; and
- (2) Authorise the Environmental Health Manager to implement the revised Table of Fares, subject to no objections being received within 14 days of the publication of the Notice of Variation no earlier than 1<sup>st</sup> March 2008.

**P69. Review of the Senior Management Structure of North Wiltshire District Council – Current Position and Completion of Process**

Consideration was given to Report No. 11 (circulated with the Agenda) which informed Members of the progress made on the Senior Management Review, the impact on the decision to abolish North Wiltshire District Council and to create One Council for Wiltshire and in view of that decision, to confirm that the process is now at an end.

**Resolved** that the Personnel, Licensing and Administration Committee note the current position and the completion of the Senior Management Review.

**P70. Job Evaluation Panels – Future Operation**

Consideration was given to Report No. 12, (circulated with the Agenda) which informed the Committee about proposals to use the Greater London Provincial Council (GLPC) Job Evaluation Scheme for future Job Evaluation Panels. At its meeting on 19<sup>th</sup> December 2007, the Local Joint Consultative Committee had considered this item and recommended to this Committee that they adopt the proposals for future Job Evaluation Panels.

**Resolved** that the Personnel, Licensing and Administration Committee adopt the process on the future operation of Job Evaluation Panels under the Greater London Provincial Council Scheme as set out in Appendix 1 to the Report.

**P71. Delegated Authority to Make Staffing Changes Related to the Transition to a New Unitary Authority**

Consideration was given to Report No. 13, (circulated on 9<sup>th</sup> January 2008) which provided the Committee with an understanding of the reasons for requesting delegated authority to make changes to staffing structures during the transition to the new Unitary

Authority. An amended report was circulated at the meeting which incorporated revised recommendations.

Issues discussed during consideration of this item included:

- Possible future capacity issues; and
- The need for the core work and services of the District Council to continue during the transition period.

**Resolved** that the Personnel Licensing & Administration Committee:

- (1) Delegate authority to the Chief Executive, and in the absence of the Chief Executive, either of the Deputy Chief Executives, having considered the recommendations of the Corporate Management Board, to authorise changes to staffing structures related to the transition to the new authority, subject to:
  - i) Consultation with the Section 151 Officer and Finance & Resources to ensure that proposals are within existing budgets;
  - ii) Keeping the Trade Union informed of impacts and formal consultation on impacts where appropriate;
  - iii) The Chairman of Personnel, Licensing and Administration Committee and the Executive Portfolio holder being informed of the decision; and
  - iv) The provision of reports to the Personnel, Licensing and Administration Committee as appropriate to inform the Committee of any changes and the reasons for them.

The meeting started at 7.00pm and finished at 7.45pm.

There was 1 member of the public present.