

*North
Wiltshire
District
Council*

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

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Minutes of the Personnel, Licensing & Administration Committee Meeting held on Monday 8th May 2006 in the Committee Rooms B, C & D, Level -1, Monkton Park, Chippenham, commencing at 7.00pm.

Present: Councillor A. S. R. Jackson Vice-Chairman
Councillors D. B. Allen, A. M. Bucknell, V. H. Greenman, M. E. M. Groom,
J. R. Ireland, J. Webb and J.M. Wood.

Officers: H. Braid (Policy & Democratic Services Officer), E. Orchard (Human Resources Team Leader) and S. Pangbourne (Strategic Manager Corporate Services).

P107. Apologies for Absence

Apologies for absence had been received from Councillors D. M. Moore and P. S. Roberts.

P108. Membership

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

Councillor to be Replaced	Replacement	Political Group
D. M. Moore	J. Webb	Liberal Democrat
P. S. Roberts	J. R. Ireland	Conservative

P109. Public Question Time/Receipt of Petitions

None.

P110. Minutes

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 24th April 2006 (circulated on 4th May 2006).

Resolved that the Minutes of the Personnel, Licensing & Administration Committee held on 24th April 2006 be approved and signed as a correct record.

P111. Declarations of Interest

None.

P112. Chairman's Announcements

None.

P113. 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 19th April 2006.

Resolved that Minutes of the Local Joint Consultative Committee held on 19th April 2006 be noted.

P114. Information Management and Data Security Policy

Consideration was given to Report No.8 (circulated with the agenda) which informed Members that a review of the Council's Information Management and Data Security Policies had been carried out. Changes had been made to the Policy in line with Audit Commission recommendations and to apply ISO 17799 guidance.

Issues discussed during consideration of this item included:

- The policy will not just be applicable to Officers and Elected Members, but also partner organisations who can access the Council's data systems such as Town and Parish Councils.
- Training in respect of the Policy will be provided for Members.
- The Council's whistleblowing policy covers all areas of the Council's work including the use of data, but is a separate policy.
- Clarification will be provided to Members outlining their obligations in respect of data kept on personal computers. Clarification will also be provided as to what information is covered by the District Council's data protection registration and what is not.

Resolved that

- (1) The revised Information Management and Data Security Policy be adopted.

- (2) Authority be delegated to the Information Management Group to make minor amendments to the Information Management and Data Security Policy to reflect changes in legislation with appropriate consultation as and when required.
- (3) Any major changes to the Information Management and Data Security Policy will be referred to the Personnel, Licensing & Administration Committee for approval.

P115. Job Evaluation Policy and Procedure

Consideration was given to Report No.9 (circulated with the agenda) which presented Members with a Job Evaluation Policy and Procedure for the Council to support the continued use of the Peodesy job evaluation system until the Greater London Provincial Council scheme is fully adopted.

Issues discussed during consideration of this item included:

- The policy formalised the procedure currently followed for job evaluations.

Resolved that

- (1) The adoption and introduction of the Job Evaluation Policy and Procedure be agreed.
- (2) It be noted that the job evaluation policy and procedure does not remove or change the existing Job Evaluation Appeals policy and process in any way.

P116. Pay and Rewards Project

Consideration was given to Report No.10 (circulated with the agenda) which presented information to the Committee so that an agreement could be made in respect of elements of the Job Information Questionnaire and the use of Benchmark posts.

Resolved that

- (1) The process to be used when a manager and employee cannot agree the content of the Job Information Questionnaire (as set out in Appendix 1 to these Minutes) be agreed.
- (2) That Benchmark posts will not be used in the current job evaluation process.

P117. Pensions Update

The Human Resources and Payroll Team Leader provided a verbal update in respect of the current position with regard to the Local Government Pension Scheme (LGPS). An information note was also circulated at the meeting.

Issues discussed during this item included:

- Ongoing consultation in respect of the changes to the LGPS will be split into national issues and those issues for negotiation at a local level where there is employer discretion.
- It is anticipated that further consideration at a national level will be given to additional Transitional Protection arrangements for existing scheme members.
- Consideration will be given to arranging an informal meeting involving the Union and Members to discuss the local elements of the changes, prior to any formal consultation.

Resolved that the update be noted.

P118. 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 13 – Grading Report – Post 8400	Paragraphs 1
Agenda Item 14 – Impact of Public Convenience Closures	Paragraphs 1 & 4

P119. Grading Report

Consideration was given to Report No.13 (circulated with the agenda) which informed Members of a grading change to a post following an appeal by the postholder.

- The circumstances of this grading change.
- The Job Evaluation Policy & Procedure agreed earlier in the meeting will prevent similar circumstances arising in the future.

Resolved that it be noted that following a successful appeal by post number 8400 the grade will increase from Grade 9 to 11, in accordance with the arrangements set out in Report No.13.

P120. Impact of Public Convenience Closures

Consideration was given to Report No.14 (circulated on 4th May 2006) which informed Members of the human resource implications of the closure of public conveniences.

Resolved that the redundancy of the Public Convenience Cleaners from the posts identified in paragraphs 4.1(1) and (2) of Report No.14 be approved with effect from 31st May 2006, subject to the outcome of the ongoing negotiations identified in paragraph 4.1(1).

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

There were no members of the public present.

Signed:

Dated: