

Decision Ref No	EX.200/02		
Subject Matter	<b>LICENSING SECTION - ADMINISTRATION ASSISTANT</b>  The City Solicitor and Secretary reported (TC.125/02) on a proposal to create a post of Licensing Administration Assistant in the Licensing Unit. He informed Members that it was proposed that the post would be created initially on a fixed contract for a 6 month period, financed from an underspend in the Licensing Budget from the financial year 2001/02. Following the expiry of the fixed term contract it was envisaged that the post would become permanent subject to the outcome of the Council's Organisational Review.		
Decision	That the request to carry forward the underspend from the Financial Year 2001/02 of £11,040 to finance the creation of a post of Administration Assistant within the Licensing Unit, initially on a Fixed Term Contract for a period of 6 months be recommended to Council for approval, to be financed from improved balances.		
Key or Non-Key Decision	Non-Key	Key Decision Ref	Not applicable
Portfolio	Infrastructure Environment and Transport		
Who made decision	Executive		
Date	08-Jul-02		
Reports and Background Papers considered	Report TC.125/02		
Reasons for Decision	To enable the administration tasks in the workload of the Licensing Unit to be carried out by an Administration Assistant thereby freeing up a significant amount of time for the Licensing Officer and Assistant Licensing Officer to carry out enforcement and inspection duties and for the Licensing Officer to perform work of an appropriate level and quality in relation to complaints, enforcement, research and Best Value.		
Summary of Options rejected	None		
Interests declared	None		
Date published	10-Jul-02		
Urgent decision not subject to call in	No		
Consent of Chairman/ Deputy Chairman of Council to Urgency	Not applicable		
Deadline for call-in	17 July 2002 at 1700 hrs		
Implementation date if not called-in	18 July 2002		

Relevant Overview  
and Scrutiny  
Committee

Infrastructure

Call-in notified to and  
date notified

Approved for  
implementation on