

Draft Minutes of the Special Meeting of the Personnel, Licensing and Administration Committee held on Thursday 20th December 2007 at Monkton Park, Chippenham, commencing at 6.20pm

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

Councillors, S. Bodman, A.M. Bucknell, P.R. Darby, S.K. Doubell, , I.J. Henderson, J.A. Phillips

Officers: L. Bell (Deputy Chief Executive), C. Couzins-Short (Temporary Financial Consultant), E. Orchard (Head of Human Resources), and L. Pullin (Policy & Democratic Services Assistant)

P59. Apologies for Absence

Apologies for absence were received from Councillors D.B. Allen, J.M. Hartless, A. Pier, and S.J. Still.

P60. Membership

There were no changes to the membership of the Committee.

P61. Public Question Time/Receipt of Petitions

There were no public questions nor petitions received.

P62. Minutes

Consideration was given to the Minutes of the Meetings of the Personnel, Licensing and Administration Committee held on 5th November 2007.

Resolved that the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 5th November 2007 be approved and signed as a correct record.

P63. Declarations of Interest

There were no declarations of interest made.

P64. Chairman's Announcements

There were no announcements.

P65. 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.

P66. Review of Cleansing and Amenities Management and Administration Structure

Consideration was given to confidential Report No. 8 (circulated with the Agenda) which sought approval on proposals to revise the existing management and administration staffing structure within Cleansing and Amenities and Customer Relations following a review of the Cleansing and Amenities service.

An extract of the draft Minutes of the Local Joint Consultative Committee held on 19th December 2007 relating to this item were circulated at the meeting.

Issues discussed during consideration of this item included:

- That the Cleansing and Amenities Service is one of the 3 priority areas that the Council wants to improve;
- Following the Review an Action Plan has been prepared for implementation and the revision of the staffing structure is critical to ensure the delivery of the Action Plan;
- The views of the Local Joint Consultative Committee; and
- That an Officer will be in post to lead and manage the changes and to ensure implementation of the Action Plan.

Resolved that

1. The conclusions of the recent review of Cleansing and Amenities be endorsed and that agreement be given to implement the changes to the establishment structure through consultation with the employees affected by the decision and the recognised Trade Union.
2. That the proposed structure for the management and administrative level of Cleansing and Amenities be approved as set out in Appendix B to the Report.
3. That the posts be advertised internally only in the first instance in accordance with the Council's agreed policy and procedures.

4. To delegated authority be granted to the Deputy Chief Executive (Customer & Environment) in consultation with the Head of Human Resources to take all necessary actions to implement the recommendations, including responsibility for agreeing the new job descriptions and for progressing appointments and redeployments to positions in the new structure.
5. To delegate authority to the Deputy Chief Executive (Customer & Environment) in consultation with the Head of Human Resources to implement the new structure at an appropriate date in the future, subject to the necessary consultation taking place with individuals and the Trade Union.
6. Ring fencing arrangements and redeployment to be undertaken in consultation with the Trade Union.

The meeting started at 6.20pm and finished at 6.45pm.

There were no members of the public present.