

*North  
Wiltshire  
District  
Council*

Policy and Review  
Monkton Park  
Chippenham SN15 1ER  
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**PERSONNEL,  
LICENSING &  
ADMINISTRATION  
COMMITTEE**

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**Minutes of the Personnel, Licensing & Administration Committee Meeting held on Monday 13<sup>th</sup> March 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, M.E.M. Groom and J. M. Wood.

**Non-Committee Members:** Councillor D. J. E. Evans

**Officers:** D. Burbidge (Chief Executive), L. Bell (Strategic Manager Community & Environment), H. Braid (Policy & Democratic Services Officer), M. Doran (Environmental Health Team Leader), E. Orchard (Human Resources & Payroll Team Leader), S. Pangbourne (Strategic Manager Corporate Services) and J. Watling (Policy & Democratic Services Team Leader).

**P71. Apologies for Absence**

An apology for absence had been received from Councillor V. H. Greenman.

**P72. Membership**

There were no changes to Membership of the Committee.

**P73. Public Question Time/Receipt of Petitions**

No public questions or petitions had been submitted.

**P74. Minutes**

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 9<sup>th</sup> January 2006.

**Resolved** that the Minutes of the Personnel, Licensing & Administration Committee held on 9<sup>th</sup> January 2006 be approved and signed as a correct record.

**P75. Declarations of Interest**

Name	Item	Type	Nature	Action
Cllr D. M. Moore	Item 9 – Proposal for Taxi Rank Space in Chippenham	Personal	Member of Chippenham Chamber of Commerce	Remained in the meeting during consideration of this item.

**P76. Chairman's Announcements**

The Chairman made the following announcements:

1. Urgent Item of Business

In accordance with Section 100B(4) of the Local Government Act 1972 having regard to the special circumstances pertaining in this matter – namely, that a decision is required prior to 1<sup>st</sup> April 2006 – I am of the opinion that, despite its non-inclusion on the Agenda, the matter of Public Convenience Transfer to Malmesbury Town Council should be considered at this meeting as a matter of urgency. This item will be taken as the last report this evening.

2. Additional Meeting

It has been necessary to arrange an additional meeting of this Committee. The extra meeting will be held to consider the draft proposals of the Boundary Committee of the Electoral Commission in respect of the further electoral review of North Wiltshire. The additional meeting will be held on Tuesday 4<sup>th</sup> April at 7.00pm.

**P77. Local Joint Consultative Committee Minutes**

Consideration was given to Report No.7 (circulated with the agenda) which provided the Minutes of the meeting of the Local Joint Consultative Committee held on 21<sup>st</sup> January 2006.

**Resolved** that Minutes of the Local Joint Consultative Committee held on 21<sup>st</sup> January 2006 be noted.

**P78. Boundary Review**

At its meeting on 2<sup>nd</sup> March 2006, the Boundary Review Sub-Committee considered reports in respect of the Review of Parish Electoral Arrangements and the Further Electoral Review of North Wiltshire.

It was noted that the Sub-Committee had not yet made its recommendations to the Personnel, Licensing & Administration Committee in respect of the Further Electoral Review of North Wiltshire and, therefore that this matter would be considered at the additional meeting of the Committee to be held on 4<sup>th</sup> April 2006.

The Sub-Committee had, however, made a number of recommendations in respect of the Review of Parish Electoral Arrangements. These recommendations (circulated on 10<sup>th</sup> March 2006) were considered, together with the report to the Sub-Committee (circulated with the agenda) and a presentation from the Policy & Democratic Services Team Leader.

