

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **26 March 2019**

Report of: **Head of Environmental Health**

Subject: **FINAL REVIEW OF WORK PROGRAMME 2018/19 AND DRAFT
WORK PROGRAMME 2019/20**

SUMMARY

At the last meeting of the Committee held on 06 February 2019, Members reviewed the existing Work Programme for 2018/19 and also considered a draft Work Programme for 2019/20. The Committee is now invited to further review the Work Programme for the current year and finalise a draft Work Programme for 2019/20.

RECOMMENDATION

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

- (a) notes the progress on the Committee Work Programme for 2018/19 as attached as Appendix B to this report;
- (b) approves the proposed Committee Work Programme for 2019/20, attached as Appendix C to this report; and
- (c) recommends the proposed Work Programme for 2019/20 to Council for endorsement.

INTRODUCTION

1. At the meeting of the Committee on 06 February 2019, Members reviewed the Work Programme for 2018/19 and were invited to consider items for a proposed Work Programme for the next municipal year. This is the last cycle of meetings for this municipal year and the Committee is invited to finalise its review of this year's work and confirm the draft Programme for 2019/20.

THE CURRENT WORK PROGRAMME 2018/19

2. The Work Programme for 2018/19 is attached as Appendix A to this report.

For Members' information, details of progress made on the Committee Work Programme for 2018/19 and outcomes from matters considered at Committee meetings during the current municipal year are attached as Appendix B to this report.

REVISIONS TO THE CURRENT WORK PROGRAMME 2018/19

3. There are no revisions to the current Work Programme for Members to note.

DRAFT WORK PROGRAMME FOR 2019/20

4. A draft Work Programme for 2019/20 is attached as Appendix C to this report.
5. Members' are invited to consider and agree the draft Work Programme for 2019/20 for submission to full Council for endorsement.

RISK ASSESSMENT

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

CONCLUSION

7. To summarise, the Committee is now invited to review the Committee's Work Programme for the current year 2018/19, consider matters for consideration during the current municipal year and agree a Work Programme for 2019/20 for submission to Council for endorsement.

APPENDICES:

Appendix A – Current Work Programme for 2018/19

Appendix B – Work Programme 2018/19 – Progress and Outcomes

Appendix C – Draft Work Programme for 2019/20

Background Papers:

none

Reference Papers:**Enquiries:**

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

APPENDIX A**LICENSING AND REGULATORY AFFAIRS COMMITTEE 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 Taxis and Wheelchair Accessibility Report Taxi Replacement Incentive Scheme Licensing Conditions Update Review of Work Programme 2018/19	
31 JULY 2018	MEETING CANCELLED	
18 SEPTEMBER 2018	Setting of Taxi Tariff Review of Work Programme 2018/19	Training
27 NOVEMBER 2018	Police Licensing Officer Update Review of Work Programme 2018/19	
06 FEBRUARY 2019	Actual Revenue Expenditure 2017/18 Spending Plans 2019/20 Fees and Charges 2019/20 Gambling – Review of Statement of Principles Preliminary Review of Work Programme 2018/19 and Draft Work Programme 2019/20	
26 MARCH 2019	Update on Fareham & Gosport Environmental Health Partnership – Presentation Update on Air Quality and the Taxi Incentive Scheme Update on Taxis and Wheelchair Accessibility Final Review of Work Programme 2018/19 and Draft Work Programme 2019/20	

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Progress on Actions from 2018/19

Date of Meeting	10 May 2018
Subject	Appointment of Licensing Panel
Type of Item	N/A
Action by Committee	<p>RESOLVED that</p> <p>(a) a Licensing Panel be appointed for 2018/19 with those terms of reference and delegated powers previously determined by the Committee on 01 February 2005, as amended on 23 January 2007 and subsequently confirmed by Council on 15 February 2007;</p> <p>(b) Members of the Licensing and Regulatory Affairs Committee be appointed to the Licensing Panel, such that it comprises the Chairman and two other Members of the Licensing and Regulatory Affairs Committee, appointed on a rotating basis, subject to their having completed the necessary training; and</p> <p>(c) the Chairman of the Licensing and Regulatory Affairs Committee preside at meetings of the Panel, with the Vice Chairman deputising as occasion requires.</p>
Outcome	Complete
Link Officer	Ian Rickman
Date of Meeting	19 June 2018
Subject	Appointment of Trading Concessions Panel
Type of Item	N/A
Action by Committee	<p>The Committee was reminded that at the meeting held on 10 May 2018, the annual appointments to the Trading Concessions Panel were deferred pending information regarding the political balance of seats to be allocated.</p> <p>The Head of Democratic Services advised the Panel that on a Panel membership of 3, the political balance of allocation of seats would be 2 Conservative seats to 1 Liberal Democrat seat. However, as the Trading Concessions Panel has not met</p>

	<p>since 2014, it was suggested that the process of appointing Panel Members on an annual basis be discontinued and that in the event of a meeting being required a meeting of the Committee be convened based on minimum quorum requirements.</p> <p>RESOLVED that:-</p> <p>(a) the process of appointing Panel Members on an annual basis be discontinued; and</p> <p>(b) in the event of a meeting being required, a meeting of the committee be convened based on minimum quorum requirements.</p>
Outcome	Complete
Link Officer	Ian Rickman
Subject	Responsibilities of the Licensing and Regulatory Affairs Committee
Type of Item	Presentation
Action by Committee	<p>The Committee received a presentation from the Head of Environmental Health and the Head of Democratic Services on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee. A copy of the presentation is attached to these minutes as Appendix A.</p> <p>The presentation gave an overview of the role of the sub-committees, the delegated powers to officers, responsibilities in respect of commercial health & safety, alcohol licensing, general licensing and taxi licensing. It also covered the scope of the elections service which included individual electoral registration, an overview of the successful move to digital canvas arrangements, a breakdown of registration services and a summary of the elections timetable ranging from 2016 to 2021.</p> <p>Members asked that thanks be placed on record for the advice and support provided by the Elections team during the election period.</p> <p>The Head of Environmental Health and the Head of Democratic Services were thanked for providing a very informative presentation.</p>
Outcome	Complete
Link Officer	Ian Rickman

Subject	Taxis and Wheelchair Accessibility
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on Taxis and Wheelchair Accessibility.</p> <p>Councillors J S Forrest and Mrs C Heneghan arrived at the meeting during this item.</p> <p>Members felt that it would be important for the Panel to receive a further update with regard to taxis and wheelchair accessibility later in the year to assess whether the measures suggested in the report have been successful in improving the provision of wheelchair accessible taxi services.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee agrees that:</p> <ul style="list-style-type: none"> (a) the age limit for wheelchair accessible vehicles, when first plated as a licensed Hackney Carriage, be increased from 5 years to 10 years (but that the vehicle must still be in immaculate condition); and (b) an update on the position with regard to wheelchair accessible hackney carriages be brought to the meeting of the Licensing and Regulatory Affairs Committee scheduled to take place on 26 March 2019.
Outcome	Further update at the meeting on 26 March 2019
Link Officer	Ian Rickman
Subject	Taxi Replacement Incentive Scheme
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which detailed the Taxi Replacement Incentive Scheme approved by the Joint Air Quality Unit.</p> <p>Councillor I J Bastable left the meeting during this item.</p> <p>Members commented that due to its responsibilities for traffic flow and management, Hampshire County Council has a significant part to play in improving Air Quality. It was suggested that Officers should consider how Fareham can influence a move away from private cars to public transport and contribute to any Consultations that the County Council put forward.</p>

	RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.
Outcome	Further update at the meeting on 26 March 2019
Link Officer	Ian Rickman
Subject	Licensing Conditions Update
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which proposes changes to the title of the Licensing Conditions document and to the conditions relating to Air Quality, seating and e-cigarettes.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) approves the proposed changes to ‘The Hackney Carriage and Private Hire Conditions and Requirements’ in respect of the title of the document and the conditions relating to Air Quality, seating and e-cigarettes; and</p> <p>(b) delegates authority to the Head of Environmental Health to re-draft and publish the document to reflect these changes.</p>
Outcome	Complete
Link Officer	Ian Rickman
Date of Meeting	18 September 2018
Subject	Review of Hackney Carriage Fares
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which provided Members with information regarding hackney carriage fares.</p> <p>The Committee received a deputation on this item from Mr J Miah, representing the Fareham Hackney Carriage and Private Hire Association.</p> <p>Having considered the report and the responses received from individuals and the Hackney Carriage and Private Hire Association in respect of changes to the tariff, it was RESOLVED that the Committee recommends that the Executive</p>

