

*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 24th April 2006 in The Brookfield Room, Level +2, Monkton Park, Chippenham, commencing at 7.15pm.

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

Councillors D. B. Allen, A. M. Bucknell, V. H. Greenman, M. E. M. Groom, C. O’Gorman and P. S. Roberts.

Non-Committee Members: Councillors J. R. Ireland and R. L. Tonge.

Officers: S. Bowcock (Operations Co-Ordinator), H. Braid (Policy & Democratic Services Officer), N. Fenwick (Strategic Manager Customer Services), E. Orchard (Human Resources & Payroll Team Leader) and J. Tavener (Customer Contact Team Leader).

P99. Apologies for Absence

An apology for absence had been received from Councillor J. M. Wood.

P100. Membership

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

Councillor to be Replaced	Replacement	Political Group
J. M. Wood	C. O’Gorman	Liberal Democrat

P101. Public Question Time/Receipt of Petitions

No public questions or petitions had been submitted.

P102. Minutes

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 4th April 2006.

Resolved that the Minutes of the Personnel, Licensing & Administration Committee held on 4th April 2006 be approved and signed as a correct record.

P103. Declarations of Interest

None.

P104. Chairman's Announcements

None.

P105. 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 7 – Decriminalisation of Car Parking – Proposed Staff Structure	Paragraphs 1 & 4

P106. Decriminalisation of Car Parking – Proposed Staff Structure

Consideration was given to Report No.8 (circulated with the agenda) which sought approval for a revised staffing structure to reflect the changes in the Council's responsibilities to enforce off street parking.

Consideration was also given to additional information in respect of the proposed staffing structures and job descriptions (circulated via email on 21st April 2006).

Issues discussed during consideration of this item included:

- The history of the decriminalisation of car parking project.
- The model provided by RTA Associates Limited and that this has formed the basis of the staffing proposals.
- Whether there was merit in employing fewer members of staff until the level of enforcement action required has been established.

- Situating the administration officers within the wider customer focus team will enable greater flexibility as opposed to a stand-alone administration team for parking.
- The service level agreement with Wiltshire County Council will require NWDC to provide regular returns as to the levels of enforcement and fine collection rates and so activity will be closely monitored. This agreement will be reviewed after two years.
- In addition to the returns provided to Wiltshire County Council staff are required to complete time sheets that will illustrate how much administrative time is spent on parking enforcement.
- The parking attendants will work outside of the normal working hours. The exact hours will be dependent upon the requirements of each area within the District, but it is anticipated that staff will be required for evenings and weekends.
- A risk assessment had been undertaken in respect of the implementation of the decriminalisation of parking enforcement and this will be circulated to the Committee for information.

Resolved that the Parking Enforcement Team Structure attached at Appendix 1 to these Minutes be approved.

The meeting started at 7.15pm and finished at 8.30pm.

There were no members of the public present.

Signed:

Dated: