

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Operational Services Cabinet Committee

Date: 22 March 2023

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 Cabinet 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	The shared service arrangement was established with due regard to the following legislation: <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	An initial GBC saving of £8,580 was realised in 2019/20 when the shared service was established, with a further £12,540 in 2020/21 following a restructure. Since then, there have been no significant financial implications, and the service continues to offer good value for money in its current format.
Corporate Plan	The delivery of the shared service contributes to the following Corporate Objectives: #1 People: <i>a proud community; where residents can call a safe, clean and attractive borough their home.</i>

	#3 Progress: <i>an entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment.</i>
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 Licensing Services. This involved the transfer of all staff who were employed within the Licensing Service at Medway Council to Gravesham Borough Council.
- 1.2 As such, the current Licensing Services team have been operational in their current format for just over four 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 Shared Service arrangement was undertaken in January/February 2023 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 inception.
- 2.3 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:
 - Appendix one – Annual Review of the Licensing Shared Service

4. Background Documents

- 4.1 The following background documents were used:

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

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.
Data Protection Impact Assessment	<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>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>
	<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>
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.