

*North
Wiltshire
District
Council*

Policy and Review
Monkton Park
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**PERSONNEL,
LICENSING &
ADMINISTRATION
COMMITTEE**

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Minutes of the Personnel, Licensing & Administration Committee Meeting held on Monday 9th January 2006 in Committee Rooms B, C & D at Monkton Park, Chippenham, commencing at 7.00pm.

Present: Councillor D. M. Moore Chairman
Councillor A. S. R. Jackson Vice-Chairman

Councillors D. B. Allen, A.M. Bucknell, J. R. Ireland, P.S. Roberts and J. M. Wood.

Officers: D. Burbidge (Chief Executive), H. Braid (Policy & Democratic Services Officer), W. Gubbins (Corporate Admin & Member Support Team Leader) and E. Orchard (Human Resources & Payroll Team Leader).

P57. Apologies for Absence

Apologies for absence had been received from Councillors V. H. Greenman and M. E. M. Groom.

P58. Membership

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

Councillor to be Replaced	Replacement	Political Group
Cllr M. E. M. Groom	Cllr J. R. Ireland	Conservative

P59. Public Question Time/Receipt of Petitions

No public questions or petitions had been submitted.

P60. Minutes

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 7th November 2005.

Resolved that the Minutes of the Personnel, Licensing and Administration Committee held on 7th November 2005 be approved and signed as a correct record.

P61. Declarations of Interest

None.

P62. Chairman's Announcements

None.

P63. Joint Safety Committee Minutes

Consideration was given to Report No.7 (circulated with the agenda) which provided the Minutes of the meeting of the Joint Safety Committee held on 30th November 2005.

Issues discussed during consideration of this item included:

- The percentage increase in the number of accidents reported and that the details of this increase will be circulated to the Committee.
- A staff survey in respect of stress is to be undertaken, with a report being provided to the Joint Safety Committee in March which will detail whether incidents of stress are due to personal issues or are work related.
- It is anticipated that implementing any recommendations arising from the office comfort survey will not result in major expenditure and may be incorporated into the arrangements with Jarvis.
- The hazard caused by pedestrians cutting across the Monkton Park car park and that signage is to be displayed in the car park urging pedestrians to be cautious.
- Clarification will be sought as to whether pedestrians have the right of way in a public car park.

Resolved that Minutes of the Local Joint Consultative Committee held on 30th November 2005 be noted

P64. Local Joint Consultative Committee Minutes

Consideration was given to Report No.8 (circulated with the agenda) which provided the Minutes of the meeting of the Local Joint Consultative Committee held on 14th December 2005.

Resolved that Minutes of the Local Joint Consultative Committee held on 14th December 2005 be noted.

P65. Members' Development – Members' Charter

Consideration was given to Report No.9 (circulated with the agenda) which provided an update on the current position regarding the adoption of a Members' Charter for North Wiltshire District Council.

Issues discussed during consideration of this item included:

- The history of Member training and development at the Council.
- An announcement in respect of the Member Development Charter for the South West is expected this month.
- In previous years the IDeA have provided 15 hours of free training to each local authority and the possibility that this time can be used to meet all Members and identify their individual development requirements.
- The Chief Executive has received details from Stephen Fletcher of the IDeA on Member Development in certain areas.
- The success of the induction programme after the local elections in May 2003.

Resolved that a report be provided to the next meeting of the Personnel, Licensing & Administration Committee setting out the mechanics of a proposed Member Development Programme.

P66. Revised Recruitment & Selection Guidelines

Consideration was given to Report No.10 (circulated with the agenda) which sought approval of the revised Council's Guidelines on Recruitment and Selection.

Issues discussed during consideration of this item included:

- The guidelines have been subject to extensive consultation.
- The guidelines will help to ensure a consistent approach to recruitment and selection across the organisation.
- Guidance is currently being prepared for managers of the Cleansing & Amenities Service.

Resolved that

- (1) The revised guidelines be approved and adopted.
- (2) Authority be delegated to the Human Resources & Payroll Team Leader to update the guidelines to reflect changes in employment legislation, with appropriate consultation, as and when required.
- (3) It be noted that the Human Resources Sub-Group of the Cleansing & Amenities Best Value Improvement Programme, will be looking at the process of recruitment at the depot in conjunction with the Human Resources Adviser.

P67. Pay & Rewards Project

Consideration was given to Report No.11 (circulated with the agenda) which provided an update on the Pay & Rewards project.

- The current job evaluation system will not be appropriate for the future as it is not “equality-proofed”.
- Any future evaluation system will need to ensure equality and that the Council can meet the requirements of the NCJ’s 2004 agreement.
- Officers will be holding meetings in the near future to decide upon which system to procure.
- Consideration will be given to joint procurement with other Wiltshire Authorities,
- It is anticipated that the project will be delivered by 2007.

Resolved that

- (1) The outcome of the review of the current job evaluation system and its consequences be noted.
- (2) Authority be delegated to the Human Resources & Payroll Team Leader to purchase a new job evaluation system that is the best fit for the future needs of the Council, subject to the capital growth bid being approved.
- (3) The project timetable at Appendix A to Report No.11 be noted.
- (4) Authority be delegated to the Human Resources & Payroll Team Leader to deliver and implement the project to ensure compliance with the NJC’s 2004 Agreement.

P68. Pensions Report – December 2005

Consideration was given to Report No.12 (circulated with the agenda) which provided an update on the current situation relating to the Local Government Pension Scheme.

Issues discussed during consideration of this item included:

- The Local Government Pensions Committee is preparing a response to the proposals on behalf of all local authorities.
- The Union is not happy that under the current proposals the pension rights of local government employees will be different to those of civil servants, particularly in relation to retirement age.
- The Council's early retirement and redundancy policies will need to be reviewed once the negotiations have been finalised.

Resolved that the report be noted.

P69. 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.

Agenda Item/Report Name	Paragraph of the Act / Schedule describing the exemption
Agenda Item 14 – Proposed Early Retirement – Post 6107	Paragraph 1

P70. Proposed Early Retirement – Post 6107

Consideration was given to Report No.14 (circulated with the agenda) which sought approval for the early retirement of the holder of Post 6107 in the interests of the efficiency of the service.

Resolved that the early retirement of the holder of Post 6107 be approved.

The meeting started at 7.00pm and finished at 7.35pm.

There were no members of the public present.

Signed:

Dated: