Purpose of report

To request Members consideration and approval for an additional project support resource in Environmental Services to enable the progress of projects which are aimed at developing the Central Licensing Administration Unit (CLAU) partnership into new areas of working.

Attachment

1.0 Background

1.1 The successful Central Licensing Administration Unit (CLAU) partnership, which the Council hosts on behalf of 5 Councils, is looking to further develop its work into additional areas of licensing. The two specific areas of work are taxi licensing and a new area the licensing of houses in multiple occupation.

1.2 The CLAU has developed since its inception in 2005 and has always aspired to integrate the final significant piece of licensing activity, taxi licensing. The other four Councils in the partnership have agreed to ENC undertaking a pilot study which will involve integrating the ENC licensing activity into the work of the CLAU for a 6 month period to evaluate the benefits or not of a permanent integration.

1.3 The partnership has also been innovative in taking on new areas of licensing associated with new legislation, for example gambling and boat licensing. With the introduction of the new regime for the licensing of houses in multiple occupation there is an opportunity to have this work carried out by the CLAU. The initial phase will see three partners processing their applications through the unit.

1.4 The Policy & Resources Committee (P&R) received a report in February 2017 on changes to housing legislation. Within this report the new HMO regime was identified together with the need for additional resources to implement it. This was accepted by P&R and they advised that the resource implications would be subject to a further report to this Sub-Committee.

2.0 Resources required to deliver the projects

2.1 Both of these projects require someone to undertake work in support of their delivery, work that includes project preparation, process re-engineering and the implementation/roll-out of the actual licensing activity. This requires an additional temporary part time resource and cannot be accommodated within the workload of existing officers as there is currently no spare capacity, a supplementary report is being prepared to address this for consideration by the CLAU Board.

2.2 The resource required is for a 0.4FTE person at grade 2 and will be required from October 2017 for a period up to 2 years. This equates to £4.6k in year, £9.5k in 2018/19 and £5k in 2019/20. The costings and job evaluation is based on that of the current licensing administrators operating in the CLAU.
3.0 Resource and Financial Implications

3.1 During 2017 / 18 the post would be financed from forecast service salary savings. For the remainder of the period the costs will be covered by a combination of partner contributions and fee income. Government guidance indicates that costs associated with setting up and running this service in the first five years can be reflected in the fees set for the licence. The budget will therefore need to be built into the base budget from 2018/19 onwards.

4.0 Equality and Diversity Implications

4.1 There are no equality and diversity implications arising from this report.

5.0 Legal Implications

5.1 There are no legal implications arising from this report.

6.0 Risk Management

6.1 If this post is not approved there is a risk that existing resources will not be able to deliver the identified projects.

7.0 Constitutional Implications

7.1 There are no constitutional implications arising from this report.

8.0 Corporate Outcomes

8.1 The Corporate Outcomes are:
   - Effective Management – good use of resources

9.0 Recommendation

9.1 Councillors are asked to approve the creation of the Licensing Projects Support Officer position, specifically:
   - It is established as a 2 year part time (14.8 hours per week) fixed term post
     (Reason: to enable the identified projects to proceed without detriment to existing service provision)

Legal

[Table with legal information]

Background Papers:

Person Originating Report: Mike Deacon, Head of Environmental Services
☎ 01832 742060 ✉ MDeacon@east-northamptonshire.gov.uk

Date: 18 April 2017