

# AGENDA

**NOTE: In the case of non-members, this agenda is for information only**

- Committee** - **GENERAL PURPOSES COMMITTEE**
- Date & Time** - WEDNESDAY, 4TH JULY, 2007 AT 10.00 AM
- Venue** - NORFOLK ROOM, THE CONFERENCE SUITE, ELIZABETH HOUSE, DEREHAM

**Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.**

**Persons attending the meeting are requested to turn off mobile phones**

**Members:**

Mr R.W. Duffield (Chairman)  
Mr P.J. Duigan (Vice-Chairman)  
Mr G.P. Balaam  
Mr S.H. Chapman-Allen  
Mr R.P. Childerhouse  
Hewett

Mr D.S. Myers  
Mrs P. Quadling  
Mr I. Sherwood  
Mr W.H.C. Smith  
Mrs L.S. Turner  
Mr D.R. Williams J.P.

Committee Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE

Date: Monday, 25 June 2007

**PART A - ITEMS OPEN TO THE PUBLIC**

	<u>Page(s)</u> <u>herewith</u>
<p>1. <b><u>MINUTES</u></b></p> <p>To confirm the minutes of the meeting held on 23 May 2007.</p>	1 - 5
<p>2. <b><u>APOLOGIES</u></b></p> <p>To receive apologies for absence.</p>	
<p>3. <b><u>DECLARATION OF INTEREST</u></b></p> <p>Members are asked at this stage to declare any interests they may have in any of the following items on the agenda.</p> <p>The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a personal or prejudicial interest.</p>	
<p>4. <b><u>URGENT BUSINESS</u></b></p> <p>To note whether the Chairman proposes to accept any item as urgent business, pursuant to Section 100(B)(4)(b) of the Local Government Act 1972.</p>	
<p>5. <b><u>LOCAL JOINT CONSULTATIVE COMMITTEE: 14 JUNE 2007</u></b></p> <p>To adopt the unconfirmed Minutes of the Local Joint Consultative Committee meeting held on 14 June 2007.</p>	To Follow
<p>6. <b><u>FOR INFORMATION - ATTLEBOROUGH : REQUEST FOR DESIGNATED AREA UNDER S12 OF THE CRIMINAL JUSTICE AND POLICE ACT 2001</u></b></p> <p>In January, the Committee agreed to make an Order under the Criminal Justice and Police Act to make it an offence to drink alcohol in a designated area after being told by the police not to do so. The request sought the designation of most of the built-up area of Attleborough, but the Committee's decision was subject to agreement with the Police of the final area to be designated, and to formal consultation (Min No 04/07).</p> <p>Discussions with the Police revealed that they did in fact consider the area originally designated to be impractical and also that there was insufficient evidence to justify such a large designation. They then suggested a more limited area in the town centre, where problems were more likely to occur and the use of their powers of confiscation and arrest would be most effective. The Town Council has now agreed to this revised designated area, which is bounded by the A11 bypass to the north of the town, Cyprus Road, Chapel Road, Hargham Road, Leys Lane, Maurice Gaymer Road, Station Road and Arlington Gardens. A plan will be available at the meeting.</p> <p>Formal consultation is taking place on the basis of the revised area.</p>	

	<u>Page(s)</u> <u>herewith</u>
<b>7. <u>REVIEW OF POLLING DISTRICTS AND POLLING PLACES</u></b> Report of the Operations Manager – Cabinet.	6 - 8
<b>8. <u>BANK HOLIDAY ENTITLEMENT FOR PART-TIME EMPLOYEES</u></b> Report of the Human Resources Adviser.	9 - 13
<b>9. <u>REVISED POLICIES AND PROCEDURES</u></b> Report of the Human Resources Adviser.	14 - 41
<b>10. <u>OCCUPATIONAL HEALTH AND SAFETY SERVICE PLAN</u></b> Report of the Operations Manager – Environment.	42 - 58
<b>11. <u>APPROVAL TO RECRUIT STAR CHAMBER POSTS</u></b> Report of the Operations Manager – Environment.	59 - 60
<b>12. <u>COMMUNITY SAFETY - DOMESTIC VIOLENCE AND HATE CRIME CO-ORDINATORS</u></b> Report of the Operations Manager - Community Services.	61 - 63
<b>PART B - ITEMS FROM WHICH THE PRESS AND PUBLIC ARE EXCLUDED</b>	
<b>13. <u>EXCLUSION OF PRESS AND PUBLIC</u></b> <b><u>RESOLVED</u></b> that, under Section 100 (A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A to the Act.	
<b>14. <u>HEARING PROCEDURE (FOR INFORMATION)</u></b>	64
<b>15. <u>APPLICATION TO RENEW SEX ESTABLISHMENT LICENCE</u></b> Report of the Acting Operations Manager (Environment).	65 - 86