

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Operational Services Cabinet Committee
Date: 23 March 2022
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

Key Implications:	
Item	Implications
Legal	<p>The shared service arrangement was established with due regard to the following legislation:</p> <ol style="list-style-type: none">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, and2) 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.
Finance and Value for Money	<p>The initial GBC saving recognised when the shared service was established was £8,580 which was reflected from the 2019/20 budget onwards.</p> <p>The 2020/21 outturn showed an overall underspend of £59,210 which was shared in accordance with the percentages set i.e. Medway £44,410 (75%) and GBC £14,800 (25%).</p> <p>There were no significant financial implications or variances as a result of the recent round of budget setting for 2022/23. The current year's budget will be analysed against outturn at year end and any variances established will be apportioned as per the percentages noted above.</p>

Corporate Plan	The delivery of a shared service contributes to the both the council's first and third ambition: #1 People: a proud community; where residents can call a safe, clean and attractive borough their home #3 Progress: an entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment.
Climate Change	There are no specific climate change implications resulting from this report.

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 such, the current Licensing Services team have been operational in their current format for just over three years (at the time of the review).

2. Annual Review

- 2.1 As per the council's *Working in Partnership Framework* (which was adopted by Council on 22 June 2021), the annual review of the Licensing Services arrangement was undertaken in January/February 2022 and reported to the Gravesham Borough Council Management Team accordingly.
- 2.2 The revised *Working in Partnership Framework* introduced a new review document for Shared Services that have been operational for three years or more, to ensure that focus is on current working practices and procedures rather than looking back at objectives that were set during the arrangements inception.
- 2.3 As such, the review of the Licensing Shared Service uses the new review template; a copy of the final review document is attached at appendix one for Member perusal.

3. Appendices

- 3.1 The following documents are to be published with the report:
 - 3.1.1 Appendix 1 - Licensing Shared Service Annual Review

4. Background Documents

- 4.1 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.

Lead Officer: Mark Lees, Regulatory Services Manager

Email: mark.lees@gravesham.gov.uk

Secondary Implications	
Risk Assessment	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.
Data Protection Impact Assessment	<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 personal data or special category data or criminal offence data? A definition of each type of data can be found on the Information Commissioner's Office website via the above links. 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 gdpr@medway.gov.uk. N/A</p>
Equality Impact Assessment	<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. 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. 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>
Crime and Disorder	There are no specific crime and disorder implications resulting from this report.
Digital and website implications	There are no digital or website implications resulting from this report.
Safeguarding children and vulnerable adults	There are no safeguarding children and vulnerable adults' implications resulting from this report.