

DRAFT MINUTES SUBJECT TO APPROVAL AT NEXT MEETING ON 15th JANUARY 2007

Draft Minutes of the Meeting of the Personnel, Licensing & Administration Committee held on Monday 6th November 2006 at Monkton Park, Chippenham, commencing at 7.00pm.

Present: Councillor D. B. Allen Chairman

Councillors A. M. Bucknell, V. H. Greenman, M. E. M. Groom,
J. R. Ireland, J. Webb and J. M. Wood.

Officers: R. Collins (Financial Consultant), A. Davies (Strategic Manager - Planning Services), M. Doran (Environmental Health Team Leader), L. May (Policy and Democratic Services Assistant) and E. Orchard (Human Resources Team Leader)

P41. Apologies for Absence

Apologies for absence were received from Councillors A.S.R. Jackson and D.J.E. Evans.

P42. Membership

There were no changes to the membership of the Committee.

P43. Public Question Time/Receipt of Petitions

None.

P44. Minutes

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 25th September 2006 (circulated with the Agenda).

Resolved that the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 25th September 2006 be approved and signed as a correct record.

P45. Declarations of Interest

None.

P46. Chairman's Announcements

None.

P47. Local Joint Consultative Committee Minutes

Consideration was given to Report No. 7 (circulated with the Agenda) which provided the Minutes of the meetings of the Local Joint Consultative Committee held on 26th July, 6th September and 18th October 2006.

Resolved that Minutes of the meeting of the Local Joint Consultative Committee held 18th October 2006 be noted.

***Admin Note** - The Minutes of the meetings of the Local Joint Consultative Committee held on 26th July and 6th September 2006 were considered at the meeting of the Personnel Licensing and Administration Committee held on 25th September 2006 and so did not need to be noted again at this meeting.*

P48. Annual Monitoring Report

Consideration was given to Report No.8 (circulated with the Agenda) which provided members of the Committee with statistical information on various areas of the Council's performance on Human Resources related matters in 2005/06.

Issues discussed during consideration of this item included:

- The recording of the recruitment activity during 2005/06;
- That positive action on encouraging applications from those from ethnic minorities or with a disability would be looked into during 2007;
- The measures being undertaken to improve sickness absence which included attendance management workshops for managers and improved return to work interviews;
- That manual workers were now able to join the Council's private health insurance facility; and
- That a stress audit of the organisation would be undertaken in early 2007.

Resolved that the Report be noted.

P49. Pay and Rewards Project

Consideration was given to Report No. 9 (circulated with the Agenda) which provided the Committee with an update on the Pay and Rewards Project.

Issues discussed during consideration of this item included:

- That the project was going very well, good progress was being made and that it was running to the time schedules; and

- That UNISON and the project team were working well together and the communication of the project was being disseminated effectively.

Resolved that the Report be noted.

P50. Disability Equality Scheme

Consideration was given to Report No. 10 (circulated with the Agenda) which outlined the legal requirement under the Disability Discrimination Act 2005 for public authorities to produce a Disability Equality Scheme and Action Plan by December 2006.

Issues discussed during consideration of this item included:

- That a Disability Awareness Event would be held on Monday 4th December 2006 at the Civic Hall in Trowbridge, to help people in Wiltshire learn more about people's needs and to raise awareness of the issues and barriers people with a disability can face; and
- The Disability Equality Training for staff had commenced and this was very well received by those who had attended - this would now be rolled out to all front line staff.

Resolved that the Disability Equality Scheme be approved.

P51. Review of Smoking Policy

Consideration was given to Report No. 11 (circulated with the agenda) which asked the Committee to consider a review of the current smoking policy which has been in place since 1999.

Plan A and plan B of the Monkton Park offices showing different proposals for "no smoking" areas were circulated at the meeting.

Issues discussed during consideration of this item included:

- The background, why the current smoking policy was being revised and the relevant legislation;
- That the health, safety and welfare of the Council's employees is paramount;
- That the time currently spent on "smoking breaks" is a concern of those staff who are non smokers;
- That the Council wished to make the transition of the changes as smooth as possible for all concerned;
- That when the smoking policy is reviewed - the possibility of providing some type of shelter for smokers be looked at ;

- That there would also be no smoking in the curtilage of the Parsonage Way depot; and
- That the new Policy would be implemented from 1st April 2007.

Resolved that

- (1) The revised Managing Smoking at Work Policy be adopted and implemented from 1st April 2007.
- (2) That there will be no smoking permitted on the hatched areas on Plan A (**attached to these Minutes as Appendix 1**) which is in the curtilage of the Monkton Park Offices.
- (3) That the Policy be reviewed 6 months after implementation.

P52. Adoption of the Secretary of States' Cosmetic Piercing and Skin Colouring Byelaws

Consideration was given to Report No. 12 (circulated with the Agenda) which asked the Committee to consider the adoption of the provisions of the Secretary of States Cosmetic Piercing and Skin Colouring Byelaws as detailed in the summary report.

Issues discussed during consideration of this item included:

- If there were any age restrictions on those receiving body piercings and if this should be included within the byelaws.

Recommendation to Council that

- (1) **The model byelaws relating to cosmetic piercing and semi-permanent skin colouring, (as set out in the attached Appendix 2) be adopted.**

Resolved that

- (1) The Team Leader, Legal Services then be authorised to submit the byelaws relating to cosmetic piercing and semi-permanent skin colouring to the Secretary of State for approval;
- (2) The provisions of Section 120 and Schedule 6 of the Local Government Act 2003 providing for the regulation of cosmetic piercing and semi-permanent skin colouring in the District be adopted;

- (3) The relevant registration requirements come into effect from the date on which the byelaws referred to in 1 above are confirmed by the Secretary of State; and
- (4) The fees for registering a person carrying on a business of cosmetic piecing or semi-permanent skin colouring be set at £75.00 for 2006/2007. This amount to be reviewed annually as part of the general review of licence fees.

P53. Hackney Carriage and Private Hire Licence Fees

Consideration was given to Report No. 13 (circulated with the Agenda) which asked the Committee to consider Hackney Carriage and Private Hire licence fees for the forthcoming financial year.

Issues discussed during consideration of this item included:

- That in order for the running of this function to 'break even' there would need to be an increase of 3% for Hackney Carriage/Private Hire Driver's licence fees from 1st April 2007;
- That the taxi trade would need to review their own increases; and
- That the Committee would receive a report in January 2007 regarding the fares chargeable by taxis.

Resolved that approval be given for an increase of 3% for Hackney Carriage/Private Hire Driver's licence fees with effect from 1st April 2007.

P54. Miscellaneous Fees and Charges 2007/2008

Consideration was given to Report No. 14 (circulated with the Agenda) which reviewed the miscellaneous licence fees and other charges levied for services provided in the District on behalf of the Council.

Issues discussed during consideration of this item included:

- That most of the fees and charges would be increasing by approximately 3% in accordance with the Council's Medium Term Financial Plan;
- The Executive would be asked to consider a report relating to concessionary charges to the pest control service and this may impact on fees and charges;
- That the Council currently provided concessions for those on State Retirement Pension and those on Means Tested Benefit;
- Queries over street trading consents; and

- The officer time spent on preparing this report for the Committee.

Resolved that

- (1) Approval be given for the increases in the miscellaneous fees and charges as detailed in the Report with effect from 1st April 2007.
- (2) The Environmental Health Team Leader be given delegated authority to amend the fees and charges in light of any decision on concessionary charges made by the Executive.

The meeting started at 7.00pm and finished at 8.10pm

There were no members of the public present.