

AGENDA
LICENSING AND REGULATORY AFFAIRS
COMMITTEE

Date: Tuesday, 9 July 2013

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices, Fareham

Members:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

Mrs M E Ellerton

M J Ford, JP

T J Howard

L Keeble

Mrs K Mandry

D J Norris

R H Price, JP

D M Whittingham

Deputies: J S Forrest

N R Gregory

Mrs S Pankhurst



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Committee held on 28 May 2013.

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 2012/13 (Pages 5 - 10)

To consider a report by the Director of Finance and Resources on the Committee's Actual Revenue Expenditure for 2012/13.

7. Annual Taxi Vehicle Renewals (Pages 11 - 18)

To consider a report by the Director of Regulatory and Democratic Services on the annual renewal of hackney carriage vehicle licences.

8. Licensing and Regulatory Affairs Committee Work Programme 2013/14 (Pages 19 - 24)

To consider a report by the Director of Regulatory and Democratic Services on the Committee's Work Programme for 2013/14.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
1 July 2013

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 28 May 2013

Venue: The Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton, M J Ford, JP, T J Howard, Mrs K Mandry, D J Norris, Mrs S Pankhurst (deputising for L Keeble), R H Price, JP and D M Whittingham.



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Vice-Chairman, Councillor T M Cartwright and from Councillor L Keeble.

2. MINUTES

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 9 May 2013 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

The Committee received a deputation from Mr S Nelson regarding a petition submitted to the Council by Fareham Taxi Hackney Association (minute 6 below refers).

Mr Nelson was thanked accordingly for his deputation.

DECISIONS UNDER DELEGATED POWERS

6. PETITION

The Committee gave consideration to a petition received from Fareham Taxi Hackney Association requesting that the Council re-regulates the issuing of Taxi Hackney and Private Hire Plates in the Borough. The petition contained 141 names. Members' attention was drawn to the deputation referred to in minute 5 above. It was noted that the Government was undertaking a complete review of the law relating to the regulation of taxi and private hire vehicles and that a report and recommendations on the matter were due by the end of 2013.

RESOLVED that:-

- (a) the officers be requested to submit a report to a future meeting of the Committee on the outcome of the Government review of the regulations; and
- (b) the report include details of the number of licensed hackney and private hire vehicles in Fareham and what work would need to be undertaken in order to consider controlling their number.

7. PRESENTATION ON THE RESPONSIBILITIES OF THE LICENSING AND REGULATORY AFFAIRS COMMITTEE

The Committee received a presentation from the Director of Regulatory and Democratic Services and the Head of Environmental Health on the responsibilities of the Licensing and Regulatory Affairs Committee. The presentation included the functions of the Committee and the specific functions relating to Health and Safety, Licensing, General Licensing, Taxi Licensing and Elections.

RESOLVED that:-

- (a) the officers be thanked for the presentation; and
- (b) copies of the presentation slides be circulated to members of the Committee and to all other members of the Council through the members' newsletter.

8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

The Committee reviewed its work programme for 2013/14 (copy of report lc-130528-r01-gwh circulated with agenda).

RESOLVED that:-

- (a) the report on taxi regulations (minute 6 above refers) be added to the work programme for 18 March 2014;
- (b) the six monthly monitoring reports received by the Committee be expanded to include some performance information;
- (c) Review of Hackney Carriage Tariff be removed from the work programme for 17 September 2013 as this would now be an Executive function;
- (d) Street Trading Concessions be added to the work programme as an unassigned item,
- (e) subject to (a), (b), (c) and (d) above, the work programme for 2013/14 as shown in Appendix A to the report be confirmed; and
- (f) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted.

(The meeting started at 6.00pm
and ended at 6.55pm).

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FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **9 July 2013**

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

Subject: **ACTUAL REVENUE EXPENDITURE 2012/13**

SUMMARY

This report sets out for the information of Members details of the actual revenue expenditure for 2012/13 in respect of the services for which this Committee is responsible.

RECOMMENDATION

The Committee is asked to note the report.

INTRODUCTION

1. The final accounts for the financial year 2012/13 for this Committee show that the actual expenditure of £455,240 represented a saving of £24,360 compared with the revised budget of £479,600 that was approved by this Committee on 20 November 2012. The actual totals of gross expenditure and income are set out in the table below:

	Base Budget 2012/13	Revised Budget 2012/13	Actual 2012/13	Variance
	£	£	£	£
Employees	355,700	340,600	332,994	-7,606
Premises-Related Expenditure	15,600	15,000	18,625	3,625
Transport	800	1,500	2,234	734
Supplies & Services	291,300	314,000	236,334	-77,666
Contract Payments	6,200	3,100	7,112	4,012
Internal Support	119,200	121,800	129,714	7,914
GROSS EXPENDITURE	788,800	796,000	727,013	-68,987
Other Grants and Reimbursements	-112,000	-140,000	-92,031	47,969
Sales	-300	-1,800	-2,260	-460
Fees & Charges	-172,600	-174,600	-177,482	-2,882
GROSS INCOME	-284,900	-316,400	-271,773	44,627
NET EXPENDITURE	503,900	479,600	455,240	-24,360

2. The main variations reflect reduced spending of nearly £8,000 on employees, and savings of £78,000 on supplies and services. Additional income of nearly £3,000 was generated through fees and charges, and receipts of Grants and Reimbursements were nearly £48,000 less than anticipated.
3. The actual revenue expenditure for the year analysed over the main service headings is shown in the following table:

	Base Budget 2012/13	Revised Budget 2012/13	Actual 2012/13	Variance
	£	£	£	£
Hackney Carriage & Private Hire Vehicles	-16,800	-12,600	-15,429	-2,829
Licensing	300	-10,600	-8,002	2,598
Health & Safety Enforcement	190,400	163,100	160,734	-2,366
Election Services	330,000	339,700	317,937	-21,763
NET EXPENDITURE	503,900	479,600	455,240	-24,360

4. 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

5. This service saw additional income of nearly £3,000 for the financial year. There were minor variations on most headings including additional income of £4,000 mainly from additional charges and costs recovered from drivers.
6. Although this heading shows a small surplus of income over expenditure it does not reflect the cost of providing member support to this committee. This cost is shown in the Executive's Policy, Strategy and Finance Portfolio and has a cost for the whole council of over £1million for 2012/13.

LICENSING

7. The reduction in income of just over £2,500 on this service was mainly as a result of less income from premises licences during the year.

HEALTH AND SAFETY ENFORCEMENT

8. The savings of over £2,000 on this service were as a result of reduced spending on employees of approximately £4,000 and savings on health and safety expenses of £2,000. These were offset by additional charges relating to legal services of £3,000 and increased internal recharges of £1,000.

ELECTION SERVICES

9. The saving of nearly £22,000 reflects lower than anticipated expenditure for conducting elections of £15,500, whilst there were savings of over £6,000 on the register of electors.
10. The cost of staging the Police Commissioner's elections was less than anticipated but this has been offset by reduced levels of funding for that election. There were also savings in the local elections where the cost is borne by this Council.
11. The register of electors savings were mainly as a result of reduced printing costs, savings on postage costs and advertising costs. There was a small increase in sales of the electoral register of £1,000.

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 over £24,000 less 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 2012/13

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 20 November 2012 - Spending Plans 2013/14.

Enquiries:

For further information on this report please contact Linda Arthur (Ext 4515).

APPENDIX A

**HACKNEY CARRIAGE AND
PRIVATE HIRE VEHICLES**

	Base 2012/13	Revised 2012/13	Actual 2012/13
	£	£	£
Employees	41,100	49,000	49,592
Transport	0	100	96
Supplies & Services	13,700	15,700	13,738
Contract Payments	1,900	0	0
Internal Support	13,400	11,500	14,794
GROSS EXPENDITURE	70,100	76,300	78,220
Sales	-300	-300	-224
Fees & Charges	-86,600	-88,600	-93,424
GROSS INCOME	-86,900	-88,900	-93,649
NET EXPENDITURE	-16,800	-12,600	-15,429

LICENSING

	Base 2012/13	Revised 2012/13	Actual 2012/13
	£	£	£
Employees	59,700	52,000	49,298
Transport	0	100	158
Supplies & Services	3,800	4,000	3,624
Contract Payments	3,700	3,100	4,457
Internal Support	19,100	16,200	18,062
GROSS EXPENDITURE	86,300	75,400	75,599
Fees & Charges	-86,000	-86,000	-83,601
GROSS INCOME	-86,000	-86,000	-83,601
NET EXPENDITURE	300	-10,600	-8,002

**HEALTH & SAFETY
ENFORCEMENT**

	Base 2012/13	Revised 2012/13	Actual 2012/13
	£	£	£
Employees	134,300	117,300	113,184
Transport	0	200	469
Supplies & Services	24,000	18,900	16,807
Contract Payments	600	0	2,654
Internal Support	31,500	26,700	27,885
GROSS EXPENDITURE	190,400	163,100	161,639
Fees & Charges	0	0	-265
GROSS INCOME	0	0	-265
NET EXPENDITURE	190,400	163,100	160,734

<u>ELECTION SERVICES</u>	Base 2012/13	Revised 2012/13	Actual 2012/13
	£	£	£
Employees	120,600	122,300	120,921
Premises	15,600	15,000	18,625
Transport	800	1,100	1,511
Supplies & Services	249,800	275,400	202,165
Internal Support	55,200	67,400	68,973
GROSS EXPENDITURE	442,000	481,200	412,195
Other Grants & Reimbursements	-112,000	-140,000	-92,031
Sales	0	-1,500	-2,036
Fees & Charges	0	0	-191
GROSS INCOME	-112,000	-141,500	-94,258
NET EXPENDITURE	330,000	339,700	317,927

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **9 July 2013**

Report of: **Director of Regulatory and Democratic Services**

Subject: **ANNUAL TAXI VEHICLE RENEWALS**

SUMMARY

As of 1 May 2013 Fareham Borough Council had a taxi fleet of 238 Hackney Carriage and 35 Private Hire vehicles. Vehicle licences are granted on an annual basis and all licences are granted on 1 May and expire on 30 April the following year. Each year in January the renewal paperwork is sent to all of the owners and they then present all of their vehicle documents up to March. In March and April the licensing team undertakes the inspection of all of the vehicles, to ensure they are kept in a clean, serviceable and roadworthy condition. This report details the work involved with the annual vehicle licence renewals and provides a summary of the result of the inspections.

RECOMMENDATION

That the Committee notes the content of the report and the work involved with the annual Hackney Carriage and Private Hire Vehicle Renewals.

INTRODUCTION

1. The Town and Police Clauses Act 1847 and the Local Government (Miscellaneous) provisions Act 1976 allow Local Authorities to license Hackney Carriage and Private Hire Vehicles. In licensing such vehicles, Local Authorities can specify conditions relating to such vehicles. Fareham Borough Council has set conditions relating to the design and condition of vehicles; these were updated and approved by the Licensing and Regulatory Affairs Committee at its meeting on 22 January 2008.
2. Fareham Borough Council has a taxi fleet of approximately 238 Hackney Carriage and 35 Private Hire vehicles. Vehicle licences are granted on an annual basis and all licences are granted on 1 May and expire on 30 April the following year. Each year in March and April the licensing team undertakes the process of renewing all vehicle licences. Part of the renewal process involves the inspection of all of the vehicles, to ensure they are kept in a clean, serviceable and roadworthy condition.
3. Due to the fluid nature of the fleet numbers of vehicles vary day by day. For instance, approximately 20 vehicle owners who wished to change their vehicle let their plates expire at the end of April. This was done so that they did not have to pay to transfer (£185) and also renew (£185). By letting their vehicles expire and then re-plating them early in May, they only paid the £185 fee for a new plate. Therefore all numbers are approximate.
4. It should be noted that the Hackney Carriage and Private Hire licensing regime also involves the licensing of drivers who renew annually on the anniversary of the grant of their first licence. These renew at the end of each month throughout the year. There are also 9 operators (of Private Hire Companies) these renew at the same time as the vehicles.