Issues discussed during consideration of this item included:

- The Council is required to keep electoral arrangements of parishes under review.
- The latest guidance contained in Circular 11/97 which states that in considering proposals in relation to a boundary review, the District Council must have regard to the identity and interests of local communities; effective and convenient local government; and any guidance issued by the Secretary of State.
- The view of Chippenham Without Parish Council that the Town Council's proposals to move its boundary will not achieve the objectives of maintaining identities and securing effective and convenient government. The Parish Council's additional contention that the housing estates bordering the Western Bypass have little in common with Chippenham Town.
- The views of Langley Burrell Parish Council that the needs of local residents are served best by a locally based Parish Council rather than a major Town Council and that the transfer of Cepen Park will undermine the viability of the existing semi-rural parishes.
- The consultation exercise undertaken by Langley Burrell Parish Council in the Cepen Park North Ward which saw a response rate of 28%, with 172 out of the 174 responses indicating that residents did not wish to become part of Chippenham Town Council.
- After considering the views of Chippenham Without and Langley Burrell Parish Council, the Boundary Review Sub-Committee was of the view that the proposals from Chippenham Town Council were logical and would achieve effective and convenient local government.
- The implications for Chippenham Without and Langley Burrell Parish Councils should the proposed changes to the Chippenham boundary proceed which include the impact of a reduced precept upon the aspirations of each Parish Council.
- The possible option of Cepen Park becoming a single parish and that such a proposal would require a further consultation exercise.
- Whether two additional councillors for Chippenham Town Council will be sufficient should the Town Council's proposals be approved.
- Purton Town Council had initially asked for a reduction in the number of seats from 15, but this request had then been withdrawn. However, the Boundary Review Sub-Committee considered that the reduction to 12 was appropriate for the number of constituents in the ward.
- The Boundary Review Sub-Committee was in agreement in respect of moving the Compton Bassett boundary, notwithstanding the objections of Compton Bassett Parish Council.

- The possible impact of the District Review upon boundaries in the District.

Councillor A. M. Bucknell proposed, and Councillor M. E. M. Groom seconded that:

“A separate parish of Cepen Park be created, based upon the existing ward of Cepen Park.”

Having been put to the vote the recommendation was lost.

**Recommended to Council that:**

- (1) Chippenham be extended to include Cepen Park as far as the line of the bypass, land currently within Chippenham Without and Langley Burrell Parishes, and also including the properties on the eastern side of Malmesbury Road currently in Langley Burrell.**
- (2) The land to east of the railway line from Corsham be transferred from Corsham to Chippenham.**
- (3) The Chippenham Town Council boundary be extended to the east of the town as requested by the Town Council.**
- (4) The Calne Town Council boundary be extended to the north and west to the line of the bypass on the proviso that arrangements are co-terminus with the District Wards Review and that an extra Councillor be provided for the Lickhill ward.**
- (5) The Dalgety industrial land to the south of Calne be included within Calne on the proviso that arrangements are co-terminus with the District Wards Review and that an extra Councillor be provided for the Lickhill ward.**
- (6) That the High Street, Corsham remain in the Pickwick Ward with the proviso that arrangements should be co-terminus with the District wards Review.**
- (7) The boundary line between North Wraxall and Nettleton be moved from the centre line of the road to the northern (Nettleton) side**
- (8) The boundary at Ford between North Wraxall and Castle Combe be extended eastwards to include Bybrook Barn**
- (9) The boundary between Kington St Michael and Stanton St Quintin be amended in order to follow the line of the M4 more regularly**

- (10) **The boundary between Compton Bassett and Cherhill be moved to include the Jugglers Lane / Nolands area.**
- (11) **Upper Lodge, Cherhill be included in Cherhill parish rather than Compton Bassett.**
- (12) **The boundary between Lyneham and Hilmarton be amended to follow the line of the airfield perimeter.**
- (13) **Lyneham parish be extended northwards into Dauntsey parish.**
- (14) **The boundary between Lyneham and Tockenham be “rounded off”.**
- (15) **The number of Purton Parish Councillors be changed from 15 to 12.**
- (16) **That the area of Langley Burrell and Chippenham Without proposed to be transferred to Chippenham Town Council, subject to any Town Wards changes proposed by the Electoral Commission in the District Review, be represented by two Councillors on Chippenham Town Council.**
- (17) **That the remaining areas of Chippenham Without Parish Council and Langley Burrell Parish Council each be represented by 5 Parish Councillors.**

**Resolved** that consultation be undertaken with Wiltshire County Council concerning the recommendations above concerning the review of the Parish Electoral Arrangements.

