

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### LICENSING AND REGULATORY AFFAIRS COMMITTEE

**Date:** Tuesday, 17 September 2013

**Time:** 6:00 pm

**Venue:** Collingwood Room - Civic Offices

**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 9 July 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. Integrated Inspection Scheme** (Pages 5 - 8)

To consider a report/receive a presentation by the Director of Regulatory and Democratic Services on the introduction of joint inspection of licensed premises by the police, environmental health and fire and rescue services.

**7. Six Monthly Monitoring Report on Applications Received** (Pages 9 - 16)

To consider a report by the Director of Regulatory and Democratic Services on licensing applications received.

**8. Licensing and Regulatory Affairs Committee Work Programme** (Pages 17 - 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](http://www.fareham.gov.uk)  
9 September 2013

**For further information please contact:  
Democratic Services, Civic Offices, Fareham, PO16 7AZ  
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[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

**Date:** Tuesday, 9 July 2013

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

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  
and R H Price, JP



**1. APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor D M Whittingham.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 28 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**

There were no deputations made at this meeting.

**DECISIONS UNDER DELEGATED POWERS**

**6. ACTUAL REVENUE EXPENDITURE 2012/13**

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

RESOLVED that the report be noted.

**7. ANNUAL TAXI VEHICLE RENEWALS**

The Committee considered a report by the Director of Regulatory and Democratic Services on the annual renewal of hackney carriage vehicle licences.

RESOLVED that:-

- (a) the content of the report and the work involved with the annual Hackney Carriage and Private Hire Vehicle Renewals be noted; and
- (b) the Committee's thanks be conveyed to the Assistant Licensing and Regulatory Support Officer and the Licensing Enforcement and Regulatory Support Manager for their work in connection with the annual renewal of hackney carriage vehicle licences.

**8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2013/14**

The Committee considered a report by the Director of Regulatory and Democratic Services on the Committee's work programme for 2013/14.

RESOLVED that:-

- (a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed;
- (b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and
- (c) the officers be requested to look into the possibility of using the next meeting date, 17 September 2013, for an in-house licensing training session.

(The meeting started at 6.00 pm  
and ended at 6.40 pm).

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# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **17 September 2013**

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

**Subject:**                **INTEGRATED INSPECTIONS OF LICENSED PREMISES**

#### **SUMMARY**

The Officers from Environmental Health, the Police and Hampshire Fire and Rescue are proposing that a trial be established of pre-planned multi-agency visits to high risk licensed premises in order to ensure that Premises Licence Holders are fully aware of the legal obligations placed upon them and assist in achieving compliance.

#### **RECOMMENDATION**

That the Committee endorse this trial, that will assist in ensuring that those higher risk licensed premises within the Borough comply with the legislation and the requirements of their premises licences.

## **INTRODUCTION**

1. For many years prior to the Licensing Act 2003, Hampshire Fire and Rescue and Environmental Health have worked closely together in terms of enforcing Health & Safety & Fire Safety Regulations within premises which held a Public Entertainment Licence under the Local Government (Miscellaneous Provisions) Act 1982. The Council used to issue Public Entertainment Licences and Hampshire Fire and Rescue used to advise on conditions relating to Fire Safety and set capacity limits.
2. Since the Licensing Act 2003, which came into force in 2005, the Council has been the Licensing Authority and issued Premises Licences which cover public entertainment, the sale of alcohol and late night refreshment. Fire Safety enforcement is the responsibility of the Hampshire Fire and Rescue Service and capacity numbers for venues are now determined by risk assessment under the Regulatory Reform (Fire Safety) Order 2005.
3. In addition to the above the Police have enforcement powers under the Licensing Act 2003 in relation to Crime and Disorder and Environmental Health also have an involvement in respect of safety and the prevention of nuisance, in particular noise nuisance from regulated entertainment.
4. Enforcement since 2003 has fallen to the Police, Fire, Environmental Health and Trading Standards all of which are referred to as 'Responsible Authorities' and as such work together and with the Council as the Licensing Authority to deal with specific issues. This has been on an ad hoc basis where joint visits by the agencies have been made on a case by case basis to help resolve specific issues. There is however as highlighted in this report an opportunity for the development of a more proactive co-ordinated approach that targets the high risk licensed premises in the borough.

## **LICENSING OBJECTIVES**

5. The Four Licensing Objectives within the Act are:-
  - Prevention of Crime And Disorder;
  - Public Safety;
  - The Prevention of Public Nuisance; and
  - The protection of Children from harm.
6. Following a recent problem at a licensed premise, which had changed its style of operation, a multi-agency visit to the premises, involving the Police, Hampshire Fire and Rescue Service and Environmental Health was organised in order to assist the Premises Licence Holder and to ensure that issues relating to Public Safety, Fire Safety and Crime and Disorder were all addressed. The result of this visit was that all of the agencies' concerns could be discussed at one time and avoided the opportunity of conflicting advice being offered. It also enabled a consistent approach to be provided in one visit that was less of a burden for the business.

## **MULTI-AGENCY VISITS TO LICENSED PREMISES TRIAL**

7. The Officers from Environmental Health, the Police and Hampshire Fire and Rescue are proposing that a trial be established of pre-planned multi-agency visits to licensed



premises in order to ensure that Premises Licence Holders are fully aware of the legal obligations placed upon them that will also assist in achieving compliance.

8. The Hampshire Better Regulation Partnership is still in place and this is where Environmental Health, Fire and Trading Standards routinely gather information for each other during routine inspections of lower risk premises. This Initiative is to identify higher risk premises and provide a co-ordinated approach in dealing with these premises.
9. The multi-agency visits involving the Police, Environmental Health and Hampshire Fire and rescue will be like a 'mini MOT' for licensed premises to ensure adequate standards of safety and compliance with the Licensing Objectives.
10. These visits are not intended to replace each agency's current intervention / visits to licensed premises but will impress upon them a cohesive working relationship exists between the Authorities and also, if they receive a single compliance visit rather than three visits from each individual agency, it should reduce the regulatory burden on local businesses. It is also believed that the potential of these visits will make premises 'up their game' which will result in higher standards across the board.
11. A meeting of Premises Licence Holders has been organised for 18 September 2013 at Ferneham Hall, Fareham to explain the initiative and also to answer any queries or concerns and take account where possible of the views of the trade in respect of this initiative.
12. The aim is to identify a small number of higher risk premises and carry a pre-announced multi-agency visit to them.

#### **What will be covered during the multi-agency visit**

13. **Environmental Health and the Police** will be looking specifically to:
  - Ensure that a summary of the premises licence is displayed in a prominent location.
  - Ensure that a certified copy of the full premises licence is available for inspection.
  - Go through each condition on the premises licence to ensure compliance.
  - Assess if the business model has changed to a point where additional premises licence conditions need to be considered.
  - Ensure that there is an active DPS in place.
  - Ensure general standards of Health & Safety are being maintained.
14. **The Hampshire Fire and Rescue Service** will be looking specifically to:
  - Outline to licensees their responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and how these dovetail with their responsibilities under the Licensing Act 2003

- Ensure occupancy numbers are properly managed
  - Ensure sufficient fire exits are available
  - Ensure Staff training is appropriate for the type of premises
  - Ensure Fire Alarm and Emergency lighting are in working order.
15. It is the intention of the initiative to work with the premises and identify any areas requiring improvement and ensuring where necessary that any improvements identified are actioned.
16. Enforcement action may be necessary to deal with any major defects. Although each Agency has its own enforcement powers, each of the Agencies involved are also Responsible Authorities under the Licensing Act 2003 and can make a representation and request that the Council, as the Licensing Authority hold a Review Hearing to Review the Licence. It is hoped that this proactive multi-agency approach will address any potential problems early on and overcome the need for such reviews and or legal action to address specific problems.

### **RISK ASSESSMENT**

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

### **CONCLUSION**

18. It is hoped that this multi-agency initiative in respect of visits to licensed premises will help to reduce the regulatory burden on local businesses, as they will be receiving a single visit whereas, currently, they are likely to receive 3, one from each Agency. By working together the Agencies can improve the Service that businesses receive in that there will be no opportunity for conflicting requirements from the different Agencies. In addition, it is hoped that this approach will raise standards of compliance within Licensed Premises throughout the borough.

### **Background Papers:**

None.

### **Reference Papers:**

None.

### **Enquiries:**

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

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **17 September 2013**

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

**Subject:**              **SIX MONTHLY MONITORING REPORT ON APPLICATIONS  
RECEIVED**

#### **SUMMARY**

This report aims to inform the Committee of the day to day work of the Licensing Team and provide an update as to the ongoing work associated with the Licensing function.

#### **RECOMMENDATION**

That the report be noted.

## **INTRODUCTION**

1. The purpose of this report is to inform and update members of the ongoing level and range of licensing work undertaken by the Licensing Team within the Department of Regulatory and Democratic Services.

## **ALCOHOL, REGULATED ENTERTAINMENT AND LATE NIGHT REFRESHMENT**

2. The Licensing Act 2003 came fully into force in November 2005. Prior to this, between 7 February 2005 and 6 August 2005, existing holders of public entertainment licences, late night refreshment house licences, justices' licences and club premises certificates needed to make an application to the Council in order to convert or vary their licences into a new Premises Licence under the new Act. Under the old regime this Authority dealt with about 45 Public Entertainment licences.
3. The Council as the Licensing Authority not only deals with applications for premises or personal licences but also deals with representations that could result in a Licensing Panel Review Hearing in relation to a licensing application, or a hearing in relation to an application or application to vary a licence.
4. The numbers of applications and associated income over the last five financial years can be seen at Appendix A, table 1. It is worth noting that the fees in this area are set by statute and have not been increased since the introduction of the Act in 2005.
5. The current total number of licences are as follows:-

Members' Clubs Certificates	31
Premises Licences (with alcohol)	252

Since the introduction of the licensing Act 2003 (18/03/05):-

Licensing Panels	90
Reviews	9
Taxi Hearings	64

## **PERSONAL LICENCES**

6. Currently there are 1033 Fareham Personal Licence Holders. This licensing regime commenced in November 2005 and these licences last for ten years from the date of their grant. The renewal of the licences will commence in 2015/2016, so from this period onwards these renewals will provide a one-off income boost. The government originally indicated that a proportion of the fee income may be required to contribute towards a national database of personal licence holders. Although around 400 licences were granted on conversion in the first year, there have been around 100 new licences granted in each year since. It is difficult at this stage to project how many licence holders will opt to renew for a second 10 year period. Currently Personal Licences still cost £37. The government has now indicated that the requirement to renew personal licences may be removed.

## **GAMBLING**

7. The Gambling Act 2005 came fully into force in October 2007. This Act created the Gambling Commission and created a new licensing regime to govern the provision of all gambling in Great Britain, other than the National Lottery and spread betting. The Commission is responsible for granting operating and personal licences for commercial gambling operators and personnel working in the industry. It also regulates certain lottery managers and promoters.
8. The numbers of applications and associated income over the last four financial years can be seen at Appendix A, table 2.

## **PRIVATE HIRE AND HACKNEY CARRIAGE DRIVER AND VEHICLE APPLICATIONS**

9. Private Hire and Hackney Carriage Vehicle and Driver applications also involve a number of processes. All of the vehicles renew annually together for 30 April each year; this results in the income often being split over two financial years, hence the variation in numbers. Drivers renew on the anniversary of their badge being granted so there are a number of these each month, together with new applications for vehicles and drivers that are received throughout the year.
10. Regular licensing panels are held to determine drivers' applications e.g. where convictions are presented on the Criminal Records Bureau Check.
11. The numbers of applications and associated income over the last five financial years can be seen at Appendix A, table 3.

## **ANIMAL LICENSING**

12. Under various pieces of legislation, there are a number of licensable activities in relation to animals. These licences are required to protect both animal welfare and public safety.
13. The numbers of applications and associated income over the last five financial years can be seen at Appendix A, table 4.

## **SKIN PIERCING**

14. This Authority has adopted byelaws for the registration of a number of skin piercing activities in relation to both persons carrying out the activities and the premises where they are carried out. These byelaws are adopted under the Local Government (Miscellaneous) Provisions Act 1982. The purpose of this registration process is to control the risk of infection.
15. The numbers of applications and associated income over the last five financial years can be seen at Appendix A, table 5.

## **RISK ASSESSMENT**

16. This area of work generates significant income for the Council. In respect of that income the bulk of it is generated by the Licensing Act and Private Hire and Hackney Carriage Licensing. It should be noted that the Licensing Act fees are statutory and that in respect of Private Hire and Hackney Carriage Licensing the fees must reflect the cost of providing that element of the service.
17. Despite the economic downturn the income being generated in this area is remaining fairly constant.
18. This report details only the main work areas and therefore the total actual income will be higher than the figures shown in Appendix A.

## **CONCLUSION**

19. Appendix A shows the number of applications and income received in relation to the main areas of work. There are many other minor processes which are not shown. It can be seen that the volume of work in these main areas remains fairly constant. In addition, the Committee will be aware that it regularly is required to hold hearings to determine both Licensing Act and Hackney Carriage/Private Hire applications.

### **Background Papers:**

None.

### **Reference Papers:**

None.

### **Enquiries:**

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

**APPENDIX A** - Number of Applications and Associated Income Tables.

**NUMBER OF APPLICATIONS AND ASSOCIATED INCOME TABLES.**

**Table 1. - Alcohol Entertainment and Late Night Refreshment**

TYPE OF APPLICATION	2009/10		2010/11		2011/12		2012/13		2013 to date	
	No.	£	No	£	No	£	No	£		
Application to vary licence holder / DPS	68	52,361	72	54,650	70	56,660	75	59,864.90	40	48,304
Premises new Applications/ variations /	34	(incl. annual fees)	42	(incl. annual fees)	34	(incl. annual fees)	21	(incl. annual fees)	7	(incl. annual fees)
Temporary Event	180	3,780	182	3,822	204	4,284	234	4,914	83	1,743
Personal Licences	96	3,552	76	2,812	81	2,997	64	2,368	35	1,295
<b>TOTAL</b>	<b>378</b>	<b>59,693</b>	<b>372</b>	<b>61,284</b>	<b>389</b>	<b>63,941</b>	<b>394</b>	<b>67,151.90</b>	<b>165</b>	<b>51,342</b>

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**Table 2. - Gambling / Charitable Activities**

Gambling/Charity	2009/10	2010/11	2011/2012	2012/2013	2013 to date	Renewal
Gambling Act 2005	28	24	16	24	13	Annual
Lotteries	80	80	75	79	8	1 January
House to House	24	34	32	29	10	One off
Street Collections	206	195	205	162	32	One off
<b>Total Income</b>	<b>£14,160</b>	<b>£16,730</b>	<b>£9815</b>	<b>£11,190</b>	<b>£6630</b>	

Table 3. - Private Hire and Hackney Carriage Driver and Vehicle Licensing

	2009/10		2010/11		2011/12		2012/13		2013 to date	
	No.	Income £	No.	Income £	No.	Income £	No.	Income £	No.	Income £
Initial Dual Driver	6	690	9	1,035	3	345	15	1725	2	230
Renewal Dual Driver	41	3,567	44	3,828	40	3,480	37	3219	17	1479
<b>Total</b>	<b>47</b>	<b>4,287</b>	<b>53</b>	<b>4,863</b>	<b>43</b>	<b>3,825</b>	<b>52</b>	<b>4944</b>	<b>19</b>	<b>1709</b>
Initial PH Driver	6	480	14	2,590	5	400	23	1840	4	320
Renewal PH Driver	28	1,680	21	1,260	21	1,260	26	1560	9	540
<b>Total</b>	<b>34</b>	<b>2,160</b>	<b>35</b>	<b>3,850</b>	<b>26</b>	<b>1660</b>	<b>49</b>	<b>3400</b>	<b>13</b>	<b>860</b>
Initial HC Driver	10	800	5	400	12	960	17	1360	5	400
Renewal HC Driver	217	13,020	185	11,100	185	11,100	186	11160	67	4020
<b>Total</b>	<b>237</b>	<b>13,820</b>	<b>190</b>	<b>11,500</b>	<b>197</b>	<b>12,060</b>	<b>203</b>	<b>14520</b>	<b>32</b>	<b>4420</b>
Initial HC Vehicle	10	1,850	16	2,960	19	3,515	25	4625	9	1665
Renewal HC Vehicle	210	38,850	236	43,660	212	39,220	227	41995	9	1665
Initial PH Vehicle	12	2,220	14	2,590	14	2,590	20	3700	11	2035
Renewal PH Vehicle	35	6,475	44	8,140	36	6,660	33	6105	3	555
<b>Total</b>	<b>267</b>	<b>49,395</b>	<b>310</b>	<b>57,350</b>	<b>291</b>	<b>51,985</b>	<b>305</b>	<b>56425</b>	<b>32</b>	<b>5920</b>
Initial Operator	2	370	1	185	2	370	0	0	2	370
Renewal Operator	12	2,220	11	2,035	7	1,295	6	1110	3	555
<b>Total</b>	<b>14</b>	<b>2,590</b>	<b>12</b>	<b>2,220</b>	<b>9</b>	<b>1665</b>	<b>6</b>	<b>1110</b>	<b>5</b>	<b>925</b>
Transfer HC MAY to OCT	22	4,070	0	0	15	1,287.50	2	185	5	462.50
Transfer HC MAR - APR	6	1,110	0	0	4	740	2	370	4	740
Transfer HC NOV - FEB	13	1,202.50	9	832.50	9	832.50	15	1387.50	0	0
<b>Total</b>	<b>41</b>	<b>6,382.50</b>	<b>9</b>	<b>832.50</b>	<b>28</b>	<b>2860</b>	<b>19</b>	<b>1942.50</b>	<b>9</b>	<b>1202.50</b>
Transfer PH MAY - OCT	5	925	4	740	1	92.50	2	185	0	0
Transfer PH MAR - APR	0	0	0	0	0	0	0	0	0	0
Transfer PH NOV - FEB	3	277.5	4	185	1	92.50	2	185	0	0
<b>Total</b>	<b>8</b>	<b>1,202.5</b>	<b>8</b>	<b>925</b>	<b>2</b>	<b>185</b>	<b>4</b>	<b>370</b>	<b>0</b>	<b>0</b>
Temp Transfer	13	2,405	15	2,775	13	2,405	7	1295	2	370
<b>Total</b>	<b>13</b>	<b>2,405</b>	<b>15</b>	<b>2,775</b>	<b>13</b>	<b>2,405</b>	<b>7</b>	<b>1295</b>	<b>2</b>	<b>370</b>
<b>Total</b>	<b>661</b>	<b>82,207</b>	<b>623</b>	<b>84,315.50</b>	<b>609</b>	<b>76,645</b>	<b>645</b>	<b>84,006.50</b>	<b>112</b>	<b>15,406.50</b>



**Table 4. - Animal Licensing**

<b>Animal Licensing</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/2012</b>	<b>2012/2013</b>	<b>2013 to date</b>	<b>Renewal</b>
<b>Pet Shops</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>1 January</b>
<b>Boarding Ests.</b>	<b>19</b>	<b>20</b>	<b>24</b>	<b>34</b>	<b>4</b>	<b>1 January</b>
<b>Breeders</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1 January</b>
<b>Riding Ests.</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>075</b>	<b>1 January</b>
<b>DWA</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Zoo</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Income</b>	<b>£4709</b>	<b>£4640</b>	<b>£3948</b>	<b>£6376</b>	<b>£425</b>	

**Table 5. - Skin Piercing**

<b>Byelaws</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013 to date</b>	
<b>Electrolysis &amp; Ear piercing, Acupuncture &amp; Tattoo</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>Once only registration</b>
						<b>Once only registration</b>
<b>Total Income</b>	<b>£130</b>	<b>£61</b>	<b>£126</b>	<b>£696</b>	<b>0</b>	

**Table 6. - Miscellaneous**

<b>Miscellaneous</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013 to date</b>	<b>Renewal</b>
<b>Scrap metal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3 yearly</b>
<b>Motor Salvage</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>N/A</b>
<b>Sex shop</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Street Trading</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>Annual</b>
<b>Total Income</b>	<b>£4,305</b>	<b>£2,700</b>	<b>£2790</b>	<b>£1560</b>	<b>£90</b>	

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# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **17 September 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 9 July 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 9 July 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 9 July 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>
<b>28 MAY 2013</b>	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Committee work programme 2013/14	
<b>9 JULY 2013</b>	Committee work programme 2013/14 Annual Taxi Vehicle Renewals Actual Revenue Expenditure 2012/13	
<b>17 SEPTEMBER 2013</b>	Committee work programme 2013/14 Six- monthly Monitoring Report on Applications Received	
<b>19 NOVEMBER 2013</b>	Spending Plans 2014/15 Committee work programme 2013/14 Street Trading Concessions Polling station review	
<b>21 JANUARY 2014</b>	Committee work programme 2013/14	
<b>18 MARCH 2014</b>	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

<b>Date of Meeting</b>	<b>28 May 2013</b>
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	Complete.
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



<b>Date of Meeting</b>	<b>9 July 2013</b>
Subject	Actual Revenue Expenditure
Type of Item	Monitoring.
Action by Committee	The Committee considered a report by the Director of Finance and Resources on the Committee's Actual Revenue Expenditure for 2012/13.  RESOLVED that the report be noted.
Outcome	Complete.
Link Officer	Neil Wood
Subject	Annual Taxi Vehicle Renewals
Type of Item	Monitoring.
Action by Committee	The Committee considered a report by the Director of Regulatory and Democratic Services on the annual renewal of hackney carriage vehicle licences.  RESOLVED that:-  (a) the content of the report and the work involved with the annual Hackney Carriage and Private Hire Vehicle Renewals be noted; and  (b) the Committee's thanks be conveyed to the Assistant Licensing and Regulatory Support Officer and the Licensing Enforcement and Regulatory Support Manager for their work in connection with the annual renewal of hackney carriage vehicle licences.
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme 2013/14
Type of Item	Programming

Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on the Committee's work programme for 2013/14.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"><li>(a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed;</li><li>(b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and</li><li>(c) the officers be requested to look into the possibility of using the next meeting date, 17 September 2013, for an in-house licensing training session.</li></ul>
Outcome	Complete.
Link Officer	Garry White