

NORTH LINCOLNSHIRE COUNCIL

LICENSING COMMITTEE

GLOSSARY OF TERMS (LICENSING POLICIES)

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To seek approval to add clarification to the Glossary of Terms in a number of Licensing Policies published by the Council.

2. BACKGROUND INFORMATION

2.1 The Council has published a number of statutory and non-statutory policies. Each of these policies include a table which details officer delegations. This report does not seek to change these delegations.

2.2 The policies concerned, are as follows:

- Statement of Licensing Policy
- Statement of Principles
- Hackney Carriage And Private Hire Licensing Policy
- Street Trading, Activities and Collections Policy
- Sex Establishment Licensing Policy
- Scrap Metal Dealers Licensing Policy

2.3 In each of these policies, functions are delegated to Officers who are named by their title. Some job titles named in the policies have been changed more than once. It is proposed that the delegation remain as it is and that the delegation is clarified in the Glossary of Terms. By doing this, there is no change to the delegation but it allows for officer titles to change without impacting on the delegation and thus the ability to deliver the service.

2.4 The following table highlights the job titles mentioned in the delegation and shows the appropriate wording to be included in the Glossary of Terms.

| Title | | Wording for Glossary of Terms |
|---|---|---|
| Licensing Manager | - | means the manager with day to day responsibility of managing the Licensing Function who has budgetary control |
| Head of Trading Standards and Licensing | - | means the manager with responsibility for the Licensing Function |

| Title | | Wording for Glossary of Terms |
|--|---|--|
| Group Manager, Trading Standards and Licensing | - | means the manager with responsibility for the Licensing Function |
| Assistant Director Technical and Environment | - | means a senior manager who has oversight of the function |
| Licensing and Mediation Officer | - | means an authorised officer employed to assist the manager with day to day responsibility of managing the Licensing Function |
| Principal Licensing and Mediation Officer | - | means an authorised officer employed to assist the manager with day to day responsibility of managing the Licensing Function |

2.5 Adding the aforementioned details to the Glossary of Terms for each of the Policies will ensure that even where job titles change, there is no question about the authorisation of the said officer to perform their duties.

3. OPTIONS FOR CONSIDERATION

3.1 Option 1 – To maintain the policies mentioned in paragraph 2.2 as they are.

3.2 Option 2 – To amend the policies mentioned in paragraph 2.2 adding the details contained in the table at paragraph 2.4 to the Glossary of Terms as appropriate.

4. ANALYSIS OF OPTIONS

4.1 Option 1 – A number of job titles have changed since some of the policies were last approved. Maintaining the policies as they are could result in the authorisation being questioned. Having said that, changes to some job roles in the policies could have more of an impact than others.

4.2 Option 2 – Adding the wording mentioned in paragraph 2.4 would result in the policies being “future proofed”, allowing for job titles to change without the need to review each policy. This option, although clarifying the role does not change the delegation.

5. **RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 None

6. **OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)**

6.1 The proposal at Option 2 allows for titles to change without impacting on current authorisations.

7. **OUTCOMES OF CONSULTATION**

7.1 None.

8. **RECOMMENDATIONS**

8.1 That Option 2 at paragraph 4.2 be approved.

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Date: 13 November 2017

Background Papers used in the preparation of this report: - CIVICA Reports