	<p>approves the following changes to the current tariffs:</p> <p>(a) a minimum pull off charge of £2.60 for the first 180 metres (or part thereof) with a charge of 20p for each succeeding 180 metres (or part thereafter);</p> <p>(b) a charge of 20p for each period of 55 seconds waiting time (or part thereof); and</p> <p>(c) that Easter Sunday from 0600 hours until 23.30 hours be charged at Rate 2.</p>
Outcome	Charges approved by the Executive at its meeting on 03 December 2018
Link Officer	Ian Rickman
Dater of Meeting	27 November 2018
Subject	Police Update
Type of Item	Verbal Update
Action by Committee	<p>The Committee received a verbal update on Police licensing arrangements from PC Jason Pearce from Hampshire Constabulary.</p> <p>The update included the showing of a short video that is being rolled out to staff in licensed premises, universities and naval bases to recognise and deal with situations where people might be vulnerable after drinking alcohol and to raise awareness of how interventions can lead to better outcomes.</p> <p>The Panel heard how, within the context of Fareham, the level of late night crime is much lower than in many of the surrounding areas. All town centre premises are closed by 1am and since the closure of Chicago Rock 5 years ago, there has been a 75% decrease in the level of violent crime. Businesses making enquiries of the Police regarding the possibility of extending opening hours past 1am are advised that any extension of hours must include provision to ensure that people are safe when they leave the licenced premises and that the immediate vicinity is cleared without incident. Dedicated Welfare staff will also need to be available inside the premises during late-night opening hours to ensure the safety and welfare of customers.</p> <p>The Panel also received a summary of events that were held over the last year that involved licenced activities. Premises were generally well managed throughout the Football World Cup period over the summer with the few incidents that occurred</p>

	<p>providing useful experience to draw upon to plan for next summer's European Cup. There are a couple of low-key festivals that are held in Fareham each year and generally these pass without any serious related incidents, however a serious incident occurred after the Jerk Jam Festival this year which has resulted in a case of stabbing and serious assault being investigated and an offender being taken into custody.</p> <p>Members were advised of a number of initiatives that have been taking place to help prevent crime and disorder and protect children from harm. These included working with higher risk licenced premises to raise awareness of knife crime, educating premises on tools that are available to help avoid knives being brought into premises, showing staff how to spot fake driving licences that can be bought very easily and cheaply on the internet and explaining to staff how ID checks can be carried out and dealt with more effectively.</p> <p>The Panel discussed the disappointing results of the recent test purchases that were carried out on licenced premises across the Borough and heard how the failures, which tended to be larger premises rather than the smaller ones, were as a result of staff multi-tasking and not having sufficient time to concentrate on personal engagement with customers. This has been highlighted to the premises involved to ensure that staff are properly trained and are able to take more time in carrying out the relevant checks.</p> <p>RESOLVED that PC Pearce be thanked for providing a very interesting and informative update.</p>
Outcome	Complete
Link Officer	Ian Rickman
Date of Meeting	06 February 2019
Subject	Actual Revenue Expenditure 2017/18
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources which contained details of the actual revenue expenditure for 2017/18 in respect of the services for which the Committee is responsible.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.</p>
Outcome	Complete
Link Officer	Neil Wood

Subject	Fees and Charges
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources which sets out the level of fees and charges for the Committee's services to seek agreement for them before being recommended to Council for approval.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:-</p> <p>(a) agrees the fees and charges for 2019/20; and</p> <p>(b) recommends the fees and charges to Council for approval.</p>
Outcome	Approved by Council 22 February 2019
Link Officer	Neil Wood
Subject	Spending Plans
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources which sets out the overall level of revenue spending on this Committee's services and seeks agreement for the revised revenue budget for 2018/19 and the base budget for 2019/20 before being recommended to Council for approval.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:-</p> <p>(a) agrees the revised budget for 2018/19;</p> <p>(b) agrees the base budgets for 2019/20; and</p> <p>(c) recommends the budget to Council for approval.</p>
Outcome	Approved by Council on 22 February 2019
Link Officer	Neil Wood

Subject	Gambling – Review of Statement of Principles
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which brought forward a draft revised Statement of Gambling Principles for Committee approval and recommendation to the Executive so that it can be adopted by the Council.</p> <p>It was noted that the Appendices to the Draft Statement need to be renamed and that the 3-year period that the statement will be in force, as detailed in paragraph 1.8 of the statement, needs to cover a full 3 years.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee recommends to the Executive that the final draft Gambling Act 2005 Statement of Principles 2019-2022 be recommended for adoption by the Council.</p>
Outcome	Recommended to the Executive meeting held on 04 March 2019
Lead Officer	Ian Rickman

**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2019/20**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
18 JUNE 2019	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Review of Work Programme 2018/19	
30 JULY 2019	Review of Work Programme 2018/19	
24 SEPTEMBER 2019	Setting of Taxi Tariff Police Licensing Officer Update Review of Work Programme 2018/19	Training
19 NOVEMBER 2019	Review of Work Programme 2018/19	
28 JANUARY 2020	Actual Revenue Expenditure 2018/19 Spending Plans 2020/21 Fees and Charges 2020/21 Preliminary Review of Work Programme 2019/20 and Draft Work Programme 2020/21	
31 MARCH 2020	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2019/20 and Draft Work Programme 2020/21	