

PERSONNEL COMMITTEE

8 September 2003

EXTRACT FROM MINUTES OF CABINET AND LICENSING AND REGULATION
COMMITTEE - 30 JULY 2003

REPORT OF CITY SECRETARY AND SOLICITOR

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RECENT REFERENCES

CAB694 – Development Services (Planning) Principal Planning Officer Resources – 30.06.03
LR82 – Licensing Act 2003 – Staffing Issues – CSS Department – 30.06.03

EXECUTIVE SUMMARY:

This report contains minute extracts from the meetings of Cabinet and Licensing and Regulation Committee both held on 30 July 2003 regarding staffing matters and the use of Emergency Powers in consultation with the Chairman of this Committee.

RECOMMENDATION:

That the Committee note the matters contained within the minute extracts from the meetings of Cabinet and Licensing and Regulation Committee both held on 30 July 2003 regarding the use of emergency powers in consultation with the Chairman of the Personnel Committee.

PERSONNEL COMMITTEE8 September 2003EXTRACT FROM MINUTES OF CABINET AND LICENSING AND REGULATION COMMITTEE - 30 JULY 2003Report of City Secretary and Solicitor

Outlined below are minute extracts from the meetings of Cabinet and Licensing and Regulation Committee both held on 30 July 2003 regarding staffing matters and the use of Emergency Powers in consultation with the Chairman of this Committee.

At its meeting on 30 July 2003, Cabinet agreed to support the use of the Chief Executive's emergency powers regarding the proposals. The Chairman of Personnel Committee and the Mayor supported this approach. The Committee is asked to note the action taken.

At its meeting on 30 July 2003, Licensing and Regulation Committee agreed to support the use of the Director of Personnel's emergency powers regarding the proposals. The Chairman of Personnel Committee and the Mayor supported this approach. The Committee is asked to note the action taken.

CABINET - 30 July 2003

1. **DEVELOPMENT SERVICES (PLANNING) PRINCIPAL PLANNING OFFICER**
(Report CAB694 refers)

In response to Members' questions, the Director of Development Services confirmed the post would be open to job-share applications.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That an increase in the salary ceiling for 2003/04 of £27,000 be approved for an increase in establishment of one additional Principal Planning Officer post.

2. That the Chief Executive be requested to exercise his emergency powers, in consultation with the Chairman of Personnel Committee and the Mayor, to authorise the increase in establishment accordingly.

LICENSING AND REGULATION COMMITTEE – 30 July 2003

1. **LICENSING ACT 2003 – STAFFING ISSUES – CITY SECRETARY AND SOLICITOR'S DEPARTMENT**
(Report LR84 refers)

The City Secretary and Solicitor advised that some funding to assist in administering the increased workload might be available from Central Government although the amount was unclear at that time.

It was noted, as detailed in the above report, that there would be a significant increase in the workload of the Licensing Section, and for that reason the following was agreed.

RESOLVED:

That in order to meet the tight programme imposed by the Government for implementation, the Licensing and Regulation Committee asks that approval is given by the Chief Executive under his emergency powers in consultation with the Chairman of the Personnel Committee and the Mayor to the following:-

- (a) The creation of a permanent additional post of Assistant Licensing and Registration Officer (Scale 4) and
- (b) The creation of a temporary post (12 months) of clerical/administrative assistant (Scale 3).