

## REPORT OF CORPORATE DIRECTOR CITY DEVELOPMENT

### DOOR SUPERVISOR REGISTRATION SCHEME

#### **1.0 SUMMARY**

- 1.1 This report is to apprise the Committee of developments which result from the implementation of the Private Security Industry Act 2001, (the Act) in particular the effect on the City's door supervisor registration scheme and suggests a way forward to manage the transition arrangements.

#### **2.0 RECOMMENDATIONS**

IT IS RECOMMENDED THAT

- 2.1 The contents of the report regarding the Private Security Industry Act 2001 be noted;
- 2.2 The proposals set out in the report be approved regarding the renewal procedure, training requirements for new applicants, and cancellation of provisional registration arrangements.

#### **3.0 BACKGROUND**

- 3.1 The Security Industry Authority (SIA) is an independent body set up by the Government to manage a licensing system for a national door supervisor registration scheme, as well as other aspects of the security industry, such as wheel-clamping and private investigators.

The introduction of SIA licences will be phased in on a regional basis and will replace existing local schemes which have been introduced by local authorities and the Police. An SIA licence will be valid throughout England and Wales, and it will be an offence to work as a door supervisor as defined in the Act without such a licence.

In the past, the City Council has made representation to the Government for the introduction of a national scheme to avoid inconsistency and the need for a door supervisor to hold multiple badges to work across local authority boundaries. The proposals under the SIA are therefore welcomed and supported.

- 3.2 In Nottinghamshire it is proposed that the SIA will accept applications from door supervisors with effect from 4 October 2004, and that all relevant door supervisors are to be licensed by the SIA with effect from 4 January 2005. These dates are subject to change at any time and are likely to be extended at short notice if the phasing process is delayed in other regions, Nottinghamshire is amongst the last county in the country to be affected.
- 3.3 The Licensing Officer has had informal discussions with representatives from the SIA, Police, Licensed Trade Training Company, Doorwatch, and the British Innkeepers Institution (the BII) on the effects of the changes to the door supervisors, training organisations and to the transitional arrangements prior to implementation of the new scheme. None of the consultees have any objection to the proposals outlined in this report.

- 3.4 Holders of entertainments licences have been notified by the licensing section of the new arrangements and the SIA have addressed a recent meeting of Pubwatch to advise local publicans. The standard conditions of entertainments licences have been amended to enable licence holders to employ SIA registered staff and a mailshot enclosing a booklet issued by the SIA will shortly be sent by this Department to all door supervisors registered with the City Council.

#### 4.0 **PROPOSALS**

##### 4.1 **Training for new applicants**

The SIA have indicated that they would prefer all applicants for local authority badges to be trained to the standard which will be required by the SIA, namely the new Level 2 National Certificate for Door Supervisors issued by an awarding body endorsed by the SIA. The approved bodies are the BII, the NCFE and City and Guilds. The cost of the course is £190 (although a grant towards the cost may be available), involves 30 hours training and two exams and is not readily available in this area to date.

The SIA will, however, recognise local authority schemes and various other qualifications as part attainment towards the qualification;

**it is proposed that the Council accepts any of the courses which constitute full or partial exemption for the SIA scheme as appropriate qualification for registration under the Council's scheme(see Appendix 1).**

##### 4.2 **Provisional badges**

The SIA will require all applicants to be trained to a standard before receiving a licence, and there will be no arrangement for the issue of provisional badges. This Council currently enables supervisors to work for six months to enable training to take place, which was necessary when the scheme was first introduced in 1998, but is now less valid as there are over 1000 registered doorstaff available to work.

**It is proposed that the provisional badge scheme be discontinued with immediate effect.**

##### 4.3 **Renewals**

The City Council scheme requires badge holders to renew their registration every three years, which enables licensing staff and the Police to update records, and conduct another criminal record check. In the past, a refresher training course has also been required: applicants renewing for the second time have already undertaken two training courses in six years and will be required to undertake further training for the SIA. In view of the new arrangements:-

**it is proposed that renewal applications continue to be necessary, that criminal record checks continue to be undertaken but that additional training is not required.**

#### 5.0 **FINANCIAL IMPLICATIONS**

The cost of postage to publicise the arrangements will be approximately £200 which will be met from licensing income.

## **6.0 LEGAL IMPLICATIONS**

The proposed amendments to the Councils registration scheme appear to be a fair and reasonable approach to the forthcoming changes under the Security Industries Act, seeking to maintain protection of public safety without placing a disproportionate burden on applicants and the licensed trade.

## **7.0 EQUAL OPPORTUNITIES IMPLICATIONS**

None

## **8.0 CRIME & DISORDER IMPLICATIONS**

The Door Supervisor Registration Scheme is an example of partnership working between the City Council and the Police in order to endeavour to minimise crime and disorder occurring both within and immediately outside licensed premises, by having trained door supervisors employed at such premises to maintain control and good order. It is, therefore, important that door supervisors are properly trained to carry out their duties, have no convictions which might affect their suitability as door supervisors and conduct themselves through their work to a high standard to maintain good order, minimise nuisance and ensure public safety.

## **9.0 List of background papers other than published works or those disclosing confidential or exempt information**

None

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**This table shows which existing qualifications will be accepted as full or partial exemptions from our requirements.**

| British Institute of Innkeeping (BIAB)<br>both Stage 1 and 2 of the National<br>Certificate for Door Supervisors,<br>excluding First Aid and Physical<br>Intervention | Awarded since<br>1st January 2001  | None   | None          |
|---|------------------------------------|--------|---------------|
| British Institute of Innkeeping (BIAB)<br>both Stage 1 and 2 of the National<br>Certificate for Door Supervisors,<br>excluding First Aid and Physical<br>Intervention | Awarded before<br>1st January 2001 | None   | Parts 1 and 2 |
| British Institute of Innkeeping (BIAB)<br>Stage 1 only of the National Certificate<br>for Door Supervisors  | Awarded since<br>1st January 2001  | Part 2 | Part 2        |
| British Institute of Innkeeping (BIAB)<br>Stage 1 only of the National Certificate<br>for Door Supervisors  | Awarded before<br>1st January 2001 | Part 2 | Parts 1 and 2 |
| NCFE both Stages 1 and 2 in<br>Door Supervision   | 1st January 2001                   | None   | Part 2        |
| NCFE both Stages 1 and 2 in<br>Door Supervision   | Awarded before<br>1st January 2001 | None   | Parts 1 and 2 |
| NCFE Stage 1 only in Door Supervision   | Awarded since<br>1st January 2001  | Part 2 | Part 2        |
| NCFE Stage 1 only in Door Supervision   | Awarded before<br>1st January 2001 | Part 2 | Parts 1 and 2 |
| SITO/NOCN award in Door Supervision   | Awarded since<br>1st January 2001  | Part 2 | Part 2        |

|   |                                    |               |               |
|---|------------------------------------|---------------|---------------|
| SITO/NOCN award in Door Supervision                         | Awarded before<br>1st January 2001 | Part 2        | Parts 1 and 2 |
| Local Authority or Police Authority<br>Registration Licence | Issued since<br>1st January 2001   | Part 2        | Parts 1 and 2 |
| Local Authority or Police Authority<br>Registration Licence | Issued before<br>1st January 2001  | Parts 1 and 2 | Parts 1 and 2 |
| All other door supervisors and<br>new entrants              | N/A                                | Parts 1 and 2 | Parts 1 and 2 |

If you do not have these qualifications you will need to attend the full training course and pass the exams.

## How to get training

If you want to attend a training course leading to an SIA recognised qualification, Level 2 National Certificate for Door Supervisors, then contact one of the SIA endorsed awarding bodies who will be able to provide names of approved training organisations offering the course.

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### The awarding bodies are:

|  |                      |
|--|----------------------|
| <b>The British Institute of Innkeeping</b> | <b>01276 684 449</b> |
| <b>City and Guilds</b>                     | <b>020 7294 2800</b> |
| <b>NCFE</b>                                | <b>0191 239 8000</b> |

(Full details are in the contacts list)

## Funding for training

The Learning and Skills Council (LSC) has provided funding support for door supervisors who need training. The funding will be available in Hampshire and the Isle of Wight and may be extended to the rest of the country.

The funding support is £102 per person to offset training costs and you will be expected to pay a minimum of £51. This is only available for those who are aged 19 or over, who have been resident in the UK for 3 or more years and who need to have the full training (Parts 1 and 2). Our approved training courses for door supervisors will cost from around £250 to £350, so check out how much different trainers are charging.