

TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

2 July 2012

Report of the Central Services Director

Part 1- Public

Delegated

1 REGRADING OF THE POST OF LICENSING OFFICER

Following a review of the Licensing team, your Management Team commend to this Committee that the post of Licensing Investigations Officer is deleted from the Council's Establishment, and the post of Licensing Inspector is re-designated Licensing Officer and is re-graded to scale 4/5, in advance of advertising for and recruiting to this currently vacant post.

1.1 Background

1.1.1 The Licensing Team currently comprises two officers- the Licensing Manager (M7) and a Licensing Assistant (0.54 FTE at Scale 2/3). There are 2 vacant posts – Licensing Inspector and Investigations Officer, (post numbers DR0403 and DR0404 respectively), both 0.54 FTE at Scale 2/3.

1.1.2 Over the past 12 months the 2 vacant posts have been covered by officers from Gravesham BC. Having undertaken a review of the arrangements, both council's agree that the joint arrangement should come to an end, as soon as practical.

1.1.3 As Members are aware, since the posts of Licensing Inspector and Investigations Officer were created there has been a considerable increase in the range and complexity of cases handled by the Licensing Team as well as an increase in the number of high profile events at venues throughout the Borough leading to greater involvement in Safety Advisory Groups. . These factors have combined to create a need for a full time, more in depth multi skilled team member.

1.1.4 It is therefore proposed to delete the post of Investigations Officer (DR0404) from the Council's Establishment and to re-designate the Licensing Inspector post (DR0403) to Licensing Officer, and to fund this as a full time post. The changed nature of the role is encapsulated in the differences between two Job Descriptions in Annexes 1 (Licensing Inspector) and 2 (Licensing Officer).

1.1.5 The Personnel & Customer Services Officer has considered these changes to the role, has made comparisons with other TMBC jobs, and has recommended that

the post be re-graded to scale 4/5 with a bar to salary progression at the top of scale 4 (as specified in the Job Description in Annex 2).

1.2 Legal Implications

- 1.2.1 In order to meet the Council's responsibilities for licence applications according to the Licensing Act 2003, and associated Hackney Carriage/Private Hire, Gambling and Charitable Collection regulations, it is considered essential to ensure that the Licensing Team is appropriately staffed.

1.3 Financial and Value for Money Considerations

- 1.3.1 The existing posts within the Licensing Team are costed at £27,982 (2 x £13,991). At the top of Scale 5 the proposed post of Licensing Officer is costed at £30,511. The net additional cost of £2529 (top of scale including oncosts) can be met from the existing staffing budget within Legal Services due to the fact that the part time Solicitor post DR0006 is currently funded at 22.5 hours, but only filled at 20 hours. This generates an annual saving of circa £4,000 which more than covers the cost of the proposed re-grade.

1.4 Risk Assessment

- 1.4.1 The main risks of not taking the proposed action would relate to a diminution in the effectiveness and resilience of service delivery.

1.5 Equality Impact Assessment

- 1.5.1 See 'Screening for equality impacts' table at end of report

1.6 Recommendations

- 1.6.1 The Licensing function is a key regulatory function of the Council. Members are **recommended** to
- 1) re-grade post DR0403 to scale 4/5 and to re-designate the post Licensing Officer.
 - 2) Licensing Investigations Officer is deleted

Background papers:

contact: Delia Gordon

Nil

Julie Beilby/Adrian Stanfield

Central Services Director and Chief Solicitor and Monitoring Officer

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	This is an operational staffing matter
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	See above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

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.