

*North
Wiltshire
District
Council*

Corporate Services
Monkton Park
Chippenham SN15 1ER
Tel: (01249) 706607

**PERSONNEL,
LICENSING &
ADMINISTRATION
COMMITTEE**

Enquiries to: Helen Braid
Email: hbraid@northwilts.gov.uk

Minutes of the Personnel, Licensing & Administration Committee Meeting held on Monday 3rd July 2006 in the Committee Rooms B, C & D, Level -1, Monkton Park, Chippenham, commencing at 7.00pm.

Present: Councillor D. B. Allen Chairman

Councillors A. M. Bucknell, M. E. M. Groom, J. R. Ireland,
A. S. R. Jackson, M. Rousell, J. Webb and J. M. Wood.

Officers: L. Bell (Community & Environment Strategic Manager), H. Braid (Policy & Democratic Services Officer), G. De'Arth (Regeneration Development Officer), M. Doran (Environmental Health Team Leader), N. Fenwick (Customer Services Strategic Manager) and E. Orchard (Human Resources Team Leader).

Others in Attendance: B. Matthews (UNISON Branch Secretary)

P3. Apologies for Absence

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

P4. Membership

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

Councillor to be Replaced	Replacement	Political Group
Councillor V. H. Greenman	Councillor M. Rousell	Conservative

P5. Public Question Time/Receipt of Petitions

None.

P6. Minutes

Consideration was given to the Minutes of the meetings of the Personnel, Licensing & Administration Committee held on 8th May and 23rd May 2006 (circulated with the Agenda).

Resolved that the Minutes of the meetings of the Personnel, Licensing & Administration Committee meetings held on 8th May and 23rd May 2006 be approved and signed as a correct record.

P7. Declarations of Interest

Name	Item	Type	Nature	Action
Cllr A. S. R. Jackson	Item 18 - Corsham Tourist Information and Heritage Centre Transfer to the Corsham Area Development Trust	Personal	Member of Corsham Town Council	Stayed in the meeting during consideration of this item.

P8. Chairman's Announcements

The Chairman announced that the order of business for the meeting may be altered, but this would be confirmed during the meeting.

P9. 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 31st May 2006.

Resolved that Minutes of the Joint Safety Committee held on 31st May 2006 be noted.

P10. 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 June 2006.

Resolved that Minutes of the Local Joint Consultative Committee held on 14th June 2006 be noted.

P11. Proposal for Taxi Rank Space on The Bridge, Chippenham

Consideration was given to Report No.9 (circulated with the agenda) which advised the Committee of objections that had been received as part of the consultation process for a further taxi rank on The Bridge, Chippenham.

Issues discussed during consideration of this item included:

- Wiltshire Constabulary had previously indicated their support for the proposals, being of the view that additional taxi rank spaces would help reduce incidents of anti-social behaviour.
- There is currently a deficit of taxi rank spaces in Chippenham Town centre.
- The lack of other locations where taxi rank spaces could be designated in the town centre.
- The objections that had been received from two local business owners which contended that the proposals will have a detrimental impact upon their businesses.
- The additional cost implications of designating the rank on a temporary basis.

Resolved that a Hackney Carriage stand be appointed between 5 and 11 The Bridge, Chippenham with night time rank spaces being provided from 8.00pm to 6.00am where on-street parking and loading and unloading bays are marked at present outside the Venue Fish Bar and what was Nero's nightclub.

P12. Horse Drawn Hackney Carriage Vehicle Conditions

Consideration was given to Report No.10 (circulated with the agenda) which asked for consideration of the adoption of new licence conditions relating to Horse Drawn vehicles.

Issues discussed during consideration of this item included:

- An enquiry had been received in respect of horse drawn hackney carriages in Lacock.
- The requirement that all passenger seats must face forward or rearward to the direction of travel should be removed from the licence conditions as a number of carriages were not constructed in this way.
- The licence conditions will be amended by the Environmental Health Team Leader to refer to the need to include reference to food and water being provided for the horses and to confirm that operators rather than the Council will set fares.
- Concern as to the age restriction for a horse drawn hackney carriage driver and that the licence conditions should be amended to include the need for those drivers who reach the age of 70 to produce a medical certificate every three years.
- The licence conditions can be reviewed at a later date to assess their suitability.

Resolved that

(1) The new amended licence conditions for Horse Drawn vehicles (as at Appendix 1 to these Minutes) be adopted with immediate effect.

(2) That the fees for horse drawn hackney carriage licenses be as follows:

Annual	£236.00
6 Months	£150.00
3 Months	£ 75.00

(3) That the fees for horse drawn hackney carriage driver licences be as follows:

Initial	£131.00
Renewal	£ 78.00

P13. 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 items of business involve 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 16 – Proposed Changes to the Benefits Team	Paragraphs 1 & 4
Agenda Item 17 – Proposed Changes to the Cleansing and Amenities Structure	Paragraphs 1 & 4
Agenda Item 18 – Corsham Tourist Information and Heritage Centre Transfer to the Corsham Area Development Trust	Paragraphs 1 & 4
Agenda Item 19 – Redundancy Post No 8300	Paragraphs 1 & 4

P14. Proposed Changes to the Benefits Team

Consideration was given to Report No.16 (circulated with the agenda) which proposed a revised staffing structure for the Benefits Team.

Issues discussed during consideration of this item included:

- The service had been dependent upon agency staff in recent months.

