

Draft Minutes of the Meeting of the Personnel, Licensing and Administration Committee held on Monday 21st May 2007 at Monkton Park, Chippenham, commencing at 7.10pm.

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

Councillors D.B. Allen, S. Bodman, A.M. Bucknell, P.R. Darby, J.M. Hartless, I.J. Henderson, and S.J. Still

Officers: D. Burbidge (Chief Executive), C. Major (Senior Parking Officer), E. Orchard (Human Resources Team Leader), L. Pullin (Policy & Democratic Services Assistant), J. Tavener (Customer Contact Team Leader), P. Timmins (Section 151 Officer), and D. Stirling (Asset, Design and Regeneration Team Leader),

P3. Apologies for Absence

Apologies for absence were received from Councillors M.E.M Groom and A. Pier.

P4. Membership

There were no changes to the membership of the Committee.

P5. Public Question Time/Receipt of Petitions

The following written public questions were received from Mr B. Matthews of Longwell Green, Bristol:

Under committee agenda number three, as an ordinary member of the public who is interested in the prudent expenditure of public monies and the need for full public consultation, I ask the following questions:-

1. Does the Committee feel that the County Council's unitary proposals should be placed before the loyal staff of this council for formal negotiation and discussion or should the previous administration's policy of non-consultation with staff on this issue still pertain?
2. Since 1997 this Council has spent a sum of approximately £4 million pounds on staff re-organisations and seen an average of seven middle and senior management officers leave every year, in the light of public demands for services such as swimming and sports facilities and improved public toilet provision and the does this Committee feel that an expensive re-organisation of staff is an appropriate investment of scarce public resources, particularly with the threat of unitary re-structuring in the offing?

It was agreed by the Committee that written answers would be supplied to Mr Matthews.

P6. Minutes

Consideration was given to the Minutes of the special meeting of the Personnel, Licensing & Administration Committee held on 23rd April and the meeting on 16th May 2007.

Resolved that the Minutes of the meetings of the Personnel, Licensing & Administration Committee held on 23rd April and 16th May 2007 be approved and signed as a correct record.

P7. Declarations of Interest

There were no declarations of interest made.

P8. Chairman's Announcements

There were no announcements.

P9. Joint Safety Committee

Consideration was given to Report No. 7 (circulated with the Agenda) which asked the Committee to note the Minutes of the meeting of the Joint Safety Committee held on 7th March 2007.

Resolved that the Minutes of the Joint Safety Committee held on 7th March 2007 be noted.

P10. Council Parking Attendants

Consideration was given to Report No. 8 (circulated at the meeting) which informed the Committee of the low level of support which was being received from the Wiltshire Constabulary after the reporting of verbal abuse and actual instances of violence suffered by NWDC Parking Attendants.

Issues discussed during consideration of this item included:

- The views of the Joint Safety Committee;
- That another sustained, serious verbal assault had occurred on a Parking Attendant in the last week which took the total up to 6 incidences since September 2006;
- That the Chief Executive would raise the concerns at his quarterly meetings with the Police Authority;

- The suggestion that the Neighbourhood Policing Teams should meet with the Parking Attendants to discuss the problems;
- That confirmation should be sought in writing from the Wiltshire Constabulary that the same level of protection would be afforded to our Parking Attendants as was to the then Police Traffic Wardens;

Resolved that the Committee

- (1) Note the report.
- (2) Write to the Wiltshire Constabulary on behalf of the Council, detailing the concerns that have been raised in relation to the level of support that has been received from them when reporting incidents of violence to the Council's Parking Attendants.

P11. Local Joint Consultative Committee Minutes

Consideration was given to Report No. 9 (circulated with the Agenda) which asked the Committee to note the Minutes of the meeting of the Local Joint Consultative Committee held on 18th April 2007.

Issues discussed during consideration of this item included:

- The possibility of promotion of the Marie Curie ladies driving challenge that takes place in Lyneham during the summer which might encourage more females to be interested in driving HGV vehicles.

Resolved that the Minutes of the Local Joint Consultative Committee held on 18th April 2007 be noted.

P12. Telephone Recording Policy

Consideration was given to Report No. 10 (circulated with the Agenda) which sought approval for the introduction of call recording in the Council's Contact Centre and to amend the Information Management & Data Security Policy.

Issues discussed during consideration of this item included:

- The types of calls that would be recorded and the benefits of the recording of calls; and
- That callers would be informed when their call was to be recorded.

Resolved that the Committee agree the proposals to introduce call recording and monitoring, and that the relevant amendments to the Information Management & Data Security Policy be made.

P13. Gender Equality Scheme

Consideration was given to Report No. 11 (circulated with the Agenda) which presented a Gender Equality Scheme and Action Plan that will satisfy the requirements of the new gender equality duty.

Issues discussed during consideration of this item included:

- The need to update the scheme to reflect the recent changes of job titles;
- The possible risks to the Council on not completing the actions outlined in the Plan;
- That the Council have a legal duty to produce the Gender Equality Scheme; and
- That the scheme would only cover employees and not elected Members.

Resolved that the Committee adopt the Gender Equality Scheme and Action Plan.

P14. Appointments to Sub-Committees and Working Groups and Outside Bodies

Consideration was given to Report No. 12 (circulated with the Agenda) which informed the Committee of the Sub Committees, Working Groups and Outside Bodies for which appointments are required.

Resolved that

- (1) The Urgent Matters Sub-Committee will comprise of Councillors P.S. Roberts (Chairman), M.E.M. Groom (Vice-Chairman) and D.B. Allen. The Deputies will be Councillors A.M. Bucknell, P.R. Darby and S.J. Still.
- (2) The Local Joint Consultative Committee will comprise of Councillors D.B. Allen, J.M. Hartless and I.J. Henderson. The Deputies will be Councillors A. Pier and S.J. Still.
- (3) The Joint Safety Committee will comprise of Councillors D.B. Allen and J.M. Hartless. The Deputies will be Councillors I.J. Henderson and S.J. Still.

- (4) The Licensing & Registration Sub-Committee will comprise of Councillors D.B. Allen, S. Bodman, A.M. Bucknell and I.J, Henderson.
- (5) The Members Development Group will comprise of Councillors S. Bodman, A.M. Bucknell, I.J. Henderson, S.D. Meadows and a member of the Overview and Scrutiny Committee to be notified.
- (6) The Committee nominate Councillor P.S Roberts to attend South West Provincial Council Meetings on behalf of the Council.

Admin Note: Councillor A.M. Bucknell to deputise for Councillor Roberts as representative for the South West Provincial Council.

P15. 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
Agenda Item 14 – Post 8307	Paragraphs 1 & 2 of the Act
Agenda Item 15 – Post 2000	Paragraphs 1 & 2 of the Act
Agenda Item 16 – Post 2002	Paragraphs 1 & 2 of the Act

P16. Post 8307

Consideration was given to confidential Report No. 14 (circulated with the Agenda) which sought approval of the redundancy of the present incumbent of Post 8307.

Issues discussed during consideration of this item included:

- The Council's redundancy policy that was agreed by the Committee on 25th September 2006;
- That some of the funding required for the post had been withdrawn by partner organisations and it was only now possible to fund the post on a part time basis - this current post holder had declined the offer of a part time post; and

- That the costs of the redundancy would come from the shared partnership funding budget.

Resolved that in accordance with the Council's policies and procedures the redundancy of the holder of Post Number 8307 be approved.

P17. Post 2000

Consideration was given to confidential Report No. 15 (circulated on 17th May 2007) which sought approval of the redundancy of the present incumbent of Post 2000.

Issues discussed during consideration of this item included:

- The background and detail of the post holder's request;
- Possible implications of the Unitary bid and whether a change of our policies should be considered - particularly to review 'discretionary' payments;
- That the Local Government Employers Group were currently looking at redundancy policies and procedures across the area;
- That E. Orchard would investigate what is happening in other local authorities in relation to redundancy payments; and
- The need to maintain equity and parity when considering requests for voluntary redundancy.

Resolved that the Committee approve the following:

- (1) In accordance with the Council's policies and procedures - the redundancy of the holder of Post Number 2000.
- (2) The discretionary payment outlined as Option 1 in paragraph 4.1 of the report.

P18. Post 2002

Consideration was given to confidential Report No. 16 (circulated on 17th May 2007) which sought approval of the redundancy of the present incumbent of Post 2002.

Issues discussed during consideration of this item included:

- The background and detail of the post holder's request; and
- Details of the different types of pension payments and the cost implications.

Resolved that the Committee approve the following:

- (1) In accordance with the Council's policies and procedures - the redundancy of the holder of Post Number 2002.
- (2) The discretionary payment outlined as Option 2 in paragraph 4.3 of the report.

The meeting started at 7.10pm and finished at 8.15pm.
There were 0 members of the public present.