

# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date** 30 January 2024

**Report of:** Head of Environmental Health

**Subject:** PRELIMINARY REVIEW OF LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2023/24 AND DRAFT WORK PROGRAMME 2024/25

#### **SUMMARY**

At the Committee meeting held on 12 March 2024, Members will be asked to review the outcome of the Work Programme for the current municipal year. Also, at that meeting, the Committee will need to finalise the draft Work Programme for the 2024/25 municipal year, prior to it being submitted to Council for approval.

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 draft Work Programme for 2024/25

#### **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 05 October 2023, attached as Appendix A to this report;
- (b) reviews the Work Programme 2023/24 attached as Appendix B to this report;  
and
- (c) gives initial consideration to the draft Work Programme for 2024/25 attached as Appendix C to this report.

## **INTRODUCTION**

1. At the Committee meeting on 05 October 2023, the Committee reviewed progress on actions since the last meeting and agreed the Work Programme for the remainder of the 2023/24 municipal year.

## **MONITORING**

2. Details of progress on actions arising from matters considered at the meeting held on 05 October 2023 are attached as Appendix A to this report for information.

## **WORK PROGRAMME FOR THE 2023/24 MUNICIPAL YEAR**

3. The Committee's Work Programme for 2023/24, agreed at the last meeting is attached as Appendix B to this report for consideration.

## **REVISIONS TO WORK PROGRAMME FOR THE 2023/24 MUNICIPAL YEAR**

4. Members are asked to note that, with the agreement of the Chairman, the following revisions to the 2023/24 Work Programme have been made since the meeting of the Committee held on 05 October 2023:
  - (i) The removal of the item entitled 'Opportunities for increased fees for enhanced services' from the Work Programme.
  - (ii) Alternative arrangements to be made for Members to be briefed on the Elections Act 2022.
  - (iii) The cancellation of the meeting that was scheduled to take place on 28 November 2023.
  - (iv) The addition of a report entitled 'Statutory Review of Parliamentary Polling Districts and Polling Places' to the agenda of the meeting scheduled to take place on 12 March 2024.

## **WORK PROGRAMME FOR THE 2024/25 MUNICIPAL YEAR**

5. Members are now invited to consider items for the draft Work Programme for 2024/25. It has previously been 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 central Government.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

9. To summarise, Members are now invited to note the progress on matters considered by the Committee at the meeting held on 05 October 2023, as shown in Appendix A to this report, review the Work Programme for the 2023/24 municipal year, as set out in

Appendix B to this report and give initial consideration to the draft Work Programme for 2024/25 attached as Appendix C to this report.

**APPENDICES:**

Appendix A – Progress on Actions since the last meeting of the Committee

Appendix B – Licensing & Regulatory Affairs Committee Work Programme 2023/24

Appendix C – Draft Licensing & Regulatory Affairs Committee Work Programme 2024/25

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

**APPENDIX A**

**LICENSING AND REGULATORY AFFAIRS COMMITTEE - Progress on Actions from last meeting**

|                            |   |
|----------------------------|---|
| <b>Date of Meeting</b>     | <b>05 October 2023</b>  |
| <b>Subject</b>             | <b>UPDATE TO POLLING DISTRICTS AND POLLING PLACES</b>   |
| <b>Type of Item</b>        | Reports   |
| <b>Action by Committee</b> | <p>The Committee received a report by the Assistant Director (Democracy) which provided Members with an update on changes to Polling Districts and Polling Places.</p> <p>In presenting the proposed changes, the Assistant Director (Democracy) reported that final decisions need to be taken in respect of a few remaining polling places and advised members that, where this is the case, she would consult with ward members before finalising arrangements. A further report will be brought to the Committee meeting in March to advise members of the final arrangements which will be in place for local and Police and Crime Commissioner elections in May 2024. Following the May elections, a further review will take place, which will involve a public consultation, to determine if any further changes to polling place arrangements need to be made.</p> <p>RESOLVED that the Licensing &amp; Regulatory Affairs Committee notes the progress of the polling district and polling place review as set out in the report.</p> |
| <b>Outcome</b>             | Report on the Statutory Review of Parliamentary Polling Districts and Polling Places be added to the agenda for the meeting scheduled to take place in March.   |
| <b>Link Officer</b>        | Leigh Usher   |
|                            |   |
| <b>Subject</b>             | <b>UPDATE ON THE IMPLEMENTATION OF RANDOM DRUG TESTING FOR TAXI AND PRIVATE HIRE LICENCE HOLDERS</b>  |
| <b>Type of Item</b>        | Report  |
| <b>Action by Committee</b> | <p>The Committee received a report by the Head of Environmental Health which updated Members on the random drug testing of taxi and private hire licence holders as implemented at the July 2022 review of taxi and private hire Licensing requirements.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report and the progress made with the introduction of drug testing.</p>   |
| <b>Outcome</b>             | Complete  |
| <b>Link Officer</b>        | Ian Rickman   |

|                            |  |
|----------------------------|--|
|                            |  |
| <b>Subject</b>             | <b>UPDATE ON THE IMPLEMENTATION OF THE USE OF THE NATIONAL DATABASE OF REFUSALS AND REVOCATIONS (NR3)</b>  |
| <b>Type of Item</b>        | Report   |
| <b>Action by Committee</b> | <p>The Committee received a report by the Head of Environmental Health which provided Members with an update on the use of the National Database of Refusals and Revocations (NR3) in respect of Taxi and Private Hire driving licences.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.</p>  |
| <b>Outcome</b>             | Complete   |
| <b>Link Officer</b>        | Ian Rickman  |
|                            |  |
| <b>Subject</b>             | <b>LICENSING &amp; REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME</b>   |
| <b>Type of Item</b>        | Report   |
| <b>Action by Committee</b> | <p>The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2023/24.</p> <p>In discussing this item, it was agreed that a report on the Statutory Review of Parliamentary Polling Districts and Polling Places be added to the agenda for the meeting scheduled to take place in March.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) notes the progress on actions arising from the meeting of the Committee held on 26 June 2023, as attached at Appendix A to the report; and</p> <p>(b) subject to the inclusion of the item detailed above, agrees the updated Work Programme for the 2023/24 Municipal Year, as attached at Appendix B to the report.</p> |
| <b>Outcome</b>             | Complete   |
| <b>Link Officer</b>        | Ian Rickman  |

**APPENDIX B**

**LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2023/24**

| <b><u>DATE</u></b>                     | <b><u>SUBJECT</u></b>   | <b><u>TRAINING SESSION/ WORKSHOP</u></b>                      |
|--|---|---|
| <b>12 June 2023</b>                    | CANCELLED   |   |
| <b>26 June 2023<br/>(NEW)</b>          | Opportunities Plane 2023-27<br>Boundary Reviews and Elections Act 2022<br>Review of current Work Programme  |   |
| <b>24 July 2023</b>                    | CANCELLED   |   |
| <b>04 September 2023<br/>(SPECIAL)</b> | Review of CCTV in Taxi/Private Hire Vehicles  | Licensing Training  |
| <b>05 October 2023</b>                 | Update to Polling Districts and Polling Places<br>Update on the implementation of random drug testing for taxi and private hire licence holders<br>Update on the implementation of the use of the National Database of Refusals and Revocations (NR3)<br>Review of current Work Programme | All Member Briefing – “Grass Skirt” Electoral Counting System |
| <b>28 November 2023</b>                | CANCELLED   |   |
| <b>30 January 2024</b>                 | Actual Revenue Expenditure 2022/23<br>Spending Plans 2024/25<br>Fees and Charges 2024/25<br>Preliminary review of current Work Programme and Draft Work Programme 2024/25   |   |
| <b>12 March 2024</b>                   | Update on Fareham & Gosport Environmental Health Partnership – Presentation<br>Statutory Review of Parliamentary polling Districts and Polling Places<br>Final review of current Work Programme and Draft Work Programme 2024/25  |   |

**DRAFT LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME  
2024/25**

| <b><u>DATE</u></b>       | <b><u>SUBJECT</u></b>   | <b><u>TRAINING<br/>SESSION/<br/>WORKSHOP</u></b> |
|--------------------------|---|--|
| <b>10 June 2024</b>      | Presentation on the Role and Responsibilities of the Licensing & Regulatory Affairs Committee   |  |
| <b>22 July 2024</b>      | Review of current Work Programme  |  |
| <b>24 September 2024</b> | Review of current Work Programme  | Licensing Training                               |
| <b>26 November 2024</b>  | Review of current Work Programme  |  |
| <b>28 January 2025</b>   | Actual Revenue Expenditure 2023/24<br>Spending Plans 2025/26<br>Fees and Charges 2025/26<br>Preliminary Review of current Work Programme and Draft Work Programme 2025/26 |  |
| <b>11 March 2025</b>     | Update on Fareham & Gosport Environmental Health Partnership – Presentation<br>Final Review of current Work Programme and Draft Work Programme 2025/26                    |  |

**UNALLOCATED**

- Update on Police Licensing Matters