PROCESS

5. Renewal paperwork is sent out to owners approximately 8 weeks before the renewal is due giving a date approximately 4 weeks in advance to return the paperwork to the licensing team. A date is also given at this time for the inspection.
6. In addition, a regular newsletter is produced and in January vehicle owners were advised as to the inspection arrangements and of the standards their vehicles should meet (see Appendix A).

PAPERWORK

7. Each owner receives a letter setting out the documents required, the date paperwork must be returned to the office and the date the vehicle is due to be inspected. Enclosed with the letter is an application form, an engineer's report (for completion by an independent engineer) for each vehicle and a payment slip. These must be completed and returned to the office with the registration document, a current MOT certificate (where applicable), insurance documents and the fee. This year the fee for renewing a vehicle licence remained unchanged at £185.00. This price has remained the same since May 2009, when it was increased from £176. Owners were informed that a missed appointment fee of £34 would be applicable if they did not return the paperwork by the date given without informing the officers beforehand.

BACK OFFICE WORK

8. Each set of paperwork is scanned onto the system and a BPMS (business process management system) case is opened. This is a checklist that enables the officers to record when paperwork has been seen alongside an electronic image of that paperwork. The registration document is checked to ensure the person plating the vehicle is the owner or co-owner of the vehicle. The MOT certificate and engineer's report are checked to ensure they are current and apply to the vehicle being presented. Insurance documents are checked to ensure that they cover the vehicle for working as a taxi and that they are current and the driver is named. If a cover note is presented a note is made that the full policy document must be seen when the cover note expires. A copy is taken of the receipt (payment is usually made in the cash office prior to the owner going to the licensing section).
9. Once the checking has been completed and all documents are present and correct, the paper licence and plate are produced. The plates have a hologram on them and are produced by printing onto acetate, which is stuck onto the hologram and then covered by a sheet of perspex. This gives a strong, durable plate that is easy to read. This year due to the change in corporate branding, Private Hire plates were coloured white and Hackney Carriage plates the corporate blue. The combination of the hologram and production method means that these plates are not easily reproduced outside the Council.
10. The completed licence, plates and a customer satisfaction survey form with reply envelope are then stored in boxes until the inspection.
11. This year inspection forms were pre-printed on carbonated pad. This enabled the Licensing Team to give a form with any defects listed or any advisory information or a record that the vehicle had been inspected and passed. Leaving a copy for the licensing team to enter results into Ocella (in-house computer system).
12. Preparatory work for the renewals was carried out almost entirely by the Assistant Licensing and Regulatory Support Officer. Payments were made to the Cash Office.
13. The cost of undertaking this work is met by the taxi licensing fee and is provided at no cost to the Council.

THE INSPECTION

14. To ensure that there is sufficient time for any defects to be made good, although the renewal date is 30 April, inspections were carried out in the second week of April.
15. For the last five years the inspections have been held in Portchester Community Centre car park. However, due to the demolition / building works it was decided that a new location was required. The location chosen needs to be easily accessible to the vehicles, including high-sided vehicles such as minibuses, convenient and safe for members of staff and, above all, not cause a hazard or nuisance to other road users. It was decided that the bottom tier of Lysses car park would meet these requirements and this is where the 2013 inspections were held.

16. Staff have high visibility jackets and vests and safety boots or shoes and always have a mobile phone on site for their protection. All staff have been trained on what checks are required as part of the inspection process.
17. The inspections were spread out across five days in one week and amounted to approximately 60 vehicles a day. Re-inspections were scheduled for the 26 April. Owners were given the option of changing the date of inspection, if inconvenient, so this number was a guide only. Owners had been advised that a £34 fee would apply if they missed their inspection day without prior notice.
18. All vehicles had a valid MOT (where applicable) and engineer's report. The main purpose of the inspections was to ensure the vehicles were clean and serviceable and met the Council's standards to enable the licence to be issued.
19. Each vehicle was inspected and any defects annotated on the inspection sheet. Where there were no defects the new plate and paper licence were issued and the old plate either returned there and then or brought into the Civic Offices at a later date. (Some plates are affixed in such a way that they are not easily removable).
20. Vehicles with defects such as scratches to paintwork, lights not working correctly, or no/out of date fire extinguisher, would be refused their plate until such time as they could be re-inspected. In the majority of cases this would be on 26 April, the day reserved for this purpose.
21. Vehicles that were not able to make the inspection dates, or had defects which needed a longer time to be made good, could be inspected in the newly marked space in the Ferneham Hall Clinic car park or the turning circle by prior arrangement. Vehicles which were not issued with a new plate before 1 May would not be eligible for use as a taxi until such time that they had been re-inspected and issued with a plate.
22. All vehicles presented for inspection were issued with a new plate. No vehicles were refused a new plate on this occasion. Some owners were advised that their vehicles would need a complete overhaul to pass next year's inspections.

BACK OFFICE WORK

23. The inspection forms were scanned on to the system and the case closed and a record made in Ocella of the inspection and defects found. Returned plates are collected by Mogo (the manufacturer) to be recycled.

STATISTICS

24. The following summarises the results of the annual vehicle inspections:-
 - 203 Hackney Carriages inspected
 - 35 Private Hire vehicles inspected
 - 235 Vehicles in total;
 - 192 Vehicles passed with no defects;
 - 22 Vehicles with minor defects (after required work); (last year 13);
 - 0 Vehicles with major defects; (last year 0);

- 24 Vehicles given advisory notes (e.g. will not go through next year unless scratch repaired etc) (new system)
- 17 missed appointments (8 of these by one owner); (-2 on last year); and
- 37 inspections rearranged; (-7 on last year).

NB: Although the fleet consisted of 238 Hackney Carriage and 35 Private Hire vehicles, not all of the vehicles were renewed (as many were lapsed by the owners and new vehicles plated later. A small number of vehicles are still awaiting renewal. A number of vehicles have become Hackney Carriages from Private Hire.

RISK ASSESSMENT

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

CONCLUSION

26. The annual renewals were well organised and the standard of the licensed fleet generally found to be high.
27. Officers will continue to undertake inspections and monitoring of vehicles during the course of the year to ensure that the standards are being maintained.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Ian Rickman (Ext 2401).

APPENDIX A - [Taxi & Private Hire News Issue 34](#)

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Taxi & Private Hire News

Equality and Human Rights Commission

If you feel you are being discriminated against for any reason the Equality and Human Rights Commission is there to help you. They can be contacted for advice and guidance. The number for the helpline is **0845 604 6610**.

Contact Us

If you have any comments regarding this newsletter, ideas for subjects to be covered or any other issue regarding taxis, private hire or related matters please contact us by email at regulatory@fareham.gov.uk or by phone on 01329 236100.

Further information regarding Taxi and Private Hire can be found on our website at www.fareham.gov.uk

Ranks

If you are the first car on the rank, you are obliged to take the next passenger who comes to your car regardless of how short the fare is. Short journeys are part of the business and although it can be frustrating they are every bit as important (sometimes more if the customer is elderly or infirm) to the passenger.

We have received reports of drivers 'refusing' fares as they are too short or giving the excuse that they do not know where the destination is. This is not acceptable and we will act upon any complaint received.

Insurance

Please remember cover notes will not be accepted. Present your full insurance policy with renewal documentation. All drivers named on insurance policies must be a licensed taxi driver with FBC. We are unable to accept documents faxed to us due to the high volume of documents we will be dealing with at this time.

