

**Classification:** Public

**Key Decision:** No

### Gravesham Borough Council

**Report to:** Operational Services Cabinet Committee

**Date:** 20 March 2024

**Reporting officer:** Mandy Francis, Licensing 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

<b>Key Implications:</b>	
<b>Item</b>	<b>Implications</b>
<b>Legal</b>	The shared service arrangement was established with due regard to the following legislation: <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>	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.

<b>Key Implications:</b>	
<b>Corporate Plan</b>	<p>The delivery of a shared service contributes to the council's first and third objectives:</p> <p><b>#oneborough:</b> a safe, clean, and attractive living environment, enhanced by a sustainable and increasingly energised local economy.</p> <p><b>##onecouncil:</b> a well-run and innovative authority, defined by its skilled and valued workforce, committed to developing its local social impact.</p>
<b>Item</b>	<b>Implications</b>
<b>Climate Change</b>	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 five 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 February 2024 and reported to the Gravesham Borough Council Management Team accordingly.
- 2.2 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 There are no background documents.

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<b>Secondary Implications</b>	
<b>Risk Assessment</b>	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.
<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>? 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 <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. 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>
<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 adults implications resulting from this report.