

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Tuesday, 17 March 2015

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices, Fareham

Members:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

Mrs M E Ellerton

M J Ford, JP

N R Gregory

T J Howard

L Keeble

Mrs K Mandry

D J Norris

Mrs S Pankhurst

Deputies: K D Evans

R H Price, JP



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 20 January 2015.

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. Review of Implementation of Individual Electoral Registration (IER) (Pages 5 - 8)

To consider a report by the Director of Finance and Resources reviewing the implementation of Individual Electoral Registration (IER).

7. Environmental Health Partnership Update (Pages 9 - 24)

To consider a report by the Director of Community on the Environmental Health Partnership.

8. Licensing and Regulatory Affairs Committee Work Programme - Review of 2014/15 and Draft for 2015/16 (Pages 25 - 40)

To consider a report by the Director of Community on the Committee's Work Programme for 2014/15 and a draft programme for 2015/16.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
6 March 2015

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 20 January 2015

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton, T J Howard,
L Keeble, Mrs K Mandry, D J Norris and Mrs S Pankhurst



1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor M J Ford, JP.

2. MINUTES

It was AGREED that the minutes of the meeting of the Committee held on 18 November 2014 be confirmed and signed as a correct record.

3. SPENDING PLANS 2015-16

With reference to minute 8 of the meeting held on 18 November 2015, Councillor Keeble reminded the Committee that, following his question during the consideration of the item at the meeting about what decision the Committee was empowered to make, the situation had subsequently been clarified at the meeting of the Council on 11 December 2014 (minute 12 (9) refers).

It was NOTED that, with regard to budgetary matters, the Committee was invited to make recommendations to the Council, which was responsible for final decisions.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the Licensing training session for members held earlier in the day.

5. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

DECISIONS UNDER DELEGATED POWERS

7. SPENDING PLANS 2015-16

The Committee considered a report by the Director of Finance and Resources on the revised revenue budget for 2014/15 and the base budget for 2015/16 following the meeting of the Council on 11 December 2014.

RESOLVED that the amended base budget for 2015/16 be agreed and recommended to Council for approval.

8. REVIEW OF HACKNEY CARRIAGE FARES

The Committee considered a report by the Director of Community on the review of hackney carriage fares.

RESOLVED that:-

- (a) the Executive be advised of the Committee's views as follows:
- (i) that there should be no increase in the tariff at the present time (voting: 7 for, 2 against);
 - (ii) that there should be no reference to charges for paying by credit or debit card included on the tariff card at the present time; and that the hackney drivers' association be encouraged to make representations to the companies that supply the in car equipment for processing these transactions in an effort to establish a single uniform charge (voting: unanimous);

and

- (b) the Head of Environmental Health be requested to inform all hackney carriage operators of the Executive's decision on (i) and (ii) above.

9. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15.

RESOLVED that:-

- (a) the progress on actions arising from the meeting of the Committee held on 18 November 2014 be noted;
- (b) the six monthly 'Monitoring Report on Applications Received' items be replaced by an annual item at the first meeting of each municipal year summarising the applications received during the previous year;
- (c) in view of similar reports submitted to the Public Protection Policy Development and Review Panel and the Scrutiny Board, the 'Annual Report on Licensed Premises and Community Safety' item be replaced by a simplified report summarising situations that had arisen relating to licensed premises and completed actions taken to address them during the previous municipal year, to be presented at the July meeting;
- (d) it be noted that the 'Environmental Health Partnership Update' item, on the work programme for 17 March 2015, might need to be carried over to the 2015/16 work programme, depending upon when the first meeting of the Environmental Health Partnership Board was arranged;
- (e) subject to (b), (c) and (d) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed; and
- (f) the officers be requested to note members' comments in relation to the venue for the members' training session held on 20 January 2015 when arranging future training sessions.

(The meeting started at 6.00 pm

and ended at 6.32 pm).

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **17 March 2015**

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

Subject: **REVIEW OF IMPLEMENTATION OF INDIVIDUAL ELECTORAL
REGISTRATION (IER)**

SUMMARY

To provide an update on progress made since the introduction of Individual Electoral Registration (IER) on 10 June 2014.

RECOMMENDATION

That members of the committee note the progress made to date in relation to the transition to IER.

INTRODUCTION

1. A report outlining the planning and governance arrangements for the implementation of Individual Electoral Registration (IER) was considered by this committee on 18 March 2014. This included details of planned measures to encourage under-represented groups to register.
2. This report provides an update on the progress made since the introduction of IER and outlines plans for the future.

CONFIRMATION LIVE RUN AND WRITE OUT TO ALL ELECTORS

3. The Confirmation live run took place in June 2014 when the electoral register was sent to the Department of Works and Pensions for data matching against names and addresses held on their database. The results showed a match rate of 87% which means those electors were automatically transferred to the new register without having to do anything. All these electors received a confirmation letter explaining the new system of individual registering.
4. Those electors who did not transfer automatically to the new register were invited to register and as part of the new requirements, sent two reminders and canvassed in person to encourage them to apply. The results did not show a large deviation across the wards but the higher risk areas were identified by the wards with larger numbers of rented properties which results in a higher rate of residency churn. The results have informed on-going activity including community engagement described below.

PUBLICATION OF THE NEW REGISTER

5. A new register was published on 1 December 2014, which comprised all electors confirmed by data matching, all those who have made successful individual applications and those on the previous register who have not yet reapplied.
6. It is important to note that all electors with an absent vote (postal or proxy) must be verified against DWP records. Failure by any elector to provide their personal identifiers resulted in them losing their absent vote arrangements (but not their entitlement to vote) on publication of the new register. A total of 20 electors lost their entitlement to vote by post or proxy and all the electors have been advised and sent forms to individually register and reapply for an absent vote, if they wish to do so.

COMMUNITY ENGAGEMENT

7. The Electoral Commission ran a media campaign in the summer of 2014 to inform residents of the change to IER and the elections team has encouraged registration by carrying out the following activities:
 - Providing an effective information strategy by working with the Communications team to promote IER by providing information on the front page of the website and a link for easy access to the portal. Regular postings are broadcast through Fareham Borough Council social media sites and Fareham Today.
 - Providing a link to the portal on the PC situated on the ground floor to enable anyone visiting the Civic Offices to register online.
 - Working with other departments to ensure residents can be informed about

registering by including a leaflet about registration with every new Council Tax form. Housing officers also now incorporate assisting people to register whilst they are in the office discussing potential claims.

- As part of National Registering to Vote day in February 2015, to send a letter to all households reminding residents whether they are on the register and their current form on voting, i.e. in person at the polling station, by post or proxy. New residents can complete an online registration form or choose to be sent a paper copy to complete.
- Working with local colleges to engage young people to register to vote.
- Disseminating IER facts to Members to enable them to assist in publicising and provide information to the electorate.

ELECTORAL SERVICES

8. Electoral Services have experienced a significant increase in its workload since the introduction of IER and all staff have been fully trained to cope with the inevitable questions arising from new legislation. Many changes have been made to the software holding the registration data which has resulted in regular upgrades to the system and new procedures to follow. Registration is now an all year process and involves sending reminders and conducting a personal visit in the event that a resident fails to respond. In addition, if a person fails to be matched, further evidence is required such as obtaining a copy of a current passport or other proof of identity. This has led to an increase in the number of procedures to follow the number of different workstreams underway at any time and an increase in documents to produce in comparison to the previous registration system.
9. The increased workload has been covered by the existing election services team without any additional staffing but a specialised electoral printing company, able to print the A3 size forms required, has been employed to send forms directly to electors. Funding for this and the additional community engagement work has been provided by the Cabinet Office.

THE NEXT PHASE

10. Up until March 2015, there will be a focus on completion of the transition of voters, with targeted activity focusing on those existing electors who have not been successfully verified with the DWP records, identifying further missing electors and encouraging new applications. This is in order to ensure that the electoral register is as accurate as possible for the Parliamentary election on 7 May 2015.
11. In the autumn of 2015, a Household Enquiry Form (HEF) will be sent to every household in the borough to confirm who lives at the property and anyone new will be invited to register individually. After the publication of the register on 1 December 2015, it is expected that the new system will be fully embedded.

FINANCIAL IMPLICATIONS

12. Funding for the forthcoming Parliamentary election will be largely met by the Cabinet Office. The government has met the additional costs of the implementation of

Individual Electoral Registration by providing funding of £30,976.68 in 2014/15 which enabled the purchase of a scanner to process the A3 size forms, additional software to check entries against Council Tax records, printing of leaflets and flyers in addition to new forms, postage and staff training costs. Further transitional funding will be available in 2015/16 of £25,857. It is anticipated that the costs of electoral registration will increase as other costs such as postage rise, although it is difficult to project these additional costs with any certainty until activity during the transition phase is fully evaluated, including the take up of registration online.

