

TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

05 September 2011

Report of the Central Services Director

Part 1- Public

Delegated

1 GRADE OF THE POST OF LICENSING MANAGER

Summary

The Council's constitution provides that, where the re-grading of a post to a management grade is to be considered, it is this Committee that should determine the issue.

The grade for the post of Licensing Manager was last reviewed in early 2007, when it was re-graded from Senior Officer to management grade M9.

Since that time there has been a significant shift in the emphasis of the role and the accountability attached to it, resulting in a recommendation to this committee that the post be re-graded M7.

Background

The re-grading of the post in 2007 was in recognition that the postholder had "taken over from me all of the day-to-day management of the Section, which I used to discharge before he came, such as dealing with appointments, rotas, leave, etc".

The job description evaluated at that time is attached at Attachment 1. From this it can be seen that the emphasis on the role was that of day-to-day line management, the overseeing of work-flow, and the introduction of the System Administrator role.

During the past 4 years there have been, as Members will appreciate, numerous legislative and environmental changes which have resulted in a change of direction for the Licensing Team. Whilst enforcement remains a critical role for the Team, it has also become apparent that pro-active work with the Service's users can lead to extensive savings in the reactive work necessary when complaints and investigations are experience which could have been avoided by better communication.

Current Need

With a change in personnel it was thought appropriate to review the role of the Licensing Manager and a revised job description is attached at Attachment 2. From this it can be seen that, in addition to the previous managerial responsibilities, the post-holder will be expected to take on a broader role as the Council's 'expert' in Licensing matters, both internally and externally.

Our recent experience over the past two years has been that participation in Safety Advisory Group meetings has resulted in early resolution of potentially long and protracted negotiation or investigation / enforcement. These groups are attended by a range of senior officers from this Council, KCC, the emergency services, company directors, legal and licensing professionals from the private sector, and security and health and safety professionals. The Chair is expected to guide the agenda, discussion and decision-making, requiring an in-depth knowledge of event organisation and the health and safety conditions and legislation which may apply to the license. The post-holder will also determine the timescales necessary to ensure that the Licensing conditions are complied with, and will monitor and prompt progress. To date most of these have been attended or overseen by senior management but the role actually is best complemented by that of the Licensing Manager as Chair of such groups.

With the pace of changing legislation, Member training in Licensing matters has also become a priority and it felt that the best placed officer to deliver this is the Licensing Manager who will be responsible for ensuring that Members are fully informed of the latest legislative provisions, and to author and present reports on related matters.

Grade Evaluation

The Personnel & Customer Services Manager was requested to consider the revised job description and evaluate the grading for it. His view was that, in comparison with other jobs within the Council where the post-holder carries a similar level of accountability and responsibility, a grade of M7 would appear to be most appropriate.

1.1 Legal Implications

1.1.1 Not applicable

1.2 Financial and Value for Money Considerations

1.2.1 The additional cost of the grading at top of scale before on-costs is £8,673 per annum. This cost will be met from existing management savings elsewhere in the Service and therefore will not impact on the Council's current budget provision.

1.3 Risk Assessment

1.3.1 There is no associated risk identified with the recommendation.

1.4 Equality Impact Assessment

1.4.1 See 'Screening for equality impacts' table at end of report

1.5 Recommendations

1.5.1 It is therefore recommended that Members approve an M7 grade for the post of Licensing Manager (DR0402) with immediate effect.

Background papers:

contact: Adrian Stanfield

Nil

Julie Beilby
Central Services Director

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	There is no current postholder
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.