

TO: EMPLOYMENT COMMITTEE - 20 SEPTEMBER 2005

SUBJECT: CHANGE TO STAFFING ESTABLISHMENT - MEMBERS' SERVICES

FROM: MEMBERS' SERVICES

1. PURPOSE OF REPORT

To seek approval to amend the establishment of Members' Services.

2. BACKGROUND

The budget for 2005/06 contains provision for the appointment of an additional Licensing Enforcement Officer principally to help with enforcing the requirements of the Licensing Act 2003. However, having considered in more detail the duties to be carried out by this post, it was felt that it could be established to assist the current Licensing Enforcement Officer rather than making an appointment at the same level.

When the provisions of the Licensing Act 2003 come into force in November, Members' Services will be responsible for monitoring and enforcing legislation in respect of six hundred premises and one thousand personal licences.

In addition, the Regulatory Committee has asked for a number of new initiatives to be introduced with regard to hackney carriage and private hire driving licences.

It is important that the Council remains proactive in all its licensing administrative and enforcement duties. The Licensing Enforcement Officer has made arrangements with the police to carry out regular joint enforcement operations mainly dealing with hackney carriage and private hire enforcement. Three such operations have already been carried which were very successful. These operations are carried out from early evening until 2 or 3am. When the new legislation comes into force similar exercises will have to be carried out regularly on licensed premises.

As was expected, the large number of applications as a result of the Licensing Act 2003 are being received and will continue up until November. The Assistant is currently responsible for some of the administrative work, and leaving the Enforcement Officer with more time to carry out his enforcement duties. In due course, the Assistant will also undertake visits and inspections.

In view of the pressure being created by the large volume of applications being received, with the approval of the Corporate Management Team, it became necessary to proceed with filling the post prior to the establishment being amended. This was possible as funding for the appointment had already been agreed.

3. **POLICY AND BUDGET FRAMEWORK**

The Council's Corporate Strategy includes a commitment to promote and contribute to a safer and healthier community, and the Assistant Licensing Enforcement Officer will contribute towards this objective.

4. **RECOMMENDATION**

The staffing establishment of Members' Services be formally amended by the addition of the Assistant Licensing Enforcement Officer.

Robert Inman
Assistant Chief Executive (Members' Services)

BACKGROUND PAPERS

Nil

Areas in District Affected: None

Key Decision: No

For further information about this report please contact:

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