#### **P79. Proposal for Taxi Rank Space in Chippenham**

Consideration was given to Report No. 9 (circulated with the agenda) which advised Members of two proposals that are being considered for further taxi rank space in Chippenham. Consideration was also given to comments from the President of Chippenham Chamber of Commerce (circulated at the meeting).

Issues discussed during consideration of this item included:

- All responses to the consultation exercise will be brought before the Committee prior to any decision being taken.
- The proposals set out in Option 2 of the report will result in approximately 5 or 6 additional taxi spaces.

- The proposals may cause some concern to the owners of the take-away businesses on New Road, as any changes will have implications for their home delivery businesses.
- It is anticipated that any changes will result in costs of some £1,000 for the District Council.
- The indication from Wiltshire County Council that their priority for traffic orders is the introduction of decriminalised parking.

**Resolved that**

- (1) It be agreed that the provision of night-time taxi rank spaces between 8pm to 6am where on street parking and loading and unloading bays are marked at present outside the Venue Fish Bar and what was Nero's nightclub on The Bridge, is a suitable site for a taxi rank in Chippenham.
- (2) Formal consultation with Wiltshire County Council be undertaken in respect of the proposal.
- (3) If Wiltshire County Council consent, that the proposal be advertised following the statutory procedure and in accordance with the Local Government (Miscellaneous Provisions) Act 1976.

**P80. No Smoking Condition Inclusion to Taxi Licensing Conditions**

Consideration was given to Report No.10 (circulated with the agenda) which sought approval for the addition of a no smoking policy to the taxi licensing conditions.

Issues discussed during consideration of this item included:

- No formal comments had been received in respect of the proposal.
- Any informal comments made by drivers at the trade meetings had been in favour of the proposals.

**Resolved** that the addition of a no smoking condition in the taxi licensing conditions from 1<sup>st</sup> April 2006 be approved.

**P81. Member Training and Development**

Consideration was given to Report No.11 (circulated with the agenda) which sought authorisation to initiate a Member training and development strategy for North Wiltshire District Council.

Issues discussed during consideration of this item included:

- It would be helpful for Members to see examples of the individual development plans.

- Tailored training events will hopefully result in a higher take up than generalised events offered to all Councillors.

**Resolved that**

- (1) A formal Member Training and Development Programme be established for North Wiltshire District Council Members commencing April 2006.
- (2) Each Member be provided with an individual development plan providing a minimum of 20 hours training and development each year, such training to encompass the specific training needs of individual Members as well as ensuring that each Member is better placed to fulfil his/her responsibilities as a local councillor.
- (3) The Strategic Manager, Corporate Services, be authorised to effect such administrative procedures as are necessary to meet the requirements of resolutions (1) and (2) and the principles set out in paragraphs 4.4 and 4.5 of Report No.11.

**P82. Wiltshire Capacity Building Programme**

Consideration was given to Report No.12 (circulated on 6<sup>th</sup> March 2006) which provided an overview of the new Wiltshire Capacity Building programme that has been agreed recently by the Government Office for the South West.

Issues discussed during consideration of this item included:

- The agreement as to which Council will lead on each of the capacity building areas had been reached based upon the experience and expertise on each Council.

**Resolved that**

- (1) The progress to date on establishing the Wiltshire Capacity Building Programme be noted.
- (2) North Wiltshire District Council offers to host a workshop for elected members from the County and District Councils within Wiltshire to gather member views on community leadership development needs at an early stage of the Wiltshire Capacity Building Programme.

**P83. Violence at Work Procedure**

Consideration was given to Report No.13 (circulated with the agenda) which approval of a Violence At Work Procedure to safeguard and protect the health and safety of the Council's workforce.

Issues discussed during consideration of this item included:

- The procedure should also make reference to written abuse as there are occasions when letters of complaint contained inappropriate language.
- The Council's complaints procedure contained guidance on making a complaint, together with a template which can be used by complainants.

