

**Classification:** Public

**Key Decision:** No

## **Gravesham Borough Council**

**Report to:** Draft report to the Operational Services Committee

**Date:** 24 March 2021

**Reporting officer:** Mark Lees, Regulatory Services Manager

**Subject:** Annual Review of the Licensing Shared Service

### **Purpose and summary of report:**

To provide Members of the Operational Services Committee with a copy of the annual review that has been conducted in respect of the Licensing Shared Service with Medway Council.

### **Recommendations:**

1. None - this paper is for information purposes only

## **1. Introduction**

- 1.1 Since January 2019, the council has had in place a shared service with Medway Council for the delivery of the Licensing Services function. This involved the transfer of all Medway Council staff who were employed within Licensing Service at Medway to Gravesham Borough Council.
- 1.2 As per the council's *Working in Partnership Framework* (which was adopted by Council on 16 April 2019), a formal review of the shared service is to be undertaken on an annual basis.

## **2. Annual Review**

- 2.1 The annual review of the Licensing Shared Service arrangement was undertaken in January/February 2021 and reported to the Gravesham Borough Council Management Team accordingly.
- 2.2 A copy of the final review document is attached at appendix two for Member perusal.

### **3. Background Papers**

3.1 Background papers pertaining to this report are as follows:

- “*Development of a shared service for the delivery of Licensing Services*” – report to Cabinet – 25 June 2018

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
<b>Legal</b>	<p>The shared service arrangement was established with due regard to the following legislation:</p> <ol style="list-style-type: none"> <li>1) Section 113 of the Local Government Act 1972, which allows a local authority to place any of its officers, who consent to the arrangement, at the disposal of another local authority on such terms as may be agreed between the parties, and</li> <li>2) Section 101(1) of the Local Government Act 1972 and the Local Authority (Arrangement for the Discharge of Functions) (England) Regulations 2012, which enables a local authority to delegate certain functions to another local authority.</li> </ol>
<b>Finance and Value for Money</b>	<p>The initial GBC saving recognised when the shared service was established was £8,580 which was reflected from the 2019/20 budget onwards. The subsequent restructure that was applicable to 2020/21 budgets onwards resulted in a saving of £12,540 for GBC.</p> <p>The initial impact in the Medway 2019/20 budget was additional expenditure of £25,000, however, a saving of £23,220 relating to the Licensing/Land Charges Manager post had already been accounted for elsewhere meaning, effectively, the net effect was a cost of £1,780. The subsequent restructure is applicable to 2020/21 budgets onwards, and resulted in a saving of £700.</p> <p>There have been no further financial implications or variances since the 2020/21 budget was set. Any overall variance within the service will however be attributed to each authority at year-end 2020/21, and for 2021/22, budgets are set on a similar basis as currently set for 2020/21.</p>
<b>Risk Assessment</b>	<p>The risks associated with this arrangement are considered to be 'low' at this time. The annual review and the annual performance reports has identified some areas where further work is required to ensure the shared service can operate in the most effective way.</p>
<b>Data Protection Impact Assessment</b>	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of <a href="#">personal data</a> or <a href="#">special category data</a> or <a href="#">criminal offence data</a>? N/A</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at <a href="mailto:gdpr@medway.gov.uk">gdpr@medway.gov.uk</a>. N/A</p>
<b>Equality Impact Assessment</b>	<p>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? If yes, please explain answer.</p>

IMPLICATIONS	APPENDIX 1
	<p>No</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>No</p> <p><i>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</i></p>
<b>Corporate Plan</b>	<p>The delivery of a shared service contributes to the both the council's first and third ambition:</p> <p><b>#1 People:</b> <i>a proud community; where residents can call a safe, clean and attractive borough their home</i></p> <p><b>#3 Progress:</b> <i>an entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment.</i></p>
<b>Climate Change</b>	There are no specific climate change implications resulting from this report.
<b>Crime and Disorder</b>	There are no specific crime and disorder implications resulting from this report.
<b>Digital and website implications</b>	There are no digital or website implications resulting from this report.
<b>Safeguarding children and vulnerable adults</b>	There are no safeguarding children and vulnerable adult implications resulting from this report.