- UNISON are supportive of the proposals.
- The revised structure should assist in meeting the targets for the service contained within the action plan resulting from the Benefit Fraud Inspection Review and the Overview & Scrutiny Review. There are also Best Value and Local Performance Indicators which can be used to gauge the performance of the service.

Resolved that the proposed revised structure for the Benefits Team (as at Appendix 2 to these Minutes) be approved.

P15. Proposed Changes to the Cleansing and Amenities Structure

Consideration was given to Report No.17 (circulated with the agenda) which proposed a revised staffing structure for the Cleansing and Amenities management and support team.

Resolved that

- (1) The proposed revised structure for the Cleansing & Amenities Management and Support Team (as at Appendix 3 to these Minutes) be approved.
- (2) Authority be delegated to the Strategic Manager Customer Services in consultation with the Team Leader Human Resources to progress these proposals

P16. Corsham Tourist Information and Heritage Centre Transfer to the Corsham Area Development Trust

Consideration was given to Report No.18 (circulated with the agenda) which informed Members of the proposed transfer of responsibility for the Corsham Tourist Information and Heritage Centre to the Corsham Area Development Trust. Consideration was also given to a letter from UNISON in respect of the proposed transfer (circulated at the meeting).

Issues discussed during consideration of this item included:

- The legal status of the Corsham Area Development Trust.
- UNISON had not been formally consulted on the proposals through the Local Joint Consultative Committee, although informal discussions had taken place.
- The concern of the Committee for the welfare of employees.
- The duties placed upon the Council by the TUPE regulations and assurances that no transfer will take place unless all TUPE requirements have been met.
- An update report will be provided to the Committee at its next meeting.

Resolved that

- (1) The action taken to ensure the TUPE transfer of permanent employees to the Corsham Area Development Trust be noted.
- (2) That authority be delegated to the Human Resources Team Leader to determine whether the Corsham Area Development Trust is a relevant transferee, in accordance with TUPE legislation.
- (3) No decision will be taken as to the TUPE transfer of permanent employees to the Corsham Area Development Trust until the formal consultation procedure has been completed, including consideration of the proposals by the Local Joint Consultative Committee.

Note: Councillor A. S. R. Jackson had declared a personal interest in this item as a Member of Corsham Town Council.

P17. Redundancy Post No. 8300

Consideration was given to Report No.19 (circulated with the agenda) which sought approval of the redundancy of the present incumbent of Post 8300.

Resolved that

- (1) The redundancy of the holder of post number 8300, together with the costs set out at Appendix 1 to Report No.19, be agreed.
- (2) Authority be delegated to the Human Resources Team Leader, in conjunction with the Community & Environment Strategic Manager, to negotiate with the holder of post number 8300 the final end date of his employment with the Council.

Administrator's Note: The meeting returned to open session.

P18. Pay and Rewards Project

Consideration was given to Report No.11 (circulated with the agenda) providing Members with an update on the Pay and Rewards Project to date.

Resolved that the work completed this far on the Pay & Rewards Project be noted.

P19. Human Resources Strategy for North Wiltshire District Council

Consideration was given to Report No.12 (circulated on 27th June 2006) which sought approval of the Human Resources (People) Strategy for North Wiltshire District Council.

Issues discussed during consideration of this item included:

- The workforce data to be included at Appendix 1 to the Strategy will be e-mailed to Committee Members.
- The content of the strategy meets requirements.
- There is no mention of staff retention and family friendly policies in the strategy.
- The strategy will be reviewed on an annual basis.
- Action plans are currently being developed to deliver the strategy.

Resolved that the Human Resources (People) Strategy be approved and adopted.

Administrator's Note: Councillor A. M. Bucknell did not support the approval and adoption of the Strategy.

P20. Appointments to Sub-Committees and Working Groups

Consideration was given to Report No.13 (circulated with the agenda) which informed the Committee of the Sub-Committees and Working Groups for which appointments were required.

Resolved that

- (1) The Urgent Matters Sub-Committee comprise Councillors D. B. Allen (Chairman), J. Webb (Vice-Chairman) and A. M. Bucknell. The Deputies will be Councillors V. H. Greenman, J. R. Ireland and J. M. Wood.
- (2) The Local Joint Consultative Committee comprise Councillors D. B. Allen, V. H. Greenman and J. M. Wood. The Deputies will be Councillors M. Rousell and J. Webb.
- (3) The Joint Safety Committee will comprise Councillors D. B. Allen and J. M. Wood. The Deputies will be Councillors J. R. Ireland and M. Rousell.
- (4) The Licensing & Registration Sub-Committee will comprise Councillor A. M. Bucknell, D. M. Moore, M. Rousell and J. M. Wood.

- (5) The Members Development Group will comprise Councillors A. M. Bucknell, J. R. Ireland, A. S. R. Jackson and D. M. Moore.

P21. Pensions Discussion Group

This item sought the views of Members upon the establishment of a Pensions Discussion Group to consider existing pension policy, the implications of new regulations and the views of the Trade Union prior to the formulation of a revised pension policy.

Issues discussed during consideration of this item included:

- There were a number of policies already in place, but there are some policies which have not been developed as yet. All policies need to be in place by the end of September 2006.
- It is anticipated that the group will only need to meet once.

Resolved that

- (1) Councillors J. R. Ireland and M. Rousell will represent the Committee on the Pensions Discussion Group.
- (2) The Pensions Discussion Group will meet on Friday 14th July 2006 at 10.00am.

The meeting started at 7.00pm and finished at 8.40pm.

There were no members of the public present.

Signed:

Dated: