

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Tuesday, 23 January 2018

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

F Birkett

T M Cartwright, MBE

Mrs T L Ellis

M J Ford, JP

J S Forrest

Mrs C Heneghan

L Keeble

A Mandry

Mrs K Mandry

R H Price, JP



Deputies: K D Evans
S Cunningham

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel: 01329 236100
democraticservices@fareham.gov.uk**

1. Apologies for Absence

2. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the Committee held on 28 November 2017.

3. Chairman's Announcements

4. Declarations of Interest

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Actual Revenue Expenditure 2016/17 (Pages 9 - 14)

To receive a report by the Director of Finance and Resources on Actual Revenue Expenditure 2016/17.

7. Spending Plans 2018/19 (Pages 15 - 22)

To receive a report by the Director of Finance and Resources on Spending Plans for 2018/19.

8. Fees and Charges 2018/19 (Pages 23 - 34)

To receive a report by the Director of Finance and Resources on Fees and Charges for 2018/19

9. Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19 (Pages 35 - 42)

To consider a report by the Head of Environmental Health which gives a preliminary review of the Panel's work programme for 2017/18 and draft work programme for 2018/19.



P GRIMWOOD
Chief Executive Officer
Civic Offices
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15 January 2018

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FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 28 November 2017

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, F Birkett, Mrs T L Ellis,
Mrs C Heneghan, L Keeble, A Mandry, Mrs K Mandry,
R H Price, JP, Mrs K K Trott and K D Evans (deputising for T M
Cartwright, MBE)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor T M Cartwright, MBE and Councillor M J Ford, JP.

2. MINUTES

RESOLVED that the minutes of the meeting of the Committee held on 19 September 2017 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. 2018 PARLIAMENTARY CONSTITUENCY BOUNDARY REVIEW

The Committee considered a report by the Head of Democratic Services which outlines the Boundary Commission for England's revised proposals for new Parliamentary constituency boundaries, following the initial consultation exercise.

RESOLVED that the Committee:-

(a) notes that the revised proposals for new Parliamentary constituency boundaries have no further implications for the Fareham Constituency; and

(b) agrees that no further consultation response on the revised proposals should be submitted.

7. RESPONSE TO GOVERNMENT CONSULTATION ON PROPOSALS FOR CHANGES TO GAMING MACHINES AND SOCIAL RESPONSIBILITY MEASURES.

The Committee considered a report by the Head of Environmental Health which outlines the Government consultation on proposals for changes to gaming machines and social responsibility measures and puts forward a suggested response to the consultation.

Members raised concerns that the regulation of time limits on individual players using gaming machines is inadequate and requested that the consultation response be amended to reflect these concerns.

RESOLVED that:-

- (a) the draft response be amended to reflect concerns that the regulation of time limits on individual players using gaming machines is inadequate;
- (b) subject to the inclusion of (a) above, the draft consultation be recommended to the Executive for approval.

8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2017/18.

Members requested that a report be brought to the Committee's meeting in March to provide updated information in respect of online gambling.

Members also requested that the Taxis and Wheelchair accessibility agenda item to be presented at the meeting in January include the opportunity for Members to review the Accessibility guidance video that is given to taxi drivers.

RESOLVED that:-

- (a) the Committee notes the progress on actions considered at the meeting held on 19 September 2017, as shown in Appendix A to the report;
- (b) a report be added to the March meeting of the 2017/18 Work Programme in respect of online gambling;
- (c) the Taxis and Wheelchair accessibility item on the agenda for the meeting in January include the opportunity for Members to view the Accessibility video guidance that is given to taxi drivers; and
- (d) subject to (b) and (c) above, the Committee agrees the Work Programme for 2017/18, attached as Appendix B to the report.

(The meeting started at 6.00 pm
and ended at 6.30 pm).

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **23 January 2018**

Report of: **Director of Finance and Resources**

Subject: **ACTUAL REVENUE EXPENDITURE 2016/17**

SUMMARY

This report sets out for the information of Members details of the actual revenue expenditure for 2016/17 in respect of the services for which this Committee is responsible.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee notes the content of the report.

INTRODUCTION

- The final accounts for the financial year 2016/17 for this Committee show that the actual expenditure of £529,575 represented an overspend of £7,775 compared with the revised budget of £521,800 that was approved by this Committee on 24 January 2017. The actual totals of gross expenditure and income are set out in the table below:

	Base Budget 2016/17	Revised Budget 2016/17	Actual 2016/17	Variance
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	180,800	230,300	223,407	-6,893
PREMISES RELATED EXPENDITURE	15,000	23,000	22,860	-140
TRANSPORT RELATED EXPENDITURE	1,100	2,900	2,566	-334
SUPPLIES AND SERVICES	245,700	333,500	322,446	-11,054
THIRD PARTY PAYMENTS	276,100	257,500	322,871	65,371
INTERNAL SUPPORT	55,100	55,500	64,953	9,453
GROSS EXPENDITURE	773,800	902,700	959,103	56,403
GOVERNMENT GRANTS	-110,000	-190,200	-222,578	-32,378
OTHER GRANTS AND REIMBURSEMENTS	0	0	0	0
SALES	-1,700	-1,700	-3,529	-1,829
FEES AND CHARGES	-170,700	-189,000	-203,421	-14,421
GROSS INCOME	-282,400	-380,900	-429,528	-48,628
NET EXPENDITURE	491,400	521,800	529,575	7,775

- The main variations reflect reduced spending of £6,893 on employees and £11,054 on supplies and services. Additional expenditure against third party payments and internal support reflect higher than budgeted recharges in respect of ICT and the Civic Offices building. These are not only recorded directly against internal support for Election Services but also feed into third party payments as the charge is originally recorded in the Environmental Health Partnership. Additional income of £48,628 was generated through fees and charges, and Grants and Reimbursements.
- There has been a small underspend against employee budgets in Election Services during the year, and the decrease in supplies and services costs are due to election fees during 2016/17.
- The actual revenue expenditure for the year analysed over the main service headings is shown in the following table:

	Base Budget 2016/17	Revised Budget 2016/17	Actual 2016/17	Variance
	£	£	£	£
HACKNEY CARRIAGE LICENCES	1,900	-15,000	1,584	16,584
LICENSING	-23,300	-34,800	-12,494	22,306
HEALTH & SAFETY ENFORCEMENT	152,000	143,500	171,945	28,445
ELECTION SERVICES	360,800	428,100	368,540	-59,560
	491,400	521,800	529,575	7,775

5. A detailed breakdown of the actual cost of the individual services is shown in Appendix A. The main variations from the approved budgets are examined in the following paragraphs.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

6. This service was overspent by £16,600 for the financial year. The main variations were increases of £24,400 in third party payments as a result of higher than budgeted recharges in respect of ICT and the Civic Offices building. There was also an increase in income of £14,200 largely as a result of Driver's Licences now being renewable on either a 3 yearly or annual basis.

LICENSING

7. This service was overspent by £22,300 for the financial year. The main variations were increases of £21,400 in third party payments as a result of higher than budgeted recharges in respect of ICT and the Civic Offices building.

HEALTH AND SAFETY ENFORCEMENT

8. This service was overspent by £28,500 for the financial year. The main variations were increases of £19,500 in third party payments as a result of higher than budgeted recharges in respect of ICT and the Civic Offices building.

ELECTION SERVICES

9. The underspend of almost £60,000 reflects a savings against the budget for conducting elections of almost £47,000 and around £13,000 lower than anticipated expenditure for register of electors
10. There were four different elections conducted in the 2016/17 financial year. This comprised of the Police and Crime Commissioner (PCC) election, Hampshire County Council by-election, and our own borough local elections in May, and the EU referendum in June. We received around £32,000 more funding than anticipated and expenditure was also just over £14,000 less, this was largely down to lower than anticipated spending on supplies and services.
11. The savings of around £13,000 relating to register of electors consists of £10,000 less than budget for employee costs. We spent almost £7,000 less in supplies and services, predominantly relating to printing costs, although this was largely offset by higher than budgeted recharges in respect of ICT and the Civic Offices building.

RISK ASSESSMENT

12. There are no significant risk considerations in relation to this report.

CONCLUSION

13. The cost of the services provided by this Committee was £7,775 higher than anticipated when the revised budgets were prepared and the reasons for this are set out in this report.

APPENDIX A - Actual Cost of Individual Services 2016/17

Background Papers:

None.

Reference Papers:

Report of the Director of Finance and Resources, and the Director of Regulatory and Democratic Services to this Committee on 17 November 2015 - Spending Plans 2016/17.

Enquiries:

For further information on this report please contact Kate Busby (Ext 4685).

APPENDIX A

	Base Budget 2016/17	Revised Budget 2016/17	Actual 2016/17	Variance
<u>HACKNEY CARRIAGE LICENCES</u>	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	0	0	0	0
TRANSPORT RELATED EXPENDITURE	0	0	0	0
SUPPLIES AND SERVICES	7,000	7,000	13,217	6,217
THIRD PARTY PAYMENTS	78,300	72,700	97,142	24,442
INTERNAL SUPPORT	1,500	1,500	1,409	-91
GROSS EXPENDITURE	86,800	81,200	111,768	30,568
SALES	-200	-200	-5	195
FEES AND CHARGES	-84,700	-96,000	-110,179	-14,179
GROSS INCOME	-84,900	-96,200	-110,184	-13,984
NET EXPENDITURE	1,900	-15,000	1,584	16,584

	Base Budget 2016/17	Revised Budget 2016/17	Actual 2016/17	Variance
<u>LICENSING</u>	£	£		
EMPLOYEE RELATED EXPENDITURE	300	300	322	22
SUPPLIES AND SERVICES	0	0	930	930
THIRD PARTY PAYMENTS	60,800	56,300	77,698	21,398
INTERNAL SUPPORT	1,600	1,600	1,708	108
GROSS EXPENDITURE	62,700	58,200	80,658	22,458
FEES AND CHARGES	-86,000	-93,000	-93,152	-152
GROSS INCOME	-86,000	-93,000	-93,152	-152
NET EXPENDITURE	-23,300	-34,800	-12,494	22,306

	Base Budget 2016/17	Revised Budget 2016/17	Actual 2016/17	Variance
<u>HEALTH & SAFETY</u>	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	2,800	2,800	4,290	1,490
PREMISES RELATED EXPENDITURE	0	0	0	0
TRANSPORT RELATED EXPENDITURE	0	0	0	0
SUPPLIES AND SERVICES	12,000	12,000	19,405	7,405
CONTRACT PAYMENTS	137,000	128,500	148,031	19,531
INTERNAL SUPPORT	300	200	309	109
GROSS EXPENDITURE	152,100	143,500	172,035	28,535
FEES AND CHARGES	0	0	-90	-90
GROSS INCOME	0	0	-90	-90
NET EXPENDITURE	152,100	143,500	171,945	28,445

	Base Budget 2016/17	Revised Budget 2016/17	Actual 2016/17	Variance
<u>ELECTION SERVICES</u>	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	177,700	227,200	218,795	-8,405
PREMISES RELATED EXPENDITURE	15,000	23,000	22,860	-140
TRANSPORT RELATED EXPENDITURE	1,100	2,900	2,566	-334
SUPPLIES AND SERVICES	226,700	314,500	288,894	-25,606
CONTRACT PAYMENTS	0	0	0	0
INTERNAL SUPPORT	51,800	52,200	61,527	9,327
GROSS EXPENDITURE	472,300	619,800	594,642	-25,158
GOVERNMENT GRANTS	-110,000	-190,200	-222,578	-32,378
OTHER GRANTS AND REIMBURSEMENTS	0	0	0	0
SALES	-1,500	-1,500	-3,524	-2,024
FEES AND CHARGES	0	0	0	0
GROSS INCOME	-111,500	-191,700	-226,102	-34,402
NET EXPENDITURE	360,800	428,100	368,540	-59,560
LICENSING AND REGULATORY AFFAIRS NET EXPENDITURE	491,500	521,800	529,575	7,775

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **23 January 2018**

Report of: **Director of Finance & Resources**

Subject: **SPENDING PLANS 2018/19**

SUMMARY

This report sets out the overall level of revenue spending on this Committee's services and seeks agreement for the revised revenue budget for 2017/18 and the base budget for 2018/19 before being recommended to Council for approval.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee:-

- (a) reviews and agrees the revised budget for 2017/18;
- (b) reviews and agrees the base budgets for 2018/19; and
- (c) recommends the budget to Council for approval.

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report allows the Committee to consider in detail these plans for the provision of Licensing and Regulatory Affairs services during the next financial year.
2. This report and the revenue budgets have been prepared in accordance with the Medium Term Finance Strategy that is to be presented to the Executive on 8 January 2018 and will cover the capital programme and the revenue budget.

CAPITAL PROGRAMME

3. For this Committee there are no capital projects planned.

REVENUE BUDGET

4. Appendix A analyses the overall budget total over the individual Licensing and Regulatory Affairs Committee services and by the different types of expenditure and income.

Base Budget 2017/18

5. The base budgets for 2017/18 were considered by this Committee in January 2017 and were confirmed by the Full Council on 24 February 2017.
6. The base budget for 2017/18 amounted to £481,000.

Revised Budget 2017/18

7. The overall revised budget for 2017/18 is £456,000 a decrease of £25,000 or 5% from the base budget.

Base Budget 2018/19

8. The overall base budget for 2018/19 is £501,000, an increase of £20,000 or 4% from the base budget for 2017/18.

Revenue Budget Comparisons

9. The major variations in the individual service budgets are summarised in the following table:

	Revised Budget 2017/18	Base Budget 2018/19
	£	£
Base Budget 2017/18	481,000	481,000
Hackney Carriage & Private Hire Vehicles	-9,200	-9,700
Licensing	-1,500	-1,800
Health and Safety Enforcement	2,000	0
Election Services	-16,300	31,500
TOTAL	456,000	501,000

10. Appendix A of this report shows the analysis of expenditure and income for individual services and the following paragraphs of this report set out issues affecting individual services that have arisen in the current year in order to explain the variations between the base and revised budgets for 2017/18 and the base budget for 2018/19.

SERVICE ISSUES

Environmental Health Partnership

11. From 1 April 2014 the Environmental Health service has been provided by way of a Partnership between Fareham and Gosport Councils in order to provide a more resilient service and to bring savings to both Councils under the control of the Environmental Health Panel.
12. Under this arrangement, the direct costs for the service have been combined into a single Trading Account. This is where expenditure under the headings of employees, premises, supplies and services and third party payments incurred by the Partnership are recorded, and recharged to both Fareham and Gosport Councils on the basis of a 50 : 50 split.
13. Support services and income attributable to Fareham and Gosport Councils are recorded directly in the respective service areas of the two local authorities, along with the cost of DVLA Licence checks under supplies and services.

Hackney Carriage Licences

14. There has been a decrease in the budget for this service of £9,700. The main reason for the change is that overall budgeted income from taxi licensing has increased by £13,300.

Licensing

15. There has been an increase in the income budget for this service of £1,800 as internal recharges are no longer recognised directly in this area.

Health & Safety

16. There have been no change to this budget for 2018/19.

Election Services

17. There has been an overall increase in the budget for this service of £31,500. There has been a small increase in employee expenditure, and no Government grant is anticipated for 2018/19. Supplies and services have reduced to reflect anticipated expenditure, but have not fully offset the corresponding reduction in income budget as not all ongoing expenses are reclaimable.

RISK ASSESSMENT

18. There are no significant risk considerations in relation to this report.

CONCLUSION

19. A number of Licensing and Regulatory Affairs services are partly funded from fees and charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by council tax payers:
 - Investment income;
 - General government grant; and
 - The Council's share of business rate income
20. These sources of income are generally outside the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", Members need to be aware that, unless it can be matched by increased service income, additional spending on services has to be fully funded by council tax payers.
21. It follows that members must give full weight to the Council's overall position and future council tax levels when the revenue budgets for 2018/19 are considered.
22. The Committee is asked to:
 - (a) review and agree the revised budgets for 2017/18;
 - (b) review and agree the base budgets for 2018/19; and
 - (c) recommend the budget to Council for approval.

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)

LICENSING AND REGULATORY AFFAIRS COMMITTEE**ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2018/19**

	Actual 2016/17	Base Estimate 2017/18	Revised Estimate 2017/18	Base Estimate 2018/19
	£	£	£	£
HACKNEY CARRIAGE LICENCES	1,584	6,800	-2,400	-2,900
LICENSING	-12,494	-33,600	-35,100	-35,400
HEALTH & SAFETY ENFORCEMENT	171,945	145,600	147,600	145,600
ELECTION SERVICES	368,540	362,200	345,900	393,700
	529,575	481,000	456,000	501,000

SUBJECTIVE ANALYSIS

	Actual 2016/17	Base Estimate 2017/18	Revised Estimate 2017/18	Base Estimate 2018/19
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	223,407	181,700	167,000	182,900
PREMISES RELATED EXPENDITURE	22,860	15,000	25,000	15,000
TRANSPORT RELATED EXPENDITURE	2,566	1,500	2,500	1,500
SUPPLIES AND SERVICES	322,446	245,300	352,900	165,300
CONTRACT PAYMENTS	322,871	262,100	264,500	262,700
INTERNAL SUPPORT	64,953	55,800	56,300	57,300
GROSS EXPENDITURE	959,103	761,400	868,200	684,700
GOVERNMENT GRANTS	-222,578	-110,000	-228,500	0
OTHER GRANTS AND REIMBURSEMENTS	0	0	0	0
SALES	-3,529	-1,700	-1,700	-1,700
FEES AND CHARGES	-203,421	-168,700	-182,000	-182,000
GROSS INCOME	-429,528	-280,400	-412,200	-183,700
NET EXPENDITURE	529,575	481,000	456,000	501,000

	Actual 2016/17	Base Estimate 2017/18	Revised Estimate 2017/18	Base Estimate 2018/19
<u>HACKNEY CARRIAGE LICENCES</u>	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	0	0	0	0
TRANSPORT RELATED EXPENDITURE	0	0	0	0
SUPPLIES AND SERVICES	13,217	7,000	12,000	12,000
THIRD PARTY PAYMENTS	97,142	74,100	74,800	74,300
INTERNAL SUPPORT	1,409	1,600	0	0
GROSS EXPENDITURE	111,768	82,700	86,800	86,300
SALES	-5	-200	-200	-200
FEES AND CHARGES	-110,179	-75,700	-89,000	-89,000
GROSS INCOME	-110,184	-75,900	-89,200	-89,200
NET EXPENDITURE	1,584	6,800	-2,400	-2,900

	Actual 2016/17	Base Estimate 2017/18	Revised Estimate 2017/18	Base Estimate 2018/19
<u>LICENSING</u>	£	£		
EMPLOYEE RELATED EXPENDITURE	322	300	0	0
SUPPLIES AND SERVICES	930	0	0	0
THIRD PARTY PAYMENTS	77,698	57,400	57,900	57,600
INTERNAL SUPPORT	1,708	1,700	0	0
GROSS EXPENDITURE	80,658	59,400	57,900	57,600
FEES AND CHARGES	-93,152	-93,000	-93,000	-93,000
GROSS INCOME	-93,152	-93,000	-93,000	-93,000
NET EXPENDITURE	-12,494	-33,600	-35,100	-35,400

	Actual 2016/17	Base Estimate 2017/18	Revised Estimate 2017/18	Base Estimate 2018/19
<u>HEALTH & SAFETY</u>	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	4,290	2,800	2,800	2,800
PREMISES RELATED EXPENDITURE	0	0	0	0
TRANSPORT RELATED EXPENDITURE	0	0	0	0
SUPPLIES AND SERVICES	19,405	12,000	13,000	12,000
CONTRACT PAYMENTS	148,031	130,600	131,800	130,800
INTERNAL SUPPORT	309	200	0	0
GROSS EXPENDITURE	172,035	145,600	147,600	145,600
FEES AND CHARGES	-90	0	0	0
GROSS INCOME	-90	0	0	0
NET EXPENDITURE	171,945	145,600	147,600	145,600

	Actual 2016/17	Base Estimate 2017/18	Revised Estimate 2017/18	Base Estimate 2018/19
<u>ELECTION SERVICES</u>	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	218,795	178,600	164,200	180,100
PREMISES RELATED EXPENDITURE	22,860	15,000	25,000	15,000
TRANSPORT RELATED EXPENDITURE	2,566	1,500	2,500	1,500
SUPPLIES AND SERVICES	288,894	226,300	327,900	141,300
CONTRACT PAYMENTS	0	0	0	0
INTERNAL SUPPORT	61,527	52,300	56,300	57,300
GROSS EXPENDITURE	594,642	473,700	575,900	395,200
GOVERNMENT GRANTS	-222,578	-110,000	-228,500	0
OTHER GRANTS AND REIMBURSEMENTS	0	0	0	0
SALES	-3,524	-1,500	-1,500	-1,500
FEES AND CHARGES	0	0	0	0
GROSS INCOME	-226,102	-111,500	-230,000	-1,500
NET EXPENDITURE	368,540	362,200	345,900	393,700
LICENSING AND REGULATORY AFFAIRS NET EXPENDITURE	529,575	481,000	456,000	501,000

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **23 January 2018**

Report of: **Director of Finance & Resources**

Subject: **FEES AND CHARGES 2018/19**

SUMMARY

This report sets out the level of fees and charges for this Committee's services and seeks agreement for them before being recommended to Council for approval.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee:-

- (a) agrees the fees and charges for 2018/19; and
- (b) recommends the fees and charges to Council for approval.

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report allows the Committee to consider in detail these plans for the provision of Licensing and Regulatory Affairs services during the next financial year.
2. This report and the revenue budgets have been prepared in accordance with the Medium Term Finance Strategy that will be presented to the Executive on 8 January 2018 and will cover the fees and charges for this Committee.

FEES AND CHARGES

3. The fees and charges under the control of this Committee are shown at Appendix A. Where possible a comparison with charges set by Gosport Borough Council is shown. It is worth noting that Gosport Borough Council increases its charges on 1 January each year so the charges shown are already being applied.
4. There are a number of fees that are statutory charges and are therefore outside the control of this Committee. These include lotteries, fees under the Gambling Act 2005, some fees under the Licensing Act 2003 and fees for registration of electors.
5. Other Licences and Fees (Discretionary) – this discretionary element of the fees and charges are under the control of this Committee. Proposed increases to these fees and charges are set out at Appendix A for this Committee's approval.
6. Private Hire and Hackney Carriage Drivers - the requirement to introduce 3 year licences for Private Hire and Hackney Carriage Drivers and 5 year licences for Private Hire Operators along with fee setting recommendations was reported to this Committee on 22 September 2015. Income has remained stable under this phasing, and no increases are proposed for 2018/19.
7. The current fees and charges, reflecting the changes approved on 24 January 2017, for Licensing and Regulatory Affairs services and the proposed charges for 2018/19 are set out in Appendix A. The A comparison with neighbouring Authorities is shown at Appendix B.
8. Members may also wish to consider whether, for certain services, there could be scope to generate additional income to pay for service improvements.

RISK ASSESSMENT

9. There are no significant risk considerations in relation to this report.

CONCLUSION

10. A number of Licensing and Regulatory Affairs services are partly funded from fees and charges and other types of income. It is important that a balance is kept between raising income and affordability of charges for the users of the services.
11. The Committee is asked to:-
 - (a) review and agree the fees and charges for 2018/19; and
 - (b) recommend the fees and charges to Council for approval.

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)



LICENSING AND FEES

The charges shown are currently not subject to VAT, except where indicated.

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
Lotteries				
Registration	Statutory Charge	40.00	40.00	0.00
Renewal	Statutory Charge	20.00	20.00	0.00

Gambling Act 2005

Charges available on application to Director of Planning and Regulation.

Licensing Act 2003

The service is provided to ensure public safety through the licensing of regulated activities and to ensure that they are undertaken in accordance with the relevant licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced existing licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which such as liquor licensing were previously undertaken by the Magistrates Court.

The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:-

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

The Fees have been set by the Government and are detailed below:

Premises/Club Applications/Conversions

The Fees are based on rateable values of properties:

Rateable Value	Band	Initial License Fee £	Annual Fee £
£0 - £4,300	A	100.00	70.00
£4,301 - £33,000	B	190.00	180.00
£33,001 - £87,000	C	315.00	295.00
£87,001 - £125,000	D	450.00	320.00
£125,001 and over	E	635.00	350.00

A multiplier applied to premises in Bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs) as follows:

Rateable Value	Band	City/Town Centre Pub Application Fee £	City/Town Centre Pub Annual Charge £
£87,001 - £125,000	D	900.00	640.00
£125,001 and over	E	1,905.00	1,050.00

If in addition to the conversion application the conditions in respect of alcohol are to be varied then an additional fee to those set out above becomes payable as follows:

Rateable Value	Band		Variation Fee £
£0 - £4,300	A		20.00
£4,301 - £33,000	B		60.00
£33,001 - £87,000	C		80.00
£87,001 - £125,000	D		100.00
£125,001 and over	E		120.00

Exceptionally Large Events

A fee structure also exists for exceptionally large events starting at a capacity of 5,000 people. Please contact the Licensing Authority for details of these.

Personal Licences, Temporary Events and Other Fees

	Fee 2018/19 £
Statutory – Additional Fees are as follows :	
Occasion on which Fee payable	
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

Exemptions

Applications for premises licences or club certificates which relate to the provision of regulated entertainment only and the application is from the following then NO FEES are payable, but applications must still be made:

An educational institution which is a school or college and the entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution.

OR

That the application is in respect of premises that are or form part of a church hall, chapel hall, or similar building or village hall, parish hall or community hall or other similar building.

	Notes	Fee	Fee	%
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		2017/18 £	2018/19 £	Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	79.00	80.00	1.3
Skin Piercers	Persons	68.00	70.00	2.9
Street Trading Consent	12 months	1,760.00	1,800.00	2.2
Street Trading Consent	6 months	990.00	1,000.00	1.0
Street Trading Consent	3 months	550.00	550.00	0.0
Street Trading - Tables and Chairs	New	290.00	300.00	3.4
Street Trading - Tables and Chairs	Renewal	180.00	185.00	2.7
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	128.00	130.00	1.6
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	38.00	40.00	5.3
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	165.00	170.00	3.0
Home (Domestic) Animal Boarding Establishment Licences		115.00	120.00	4.3
Pet Shop Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	115.50	120.00	3.9
Dog Breeders Licence	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	173.25	180.00	3.9
Zoo: Initial Application (valid for 4 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,800.00	1,850.00	2.7
Zoo: Renewal (valid for 6 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,800.00	1,850.00	2.7
Sex Shops/Establishments	Initial Fee	1,800.00	1,850.00	2.7
Sex Shop/Establishment	Renewal Fee	1,800.00	1,850.00	2.7
Scrap Metal Dealer	New Application	250.00	260.00	4.0
Scrap Metal Dealer	Application Renewal	140.00	145.00	3.6
Mobile Collector	New Application	140.00	145.00	3.6
Mobile Collector	Application Renewal	100.00	105.00	5.0
Variation of Licence		131.50	138.00	4.9
Replacement Licence		22.00	23.00	4.5
Advice to commercial premises	Charge per hour or part thereof	45.00	47.00	4.4

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	185.00	0.00
Private Hire		185.00	185.00	0.00
Transfer of Licence	(Note 1)	185.00	185.00	0.00
Temporary Transfer	(Note 2,3)	185.00	185.00	0.00
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	185.00	0.00
Private Hire Operators Licence	3 years	455.00	455.00	0.00
Private Hire Operators Licence	5 years	825.00	825.00	0.00
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	0.00
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	0.00
Private Hire Drivers Licence	1 Year	60.00	60.00	0.00
Private Hire Drivers Licence	3 Years	155.00	155.00	0.00
Dual Drivers Licence	1 Year	85.00	85.00	0.00
Dual Drivers Licence	3 Years	200.00	200.00	0.00
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	34.00	0.00
Replacement Licence		10.50	10.50	0.00
Transfer of Ownership	(Note 1)	25.00	25.00	0.00
Knowledge Test				
Per Test		23.00	23.00	0.00
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	0.00
Vehicles				
Replacement plates and fixings	Inclusive of VAT	22.00	22.00	0.00
Replacement brackets		15.00	15.00	0.00
Interior windscreen plate		23.00	23.00	0.00

Other	
Disclosure and Barring Service Fee	Actual Cost
Medical Consultation	Actual Cost
Notes <ol style="list-style-type: none"> 1. This charge has been set at a level to cover the cost of administering transfers. Transfers will only be permitted in March and April in exceptional circumstances. Transfers, in months other than March and April, will be charged at 50%. 2. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes. 3. This charge has been set at a level to cover the cost of administering transfers. 	

APPENDIX B

Fees and charges Comparison

Other Licences and Fees	FBC £	GBC £	WCC £	HBC £	EBC £	PCC £
Skin Piercers : Premises	79.00	85.00				
Skin Piercers : Persons	68.00	70.00				
Street Trading Consent : 12 months	1,680.00	1,150.00	£40 per day	Min £1,000		1,736.00
Street Trading Consent : 6 months	945.00	600.00		Min £600		
Street Trading Consent : 3 months	525.00	N/A				
Street Trading - Tables and Chairs						
New	290.00	290.00	N/A			127.00
Renewal	180.00	180.00	N/A			From 244.00
Dangerous Wild Animal Licences :	128.00	135.00	58.00 plus cost of vets inspection	96.00		
Riding Establishment Licences : Initial registration / renewal/variation –per horse	38.00	135.00 Plus Vet Fees	From 58.00 to £221 plus vet fees	167.00		245.00 + vets fees
Animal Boarding Establishment Licences	165.00	135.00 plus vet fees	190.00	115.00		175.00 + vets fees
Home (Domestic) Animal Boarding Establishment Licences	115.00	135.00	105.00	115.00		175.00 + vets fees
Pet Shop Licences	115.50	135.00	190.00	100.00		67.00 + vets fees
Dog Breeders Licence	173.25	135.00	163.00	115.00		