RISK ASSESSMENT

13. The Electoral Registration Officer has a statutory duty under the Representation of the People Act 1983, as amended by the Electoral Registration and Administration Act 2013 to maintain a complete and accurate Register of Electors.

CONCLUSION

14. This report sets out the progress made with the introduction of Individual Electoral Registration and the procedures developed to ensure the adjustments have been implemented to date by well-trained officers, able to assist electors in a professional manner when dealing with questions about a new system.

Background Papers:

The Electoral Registration and Administration Act 2013.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Elaine Wildig (Ext 4587).

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **17 March 2015**

Report of: **Director of Community**

Subject: **ENVIRONMENTAL HEALTH PARTNERSHIP UPDATE**

SUMMARY

This report updates the Panel on the progress of the Environmental Health Partnership, in particular following the TUPE (Transfer of Undertakings Protection of Employment Regulations) transfer of staff to Fareham in April 2014 and subsequent introduction of a single staffing structure.

RECOMMENDATION

That members note the progress of the Environmental Health Partnership

INTRODUCTION

1. The Environmental Health Partnership has been in place now since 4 January 2011 and has worked very well during that time.
2. Work was undertaken in 2013 to look at the feasibility of introducing a single Environmental Health Structure employed by a single Authority. Both Authorities are under pressure to achieve savings and there is a need to ensure resilience with ever decreasing resources. Each authority's corporate approach and organisational model to achieve partnership working are complementary. Fareham Borough Council was preferred to be the lead authority for employment.
3. Subsequently, 19 people in number transferred to Fareham Borough Council on their existing terms and conditions of employment under Transfer of Undertakings (Protection of Employment) (TUPE) regulations on 1 April 2014.
4. A new agreement between the two Councils has been drawn up to cover this new partnership arrangement, which should be signed off by both Authorities shortly.
5. The agreement confirms the creation of the Fareham and Gosport Environmental Health Partnership Panel.

FAREHAM AND GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP PANEL.

6. Following the very successful Fareham and Gosport Building Control model the aforementioned panel was set up, with the following objectives:-
 - Identifying opportunities for improving efficiency and reducing costs
 - Reviewing management arrangements
 - Reviewing arrangements for the management of risk
 - Reviewing performance
7. The Panel met for the first time on 16 March 2015 and was presented with the report which is shown as Appendix A, a verbal update will be provided at the meeting. The Panel will meet twice a year or more frequently as required.
8. A summary of the current position is as follows:-
 - The partnership has delivered savings year on year since it began in 2011.
 - IN October 2013 the partnership moved to a single IT system.
 - The staff TUPE transfer took place on 1 April 2014, with all staff moving to Fareham Borough Council for employment.
 - An agreed single staffing structure was put into place; currently there are 3 vacancies within that structure, the functions of which are being reviewed; further savings are accruing in the meantime and permanent savings are likely.
 - Service delivery is under review following the Vanguard project at Fareham which is also likely to result in additional savings.

- The service has had both Annual Air Quality Reports 2014, accepted by DEFRA.
- The programmed food inspections are likely to be 100% completed in 2014/2015.
- Overall performance is good and this is demonstrated by the performance data appended to the attached report.
- The Partnership has won an Award for “Delivering through Efficiency” which was awarded by IESE – Improvement and Efficiency Social Enterprise, This is a Social Enterprise set up by Local Government designed to help deliver efficiency savings.

RISK ASSESSMENT

9. There are no significant risk considerations in relation to this report. There is a partnership agreement in place which both Councils are signed up to.

CONCLUSION

10. The partnership is performing well for both Councils.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

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



Working in partnership

**Report to
Fareham and Gosport Environmental
Health Partnership Panel**

Date **16 March 2014**

Report of: **Head of Environmental Health**

Subject: **Environmental Health Partnership Update**

SUMMARY

This report updates the Panel on the progress of the Environmental Health Partnership, in particular following the TUPE transfer of staff to Fareham in April 2014 and subsequent introduction of a single staffing structure.

RECOMMENDATION

That members note the progress of the Environmental Health Partnership.

BACKGROUND

1. The Environmental Health Partnership has been in place now since the 4 January 2011. It was initially created following a management restructure opportunity which arose in Gosport, together with an aspiration from each Council to explore the possibility of partnership working, to deliver resilience and efficiency savings.
2. The Partnership has operated essentially with a single Head of Environmental Health managing the separate Environmental Health Sections at Fareham Borough Council and at Gosport Borough Council. Since 2011 some work has been carried out to align ways of working, with an approach of review and taking forward the best elements from each Council.
3. Initially there was a Memorandum of Understanding in place between the two Councils which covered the initial arrangement up to July 2015.
4. Following approval by each Council in October 2013 the Partnership moved to a single IT system, that being provided by Fareham Borough Council. This enabled further work on systems and procedures to be undertaken to further align processes and systems of work to deliver resilience, efficiencies and savings.
5. Work was undertaken in 2013 to look at the feasibility of introducing a single Environmental Health Structure employed by a single Authority. Both Authorities are under pressure to achieve savings and there is a need to ensure resilience with ever decreasing resources. Each authority's corporate approach and organisational model to achieve partnership working are complementary. Fareham Borough Council was preferred to be the lead authority for employment.
6. Consequently 19 people in number transferred to Fareham Borough Council on their existing terms and conditions of employment under Transfer of Undertakings (Protection of Employment) (TUPE) regulations on 1 April 2014.
7. Since the transfer work has been undertaken to implement the agreed single employment structure for the partnership. This involved a number of selection processes where staff were ring fenced for posts in the new structure, amendments to contracts and terms and conditions and also a small number of redundancies, together with external recruitment.
8. The agreed structure is shown as Appendix A. In respect of the staffing structure, currently the Principal Environmental Health Officer Commercial, a Senior Environmental Health Officer Commercial and the Senior Licensing Officer posts are all vacant. Even at this early stage it seems prudent to review the work undertaken by these posts in order to establish if further efficiencies and savings can be delivered.
9. A new agreement between the two Councils has been drawn up to cover this new partnership arrangement, which should be signed off by both Authorities shortly.

ENVIRONMENTAL HEALTH PARTNERSHIP

10. The scope of the partnership includes the following areas:-

- **Commercial Team**
Food Safety,
Health & Safety at Work,
Infectious Disease Control
Open Markets (Gosport only)
- **Pollution Team**
Noise and Statutory Nuisance
Private Sector Housing
Disabled Facilities Grants (Gosport only)
Air Quality
Local Authority Pollution Prevention Control (LAPPC)
Contaminated Land
Pest Control
Dog control
- **Licensing & Support Teams**
Alcohol, entertainment and late night refreshment licensing
Hackney and Private Hire Licensing
Animal licensing
Street Trading Consents
Tables and Chairs licences
Street Collections
Miscellaneous licensing

11. In respect of Disabled Facilities Grants and Open Markets, these are currently only in scope as far as Gosport is concerned although it has been left open should Fareham wish to add these services at a later date.

COMMERCIAL TEAM

Food Safety

12. Fareham & Gosport Borough Councils are designated as Food Authorities under the European Communities Act 1972, the Food Hygiene (England) Regulations 2006 and the Food Safety Act 1990. These place a statutory duty on the Authorities to enforce the Acts.
- The key target the Food standards Agency is concerned with is that the programme of Food Safety inspections as determined by their risk Rating Scheme is delivered. The partnership is on target to complete its programmed Food Safety inspections as required by the Food Standards Agency for 2014/2015, this will equate to some 600 inspections of commercial food premises.
 - This team had also dealt with up to 14/11/14 , 300 request for advice and complaints and 55 food poisoning /infectious disease cases.

Health & Safety at Work

13. The Councils are designated as Enforcing Authorities under the Health and Safety (Enforcing Authority) Regulations 1998 and are responsible for the enforcement of the Health & Safety at Work etc. Act 1974, within commercial premises within each Borough. The Councils have a duty to carry out their functions in accordance with guidance issued by the Health & Safety Executive. The guidance is issued under Section 18 of the Act.
14. Health & Safety work over recent years has been reduced by Government as part of its deregulation Agenda. There is no longer a requirement to have a comprehensive inspection programme, but instead to offer advice when requested and carry out accident investigations and consider local initiatives; this work does not require much resource input.
15. The key performance measures are around ensuring accident investigations are carried out in accordance with the incident selection criteria prescribed by HSE, which they all are. As at 14/11/14, this team has investigated 39 accidents and offered detailed advice on 79 occasions.

Infectious Disease Control

16. This section has a role in the control of disease in the community, as certain diseases are notifiable to local authorities; this area also includes incidents of food poisoning.

Open Markets

17. The responsibility for the day to day operation of Gosport market sits within the Partnership.

POLLUTION CONTROL

Statutory Nuisance

18. Under the Environmental Protection Act 1990 each Council has a duty to inspect its area for nuisances and take reasonable action where a nuisance is reported to it.
19. One of the benefits of the partnership is that the Environmental Health Out of Hours Service, which deals predominantly with Noise, could be extended to Gosport. This has been a staged process; the staff transferred in April 2014 and the restructure took place. This left the original service 30% short in its staffing. The former Gosport employees however were then consulted and their contracts amended to include the Out of Hours working requirement. The Environmental Health out of hours service is being reviewed whilst contractual issues and staff training are undertaken. In January this Service will be provided as a single service across the partnership, although the Service has been provided to each Council since April 2014.

Private Sector Housing

20. Under the Housing Act 2004, local authorities have a duty to inspect residential properties where they become aware that hazards may exist. In reality what this

usually means is that where there is landlord tenant situation and the tenant is unhappy with any aspect of the accommodation they may complain to Environmental Health.

Disabled Facilities Grants (Gosport only)

21. Within Environmental Health at Gosport sits the responsibility for Disabled Facilities Grants. Each year the Private Sector Housing Policy is updated and grants are administered by Environmental Health. A sum of money is paid by the Government to Hampshire, who then allocate a proportion to Gosport Borough Council, Gosport tops this up with additional funding, as demand is always greater than the budget can provide for. Currently on request the Hampshire County Council Occupational Therapists will assess need on request and then Gosport has a home improvement agency contract with Portsmouth City Council.

Air Quality

22. Under the Environment Act 1995 the local authority has a duty to undertake a review of its Air Quality and also undertake future reviews. In practice, this is usually done by the installation of a continuous air quality monitor and also by the siting of NOx tubes throughout a Borough.
23. Within Gosport there is a continuous air quality monitoring station on the corner of Titchborne Way and in Fareham there is one on Gosport Road at the corner of Elms Road and one on Portland Street. The maintenance and data management contract was tendered as a single contract in 2011.
24. Fareham has two Air Quality Management Areas (AQMAs), Gosport Road from Elms Road to Mill Road and Portland Street
25. The Department for Environment Food and Rural Affairs (DEFRA) require each Authority to submit an annual report regarding Air Quality.

Local Authority Pollution Prevention Control (LAPPC)

26. Each Authority has a statutory duty to ensure certain polluting processes e.g. Paint Spraying, Crematoria have and are complying with the terms of a Permit. There is a requirement to inspect these polluting processes on a rolling basis.

Contaminated Land

27. In April 2000 local authorities in England and Wales were given a new statutory duty, under Part 11a of the Environmental Protection Act (EPA) 1990 to identify areas of contaminated land and get then cleaned up. This included producing a contaminated land inspection strategy to set out how inspections would be carried out.
28. The work to clean up potentially contaminated sites consists of using the Planning process and responding to complaints. It was originally planned that there would be a pro-active inspection strategy but this isn't practical in the current economic climate.

Pest Control

29. Each Council has a statutory responsibility to keep its own land free from rats and mice. To that end the Partnership now has a single Pest Control Service operating across the area, which consists of 2 qualified full-time officers and a third that can be called upon to assist with peaks in demand.

Dog Control / Animal Welfare

30. Local authorities have a range of duties and powers in respect of dog control and animal welfare which include: Collection of stray dogs; control of aggressive dogs (to other animals); licensing and registration of Pet shops, riding establishments, boarding establishments etc. There is one dog warden for the partnership who, in terms of dogs straying, is supported by the Pest Control Officers to cope with peaks in demand and also the geographical challenges.

LICENSING AND SUPPORT

31. The area covers Alcohol, entertainment and late night refreshment licensing (1244 premises), Hackney and Private Hire licensing (464 vehicles) , 534 drivers), Gambling, Animal licensing, Street Trading Consents, Tables and Chairs licences, Street Collections, Miscellaneous licensing.
32. The licensing function is directly managed by the Head of Environmental Health, supported by the Licensing and Support Manager and a Licensing Officer. The administrative part of the process is undertaken by the support team.

PARTNERSHIP PERFORMANCE

33. Since 2011 the partnership arrangement has worked well and the two Environmental Health Services have performed well. All performance targets have been met. These include: DEFRA approval of Air Quality Reports; Statutory Licensing requirements met; all polluting processes inspected in accordance with Statutory Guidance; Food Premises Inspections completed; Successful Food Standards Agency Audit; complaint resolution times good.
34. Following the staff transfer in April 2014 and the implementation of the single staffing structure, performance has continued to be good despite a number of staffing and recruitment issues.
35. A summary of current performance 2014/2015 is shown as Appendix B.