**Resolved that**

- (1) The amended Violence at Work Procedure (as attached as Appendix 1 to these Minutes) be approved and adopted.
- (2) Authority be delegated to the Environmental Health Technician (Health & Safety), in collaboration with the Human Resources & Payroll Team Leader and the Environmental Health Team Leader, to update the guidelines to reflect changes in health and safety legislation with appropriate consultation as and when required.

**P84. Pay and Rewards Project**

Consideration was given to Report No.14 (circulated with the agenda) which provided information on the new job evaluation scheme options and rationale for the scheme selected.

Issues discussed during consideration of this item included:

- Guidance from the Employers' Organisation indicated that there should be no Member involvement in the process at this stage. Member involvement should only occur later in any appeal process.
- The Council's Group Leaders have been kept informed of the progress of the project.

**Resolved that**

- (1) It be noted the Corporate Management Board have agreed that North Wiltshire District Council will use the Greater London Provincial (GLPC) Scheme as its new job evaluation scheme.

- (2) It be noted the GLPC Scheme will be used in a contracted partnership arrangement with Wiltshire County Council.
- (3) The project roles and structure be noted.
- (4) The actions taken to date on the project be approved.

**P85. Employers Organisation Circular No. 180**

Consideration was given to Report No.15 (circulated with the agenda) which provided the Employers Organisation Circular No.180 – “Comments on the Draft Local Government Pension Scheme (Amendment) No.3 Regulations 2005.”

Issues discussed during consideration of this item included:

- Unison was currently balloting its members on strike action. Should a strike be called, it is anticipated that this will be on 28<sup>th</sup> March 2006.
- Unison’s greatest concern was the removal of the 85 year rule and the inequality between local government employees and other public sector employees which will result from the proposals.
- The proposals could mean that larger Councils, such as County and Unitary, will have employees with different pension rights and provisions.

**Resolved** that the Circular be noted.

**P86. 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.

<b>Agenda Item/Report Name</b>	<b>Paragraph of the Act / Schedule describing the exemption</b>
Agenda Item 17 – Proposed Revision to the Community and Environment Business Area Structure	Paragraphs 2 & 4
Agenda Item 18 – Proposed Early Retirement Post 8306	Paragraph 1
Urgent Item – Public Conveniences Transfer to Malmesbury Town Council	Paragraphs 1 and 4

**P87. Proposed Revision of the Community & Environment Business Area Structure**

Consideration was given to Report No.17 (circulated with the agenda) which sought the approval of proposals to revise the existing staffing structure in the Community & Environment Business Area.

Issues discussed during consideration of this item included:

- That discussions have taken place with all staff who may be effected by the proposed restructure.
- Concern as to the issues raised by Unison and whether the union was focussing upon issues outside of its remit.

**Resolved that**

- (1) The revised structure to amalgamate the existing Regeneration & Asset Management and Design & Estates Team into one new Assets, Design & Regeneration Team (title of team to be agreed with all team members) be approved to enable Council's the key priorities to be achieved.
- (2) Additional resources be allocated into the Housing Team as a result of the amalgamation of the two teams.
- (3) Authority be delegated to the Strategic Manager Community & Environment, in consultation with the Team Leader Human Resources & Payroll to progress these proposals.

**P88. Proposed Early Retirement – Post 8306**

Consideration was given to Report No.18 (circulated with the agenda) which sought approval for the redundancy and early retirement of the holder of post 8306.

**Resolved** that the redundancy and early retirement of the holder of post 8306 be approved.

**P89. Public Convenience Transfer to Malmesbury Town Council**

Consideration was given to an urgent report (circulated on 10<sup>th</sup> March 2006) which sought approval of the action taken to ensure the Transfer of Undertakings (Protection of Employees) (TUPE) transfer of a permanent employee, required as a result of the transfer of responsibility for Malmesbury Public Conveniences to Malmesbury Town Council.

**Resolved** that the action taken to ensure the TUPE transfer of a permanent employee be approved.

The meeting started at 7.00pm and finished at 8.30pm.

There were 3 members of the public present.

Signed: .....

Dated: .....