Missed Appointments

Missed appointments will be charged at £34 and will apply both to bringing up paperwork and inspections. If you cannot make one or both of your given dates, let us know before 28th March. Remember to ask for a reference number when requesting a change as this will be required if you dispute a missed appointment charge.

Inspection Location

Inspections will be held on the lower level of Lysses car park this year. The height restriction bar will be lifted when we are present. Please note we have decreased the amount of time we will be physically doing inspections. Inspections will take place between 10 am and 2.30 pm on your allocated day. Inspections will be carried out in plate number order, the same as last year, however we will be inspecting PH vehicles on one day. We work out how many vehicles on which days quite carefully to try and prevent you having to wait for any amount of time. Please do not request any changes to the schedule unless absolutely necessary as this results in extra work and disruption.

Paperwork

When bringing in your paperwork please check in at Reception (they book you in to Sarah's diary), pay at the Cash Office and take a seat in the usual place (outside Room 6). Sarah will then see people in the order they are booked in. Please be patient this is an extremely busy time for all reception staff, cash office staff and Sarah.

Website

Please note Fareham Borough Council website has been updated. It has a new modern look and navigation is improved. If you have any feedback please write or email it in to the Licensing Team. Please note the new blue branding.

New Plates

Please note that your new plate will be different this year. Hackney Carriage plates will now carry the new Fareham Borough colours with an updated logo. Private Hire vehicle plates will be white with the new updated logo.

The new branding is easy to recognise, clear and modern. Badges will be updated when they are due for renewal.

Fees and Charges

Good News. You will be happy to hear that for another year there will be **no increase** in fees for taxi licensing.

Taxi Association

There was a meeting of the new Association on the 24th January 2013. New Chairman Simon Nelson and Vice Chairman Michael Doughty were elected. Mel Chorlton is Secretary. Please contact Mel if you would like further information. **0773 1832 665**

Transfers

As always we would ask that you do not transfer your vehicle at this time. We have 291 vehicles to process in a very short time, this entails sending out paperwork, receiving paperwork back and checking it is all present and correct (sorting out anything which isn't). Making the plates and inspecting. Sarah does almost all of this work on her own. Therefore it makes life very difficult for her to have to try and arrange transfers or new plates at this time.

Transfers are more expensive during March and April as you will have to pay the full £185 fee to transfer and also the £185 renewal fee.

Please wait until after May if at all possible.

Vehicle Inspections

Please remember these are annual inspections to check the vehicle is in good condition. Please do not bring it up for inspection damaged or dirty. Vehicles will also fail if they have a meter that is displaying the incorrect time (HC), door seals that are torn or have holes or not displaying the correct signage - tariff cards (HC), seat belt signs and no smoking signs in each compartment.

Refurbished Ranks

Our Traffic Management Team are please to inform the trade that the Duncan Road and Stubbington ranks were both refurbished shortly before Christmas.

Fixed Penalty Notices

Civil Enforcement Officers have issued the following fixed penalty notices for non plated vehicles on taxi ranks in the last year:

The Square Titchfield	3
Middle Road Park Gate	8
Stubbington Green	26
Warsash Road	17
West Street Fareham	17

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **9 July 2013**

Report of: **Director of Regulatory and Democratic Services**

Subject: **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME 2013/14**

SUMMARY

At the Committee meeting on 19 March 2013, a Work Programme for 2013/14 was agreed. The work programme was subsequently reviewed at the last meeting of the Committee on 28 May 2013. Members are now requested to give further consideration to the Work Programme and identify any items the Committee may wish to be added.

RECOMMENDATION

That the Licensing and Regulatory Affairs Committee Work Programme for 2013/14, as shown in Appendix A to the report, be agreed and the information contained in the progress report, as shown in Appendix B to the report, be noted.

INTRODUCTION

1. At the Committee meeting on 19 March 2013, a Work Programme for 2013/14 was agreed. The work programme was subsequently reviewed at the last meeting of the Committee on 28 May 2013.

MONITORING

2. Details of progress on actions arising from matters considered at the last Committee meeting are shown in Appendix B for members' information.

RISK ASSESSMENT

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

CONCLUSION

4. The Committee is invited to :-
 - (i) confirm the Licensing and Regulatory Affairs Committee Work Programme for 2013/14, as set out in Appendix A; and
 - (ii) note progress on matters considered by the Committee at its last meeting on 28 May 2013, as shown in Appendix B.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Garry White (Ext 4395).

APPENDIX A - 2013/14 Work Programme.

APPENDIX B - Progress on matters considered at the last meeting of the Committee.

LICENSING AND REGULATORY AFFAIRS COMMITTEE – WORK PROGRAMME 2013/14

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
28 MAY 2013	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Committee work programme 2013/14	
9 JULY 2013	Committee work programme 2013/14 Annual Taxi Vehicle Renewals Actual Revenue Expenditure 2012/13	
17 SEPTEMBER 2013	Committee work programme 2013/14 Six- monthly Monitoring Report on Applications Received	
19 NOVEMBER 2013	Spending Plans 2014/15 Committee work programme 2013/14 Street Trading Concessions	
21 JANUARY 2014	Committee work programme 2013/14	
18 MARCH 2014	Committee work programme 2013/14 and draft for 2014/15 Monitoring Report on Applications Received Annual Health and Safety Service Plan Annual Report on Licensed Premises and Community Safety Taxi Regulations	

To be assigned:

In-house Licensing Training Sessions (2)

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 9 July 2013

Progress on Actions from last meeting

Date of Meeting	28 May 2013
Subject	Petition
Type of Item	Petition
Action by Committee	<p>The Committee gave consideration to a petition received from Fareham Taxi Hackney Association requesting that the Council re-regulates the issuing of Taxi Hackney and Private Hire Plates in the Borough. The petition contained 141 names. Members' attention was drawn to the deputation referred to in minute 5 above. It was noted that the Government was undertaking a complete review of the law relating to the regulation of taxi and private hire vehicles and that a report and recommendations on the matter were due by the end of 2013.</p> <p>RESOLVED that:-</p> <p>(a) the officers be requested to submit a report to a future meeting of the Committee on the outcome of the Government review of the regulations; and</p> <p>(b) the report include details of the number of licensed hackney and private hire vehicles in Fareham and what work would need to be undertaken in order to consider controlling their number.</p>
Outcome	Item added to the work programme for 18 March 2014.
Link Officer	Ian Rickman
Subject	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee
Type of Item	presentation
Action by Committee	The Committee received a presentation from the Director of Regulatory and Democratic Services and the Head of Environmental Health on the responsibilities of the Licensing and Regulatory Affairs Committee. The presentation included the functions of the Committee and the specific functions relating to Health and Safety, Licensing, General Licensing, Taxi Licensing and Elections.

	<p>RESOLVED that:-</p> <p>(a) the officers be thanked for the presentation; and</p> <p>(b) copies of the presentation slides be circulated to members of the Committee and to all other members of the Council through the members' newsletter.</p>
Outcome	
Link Officer	Garry White
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	<p>The Committee reviewed its work programme for 2013/14 (copy of report lc-130528-r01-gwh circulated with agenda).</p> <p>RESOLVED that:-</p> <p>(a) the report on taxi regulations (minute 6 above refers) be added to the work programme for 18 March 2014;</p> <p>(b) the six monthly monitoring reports received by the Committee be expanded to include some performance information;</p> <p>(c) Review of Hackney Carriage Tariff be removed from the work programme for 17 September 2013 as this would now be an Executive function;</p> <p>(d) Street Trading Concessions be added to the work programme as an unassigned item,</p> <p>(e) subject to (a), (b), (c) and (d) above, the work programme for 2013/14 as shown in Appendix A to the report be confirmed; and</p> <p>(f) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted.</p>
Outcome	Work programme amended accordingly.
Link Officer	Garry White