FINANCIAL

36. The restructure, which took place in April, resulted in a combined staffing structure which costs £100,000 less than the total cost of the two structures that were in place immediately before it.
37. Currently there is an additional £100,000 in staff vacancies within the structure; the work of these posts is being reviewed as there is ultimately the possibility of further savings. It has been possible to carry these vacancies, largely as a result of the

systems thinking project underway at Fareham, which has resulted in a different approach to service delivery with a renewed focus on customer service.

38. Appendix C shows a financial overview for the partnership this financial year 2014/2015 to date.

CONCLUSION

39. The Staff transfer and restructure of Environmental Health has delivered further savings, increased resilience and further strengthened the partnership arrangement. The Partnership despite being in a transitional period is still performing well.

Background Papers:

None.

Reference Papers:

None.

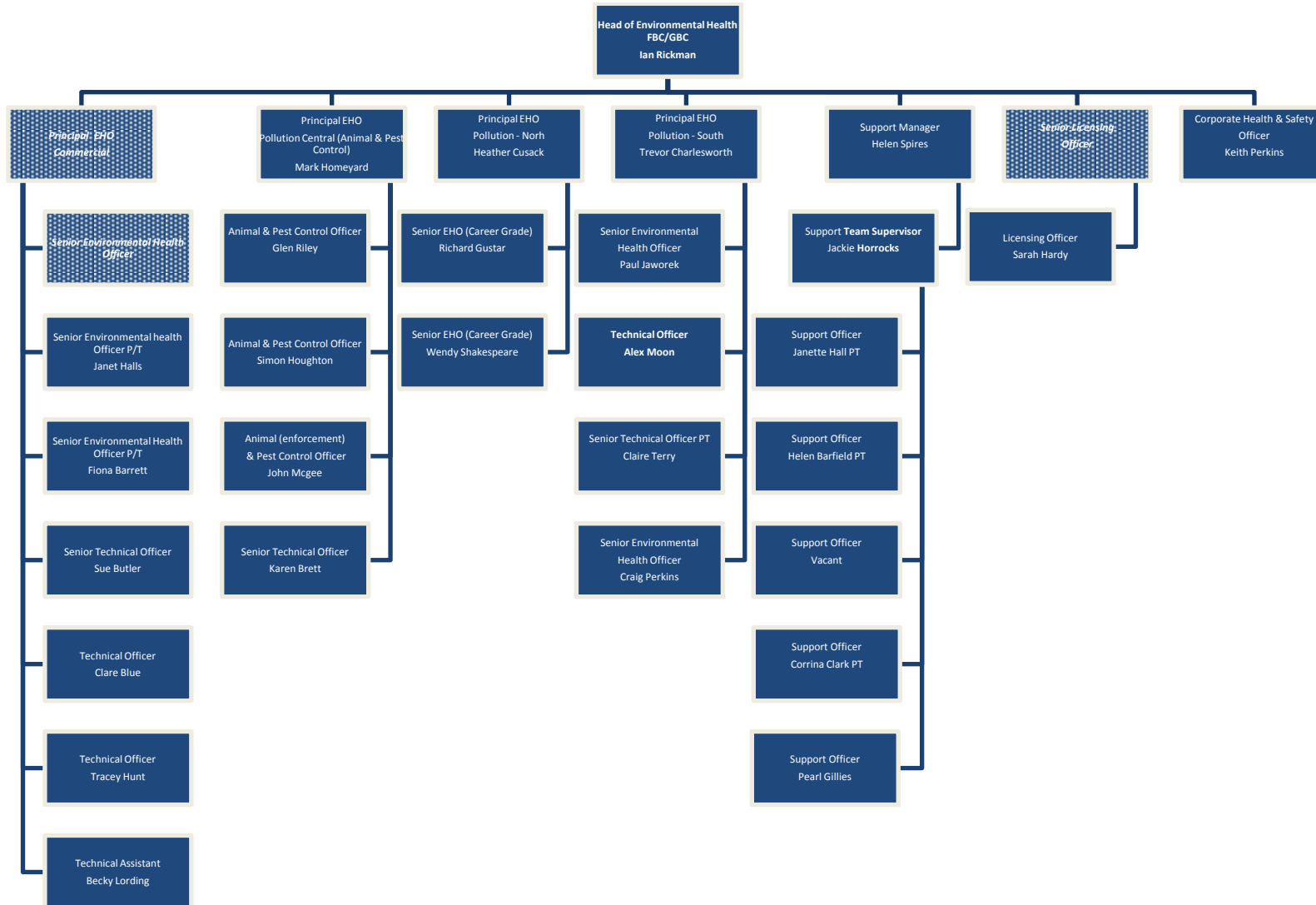
Enquiries:

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

Appendix A – Single Environmental Health Staffing Structure

Appendix B – Summary of Current Performance 2014/15

Appendix C - Financial Information



APPENDIX B

		Numbers	Percentage within target	Percentage target
Code	Description			
EH01a	% of High Risk (category A and B) food premises due for inspection, inspected during the current year	34 out of 41	83%	95%
EH01b	% of Medium Risk (category C) food premises due for inspection, inspected during the current year	126 out of 154	82%	90%
EH03	Complete at least two inspections per annum of every industrial process regulated by the Council under the LAPPC regime as determined by their risk assessment	13	100%	100%
EH04	% of rodent service requests resolved within 30 working days of receipt	Mice 340 out of 365 Rats 666 out of 708	93% 94%	90%
EH05	% of insect (excl Fleas) service requests resolved within 10 working days of receipt	312 out of 324	96%	90%

EH08	% of food hygiene service requests resolved within 20 working days of receipt	318 out 370	86%	90%
EH09	% of Health and safety service requests resolved within 20 workings days of receipt	79 out of 83	85%	90%
EH12	% of domestic noise complaints resolved within 60 working days of receipt	1427 out of 1523	94%	95%
EH15	% of other pollution complaints resolved within 20 working days of receipt	136 out 216	63%	70%
EH17	% of requests for private sector housing service resolved within 6 months of receipt	284	100%	90%
EH18	% of valid and fully made grant applications approved within 30 working days of submission.	4	100%	90%
EH19	% of grant payments authorised within 20 working days following the satisfactory completion and inspection of the work and submission of all documentation.	4	100%	90%
EH20	Food Hygiene Rating System - % of businesses rated 3 stars or above	963 out of 1025	94%	90%

EH22	LA2003 New Applications and License Variations - % of applications determined where there are no representations within 36 days		100%	100%
EH23	LA2003 New Applications and License Variations - % of applications determined where there are representations within 57 days		100%	100%
EH24	Minor Licence Variations, Personal Licenses and transfers - % of applications determined where there are no representations within 22 days		100%	100%
EH25	Minor Licence Variations, Personal Licenses and transfers - % of applications determined where there are representations within 43 days		100%	100%

FINANCIAL INFORMATION
Summary of financial year 2014/15

	Base Estimate 2014/15	Revised Estimate 2014/15	Current Estimate 2014/15	Actual Period 9 2014/15	Variance Period 9 2014/15	Variance Period 9 2014/15
Expenditure						
Employees	0	1,189,100	904,724	865,757	38,967	38,967
Severance chargeable to GBC				41,433	-41,433	
Premises	0	800	600	947	-347	-347
Transport	0	42,800	27,551	37,786	-10,235	-10,235
Supplies and Services	0	128,600	88,100	65,103	22,997	22,997
Third Party Payments	0	3,100	2,325	79	2,246	2,246
Internal Recharges	0	0	0	50	-50	-50
Charge for telephone				-150	150	150
	0	1,364,400	1,023,300	1,011,005	12,295	53,728
Charges						
SLA Charges to FBC	0	682,200	-511,650	484,696		
SLA Charges to GBC	0	682,200	-511,650	484,696		
SLA Charges to GBC				41,613		
	0	1,364,400	1,023,300	1,011,005		
	0	0	0	0		

Summary of financial year 2014/15

Expenditure

Overall expenditure is below the budget figure of £1,023,300 by £12,295. This takes account of the severance cost attributable to Gosport Borough Council having to be recognised in the Partnership Trading Account, and being 100% recharged to Gosport Borough Council.
The expenditure analysis shows a true underspend of £53,728.

Employee Partnership employee expenditure of £865,757 is £38,967 below budget.

Transport This area is overspent against budget. The budget may be understated in taking accounts of hire / lease costs incurred at GBC.

Supplies & Services Supplies and services are underspent against budget.
The largest area of underspend includes consultants, kennelling and standby.

Third Party Payments The budget for this area will be revised for 2015/16 as Southampton Legal costs are treated as a recharge, with the actual cost to FBC falling outside of the Environmental Health Partnership.

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **17 March 2015**

Report of: **Director of Community**

Subject: **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME - REVIEW OF 2014/15 AND DRAFT FOR 2015/16**

SUMMARY

At the last Committee meeting, in November, the Work Programme for 2014/15 was updated. Members are now requested to give consideration to the draft Work Programme for 2015/16 and identify any items the Committee may wish to be added.

