

Decision under Delegated Powers

Officer Requesting Decision

Licensing Manager

Officer Making the Decision

Head of Regulatory and Community Safety

Recommendations

1. To delete the currently vacant licensing assistant post (M220) and introduce a permanent licensing officer position (M156) under cost centre E205.
2. Delete the currently vacant 37 hour licensing assistant post M220 reducing the established hours from 74 to 37.
3. Increase the established hours of the Licensing Officer post M156 from 37 to 74.
4. Delete the currently vacant 7 hours of post M142.
5. With effect from 29/07/2024 reduce the hours of Samantha Meason in post L142 from 30 to 26.25 (4 days for 26 weeks and 3 days for 26 weeks at 7.5hrs per day). This reduces the established hours of post M142 from 55.5 to 44.75.
6. All the above posts are in the Licensing cost centre E205.

Reasons

1. To ensure the licensing service remains effective deleting the vacant Assistant post and creating a new Officer level will enable the team to consistently deliver high quality customer service that meets the legislative requirements and deadlines.
2. The additional Officer post will make the team more robust during periods of leave and in the event of sickness ensuring the continuous delivery of a high-level service.

Authority for the Decision

Under section 8.2.6 of the constitution the head of paid service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications. This has been further sub-delegated by the chief executive to strategic directors/heads of service in certain circumstances (DD 002 021 refers). These proposals fall within the limit of the authority of the relevant head of service).

Decision and Date

Recommendations agreed.



Gareth Harvey
Head of Regulatory and Community Safety
01/08/2024

Background

The licensing team operates as a frontline statutory service addressing a broad spectrum of functions, each with distinct requirements and deadlines mandated by various legislative frameworks.

The role is responsible for providing guidance and advice to a diverse array of stakeholders including members of the public, applicants, solicitors and agents. Licensing officers manage a high volume of detailed and varied applications daily, engaging with new applicants, renewals and other responsible authorities to ensure that the licensing regime is administered correctly resulting in the safeguarding members of the public.

To enhance the efficiency and effectiveness of the licensing team the proposed change would enable the team to consistently deliver high-quality customer service that adheres to legislative requirements and deadlines.

The change would improve the service delivery by always ensuring sufficient coverage and expertise, making the team more robust and ensuring continuity of service. It would also then elevate the current assistant role, freeing up time to clear any backlog and enhance the overall efficiency of the team.

Comments from HR

HR Adviser: Anna Cairns (18/7/24)

There are no HR issues around this change. The normal recruitment process should be followed for the new post.

Financial Implications

Changing the post from assistant (payscale C) to officer (payscale E) will result in an additional annual cost of £10,300. This shortfall would be managed as follows:

- Savings from the vacant 7 hours on post L142 - £7,700
- Reduction of hours for an enforcement officer (post L142) - £4,600.

This would generate total savings of £12,300, with £2,000 retained for any additional hours on cost centre E205.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to accept and process applications under statutory time frames.	Possible	Moderate	An additional officer post to deal with applications will enable the assistant to complete the administration following approval.
Failure to respond to complaints and requests for service leading to a legal challenge or ombudsman complaints.	Possible	Moderate	Enable officers to action and respond to requests quicker to ensure that we meet the statutory time frames.

Key Decision: No

Background Papers: None

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