		plus vet fees				
Zoo : Initial Application (valid for 4 years)	1,800.00	On Request	Actual cost	272.00		280.00 + vets fees
Zoo : Renewal (valid for 6 years)	1,800.00	On Request	Actual cost			280.00 + vets fees
Sex Shops/Establishments: Initial Fee	1,800.00	3,000.00		4,400.00		5,000.00
Sex Shop/Establishments: Renewal Fee	1,800.00	2,000.00		4,400.00		3,000.00
Scrap Metal Dealer: New Application	250.00	250.00	389.00	260.00	372.30	450.00
Scrap Metal Dealer: Application Renewal	140.00	140.00				100.00
Mobile Collector: New Application	140.00	140.00	200.00	110.00	285.60	300.00
Mobile Collector: Application Renewal	100.00	100.00				100.00
Variation of Licence	131.50	140.00		180.00		
Replacement Licence	22.00	22.00		30.00		25.00
Hackney Carriage and Private Hire Licences -						
Vehicle Licence						
Hackney Carriage	185.00	275.00	167.00	170.00	180.00	285.00
Private Hire	185.00	275.00	167.00	150.00	180.00	180.00
Transfer of Licence	185.00	N/A	37.00		60.00	132.00 + 27.00
Temporary Transfer	185.00	N/A	N/A	N/A	21.00	66.00
Operator's Licence						
Private Hire Operators Licence 1 Year	185.00	270.00	220.00		365.00	616.00
Private Hire Operators Licence 3 Year	455.00	650.00				N/A
Private Hire Operators Licence 5 Year	825.00	1,100.00		448.00		3,080.00
Driver's Licence						
Hackney Carriage Drivers Licence 1 Year	60.00	100.00	112.00		73.00	123.00
Hackney Carriage Drivers Licence 3 Year	155.00	240.00		107.00	182.00	289.00

Private Hire Drivers Licence 1 Year	60.00	100.00	112.00		73.00	95.00
Private Hire Drivers Licence 3 Year	155.00	240.00		107.00	182.00	257.00
Dual Drivers Licence 1 Year	85.00	140.00				
Dual Drivers Licence 3 Year	200.00	350.00				
DVLA Drivers' Licence check	Actual Cost	6.00			5.00	
Failure to attend appointment	34.00	N/A		45.00	20.00	
Replacement Licence	10.50	18.00	12.00	18.00	5.00	
Transfer of Ownership	25.00	N/A	37.00		60.00	
Knowledge Test						
Per test	23.00	23.00	29.00	45.00	15.00	12.00
Driver's Badge						
Issue and Replacement	18.00	18.00		15.00	6.00	13.00
Vehicles						
Replacement plates and fixings	22.00	23.00	27.00	18.00	10.00	
Replacement brackets	15.00	N/A				
Interior windscreen plate	23.00	23.00				
Other						
DBS Fee	Actual Cost	44.00	44.00		44.00	11.00
Medical Consultation	Actual Cost	Included in Licence fee				50.00 (Drugs Test)

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **23 January 2018**

Report of: **Head of Environmental Health**

Subject: **PRELIMINARY REVIEW OF WORK PROGRAMME 2017/18 AND
DRAFT WORK PROGRAMME 2018/19**

SUMMARY

At the Committee meeting on 27 March 2018, members will be asked to review the outcome of the Work Programme for the current year, 2017/18. Also at that meeting, the Panel will need to finalise the draft Work Programme for next year, 2018/19.

This report contains details of the position of the Committee's existing Work Programme for the current year, in order to allow an early assessment of progress. It also gives some background information to assist members in drawing up the Work Programme for 2018/19.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee:-

- (a) notes the progress on actions arising from the meeting of the Committee held on 28 November 2017, attached as Appendix A to the report;
- (b) reviews the Work Programme for 2017/18, attached as Appendix B to the report; and
- (c) gives initial consideration to the draft Work Programme for 2018/19 attached as Appendix C of the report.

INTRODUCTION

1. At the Committee meeting on 28 November 2017, the Work Programme for 2017/18 was reviewed.
2. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A to this report.

WORK PROGRAMME FOR 2017/18

3. The Work Programme for 2017/18 agreed at the last meeting is attached as Appendix B to this report.

REVISIONS TO THE CURRENT WORK PROGRAMME 2017/18

4. Members are asked to note the following amendments to the Work Programme:
 - (i) the addition of an item entitled 'Online Gambling Report' to the agenda of the meeting scheduled to take place on 27 March 2018; and
 - (j) the indefinite deferment of the Taxis and Wheelchair Accessibility Report from the agenda of the meeting scheduled to take place on 23 January 2018.

WORK PROGRAMME – NEXT YEAR 2018/19

5. Members are invited to consider items for the draft Work Programme for 2018/19. It has been previously suggested that a few items of major significance be chosen.
6. At this stage, particular items which are known to be coming before the Committee during the next year are attached as Appendix C.
7. Other general items may arise during the year, such as responding to consultation requests by the Government.

RISK ASSESSMENT

8. There are no significant risk considerations in relation to this report.

CONCLUSION

9. The Committee is invited to:-
 - (i) note the progress on actions arising from the meeting of the Committee held on 28 November 2017, attached as Appendix A to the report;
 - (ii) review the Work Programme for 2017/18, attached as Appendix B to the report; and
 - (iii) give initial consideration to the draft Work Programme for 2018/19 attached as Appendix C to the report.

APPENDICES:

APPENDIX A – Progress on Actions since the last meeting.

APPENDIX B – Licensing and Regulatory Affairs Committee Work Programme.
2017/18

APPENDIX C – Draft Licensing and Regulatory Affairs Draft Work Programme
2018/19.

Background Papers:

None

Reference Papers:

None

Enquiries:

For further information on this report please contact Ian Rickman. (Ext 4773)

LICENSING AND REGULATORY AFFAIRS COMMITTEE – 23 January 2018

Progress on Actions from last meeting

Date of Meeting	28 November 2017
Subject	2018 Parliamentary Constituency Boundary Review
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Democratic Services which outlines the Boundary Commission for England's revised proposals for new Parliamentary constituency boundaries.</p> <p>RESOLVED that the Committee:-</p> <ul style="list-style-type: none"> (a) notes the revised proposals for new Parliamentary constituency boundaries and the implication for the Fareham Constituency; and (b) agrees that no further consultation response on the revised proposals should be submitted
Outcome	Complete
Link Officer	Leigh Usher
Subject	Response to Government consultation on proposals for changes to Gaming Machines and Social Responsibility Measures
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which outlines the Government consultation on proposals for changes to gaming machines and social responsibility measures and puts forward a suggested response to the consultation.</p> <p>Members raised concerns that the regulation of time limits on individual players using gaming machines is inadequate and requested that the consultation response be amended to reflect these concerns.</p> <p>RESOLVED that:-</p>

	<p>(a) the draft response be amended to reflect concerns that the regulation of time limits on individual players using gaming machines is inadequate;</p> <p>(b) subject to the inclusion of (a) above, the draft consultation be recommended to the Executive for approval.</p>
Outcome	To be referred to the meeting of the Executive on 08 January 2018
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2017/18.</p> <p>Members requested that a report be brought to the Committee's meeting in March to provide updated information in respect of online gambling.</p> <p>Members also requested that the Taxis and Wheelchair accessibility agenda item to be presented at the meeting in January include the opportunity for Members to review the Accessibility guidance video that is given to taxi drivers.</p> <p>RESOLVED that:-</p> <p>(a) the Committee notes the progress on actions considered at the meeting held on 19 September 2017, as shown in Appendix A to the report;</p> <p>(b) a report be added to the March meeting of the 2017/18 Work Programme in respect of online gambling;</p> <p>(c) the Taxis and Wheelchair accessibility item on the agenda for the meeting in January include the opportunity for Members to view the Accessibility video guidance that is given to taxi drivers; and</p> <p>(d) subject to (b) and (c) above, the Committee agrees the Work Programme for 2017/18, attached as Appendix B to the report.</p>
Outcome	Complete
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE – WORK PROGRAMME 2017/18

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
13 JUNE 2017	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Review of Work Programme 2017/18 Update on Taxis and Wheelchair Accessibility	
11 JULY 2017	MEETING CANCELLED	
19 SEPTEMBER 2017	Setting of Taxi Tariff Review of Work Programme 2017/18 Police Update – Jason Pearce Polling Place Review	Training
28 NOVEMBER 2017	Review of Work Programme 2017/18 2018 Parliamentary Constituency Boundary Review Response to Government Consultation on proposals for changes to Gaming Machines and Social Responsibility Measures	
23 JANUARY 2018	Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19 Actual Revenue Expenditure 2016/17 Spending Plans 2018/19 Fees and Charges 2018/19	
27 MARCH 2018	Update on Fareham & Gosport Environmental Health Partnership – Presentation Online Gambling Report Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19	

Deferred Items

Taxis and Wheelchair Accessibility Report

APPENDIX C

LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME 2018/19

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
19 June 2018	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Review of Work Programme 2018/19	
31 JULY 2018	Review of Work Programme 2018/19	
18 SEPTEMBER 2018	Setting of Taxi Tariff Review of Work Programme 2018/19 Police Update – Jason Pearce Actual Revenue Expenditure 2017/18	
27 NOVEMBER 2018	Review of Work Programme 2018/19	
29 JANUARY 2019	Preliminary Review of Work Programme 2018/19 and Draft Work Programme 2019/20 Spending Plans 2019/20 Fees and Charges 2019/20	
26 MARCH 2019	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2018/19 and Draft Work Programme 2019/20	

Deferred Item

Taxis and Wheelchair Accessibility Report

