

REPORT OF GENERAL PURPOSES AND LICENSING COMMITTEE

(Meeting held 14 January 2005)

1. HEADS OF SERVICE PAY (REPORT B) (MINUTE NO. 41)

The Committee has considered a change to the Council's pay and reward structure at Heads of Service level.

One of the findings of a market review undertaken in 2001 was that Heads of Service pay was falling below the market. As part of the general review of pay and reward strategy undertaken in 2003, it was agreed that a specific review of Heads of Service pay would be undertaken. The number of Heads of Service has decreased in recent years and increased responsibilities, including those of a corporate nature, have been absorbed by the remaining Heads of Service.

Pay consultants undertook a survey in March 2004, and recommended that market pay for Heads of Service was higher than the current maximum salary band applying to Heads of Service.

The Committee considers it is important that the Council maintains its market pay position in order to retain and recruit the high calibre of senior officers necessary to maintain the Council's excellent rating. There is funding to cover the cost of the proposal due to savings arising from the retirement of an officer at Head of Service level in 2004.

There are currently no officers on Band 12, so the Committee considers that this Band should be deleted.

Employee Side comments were submitted to and considered at the Committee meeting.

RECOMMENDED:

- (a) That Band 11 be increased to spinal column point 66 to reflect the market;**
- (b) That Band 12 be deleted; and**
- (c) That all changes be effective from 1 April 2004.**

2. RESPONSIBLE AUTHORITY – DELEGATION FOR THE PURPOSE OF THE LICENSING ACT 2003 (MINUTE NO. 45).

Under the 2003 Licensing Act, relevant representations to the licensing authority on a licensing application may be made by a "responsible authority". (Relevant representations are those relating to one of the four licensing objectives of: prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm). "Responsible authority" is defined in the Act as any of a number of specified bodies, including (at section 13(4)(c)) "the enforcing authority within the meaning given by section 18 of the Health and Safety at Work etc Act 1974 for any area in which the premises are situated" (that is, part of the Environmental Health section of the Council). A responsible authority may wish to

make representations on an application on health and safety at work grounds if, for example, there are concerns about the whether the premises have sufficient facilities (such as toilets) for the number of people expected to be using the premises.

This Committee's terms of reference include responsibility for advising the Council on functions relating to health and safety at work. It is considered that the Environmental Health Manager (Commercial) should be authorised to make representations to the Licensing section of the Council on a licensing application if he considers such representations necessary.

RECOMMENDED:

That, with effect from the first appointed day under the Licensing Act 2003, the Environmental Health Manager (Commercial) be authorised to carry out the Council's function as a responsible authority under section 13(4)(c) of the Act.

Cllr W H Dow
CHAIRMAN