RECOMMENDATION

- (a) that the progress report on the Licensing and Regulatory Affairs Committee Work Programme for 2014/15, attached as Appendix A to the report, be noted; and
- (b) that consideration be given to the proposed draft Work Programme for 2015/16, attached as Appendix B to the report.

INTRODUCTION

1. At the Committee meeting on 20 January 2015, the Work Programme for 2014/15 was updated.

MONITORING

2. Details of progress on actions arising from matters considered at previous committee meetings in 2014/15 are shown in Appendix A, for members' information

DRAFT WORK PROGRAMME FOR 2015/16

3. A draft work programme for 2015/16 is attached as Appendix B and Members' views are requested on any issues or items that they would like to consider over the coming year.

RISK ASSESSMENT

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

CONCLUSION

The Committee is invited to:-

- (i) note progress on matters considered by the Committee during 2014/15, as shown in Appendix A; and
- (ii) give consideration to formulating a draft Licensing and Regulatory Affairs Committee Work Programme for 2015/16, as set out in Appendix

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Martyn George (Ext 4400).

APPENDIX A – Progress on Actions from 2014/15

APPENDIX B – Draft Work Programme 2015/16

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 17 March 2015

Progress on Actions from 2014/15

Date of Meeting	8 July 2014
Subject	Policy Statements Relating to the LGPS 2014 Regulations
Type of Item	Financial
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on policy statements relating to the LGPS 2014 Regulations.</p> <p>RECOMMENDED that:-</p> <p>(a) the changes to the Local Government Pension Scheme (LGPS) from 1 April 2014 be noted;</p> <p>(b) the proposed policy statements for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014 be approved; and</p> <p>(c) the proposed policy statements for those members who continue in the scheme or join it from 1 April 2014 be approved.</p>
Outcome	Approved at the Council meeting on 24 July 2014.
Link Officer	Neil Wood
Subject	Licensed Premises and Community Safety
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Community on incidents of crime and disorder and the control of licensed premises. Copies of Appendix B to the report were circulated at the meeting, together with a revised version of Appendix A to the report.</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete

Link Officer	Narinder Bains
Subject	Actual Revenue Expenditure 2013/14
Type of Item	Financial
Action by Committee	The Committee considered a report by the Director of Finance and Resources on the Actual Revenue Expenditure for 2013/14.
Outcome	Complete
Link Officer	Neil Wood
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 Community on the responsibilities of the Licensing and Regulatory Affairs Committee. The presentation included details of the general and specific functions of the Committee and, in particular, Health and Safety, Licensing, General Licensing, Taxi Licensing, Safety Advisory Group, Election Services, Registration Services, Individual Electoral Registration (IER) and the Timetable of Elections. RESOLVED that the Director of Community be thanked for his presentation.
Outcome	Complete
Link Officer	Martyn George
Subject	Annual Taxi Vehicle Renewals
Type of Item	Monitoring
Action by Committee	The Committee considered a report by the Director of Community on the Annual Taxi Vehicle Renewals. RESOLVED that the content of the report and the work involved with the annual Hackney Carriage and Private Hire renewals be noted.
Outcome	Complete

Link Officer	Ian Rickman
Subject	Annual Health and Safety Service Plan
Type of Item	Service Plan Review
Action by Committee	The Committee considered a report by the Director of Community on the Annual Health and Safety Service Plan. RESOLVED that the Section 18 Health & Safety Intervention Plan, as shown in Appendix A to the report, be approved.
Outcome	Complete
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15. RESOLVED that:- (a) the progress on actions arising from the meeting of the Committee held on 18 March be noted, as shown in Appendix A to the report, be noted; (b) a members' training session in September/October be added to the work programme for 2014/15; and (c) subject to (b) above, the Work Programme for 2014/15, as shown in Appendix B to the report, be confirmed.
Outcome	Complete
Link Officer	Martyn George
Date of Meeting	16 September 2014
Subject	Review of Polling Districts and Polling Places
Type of Item	Policy Review

<p>Action by Committee</p>	<p>Councillors Mrs Mandry (Crofton Youth Centre), Miss Bell (Portchester Community Centre) and Ford (Victory Hall) all declared personal non-pecuniary interest in this item, indicating that they had connections with the management committees of the buildings in which the polling stations shown were located. Councillor Price declared that he was a member of Hampshire Fire and Rescue Authority but that all administrative responsibility concerning the use of Fareham Fire Station and Portchester Fire Station as polling stations lay with Hampshire Fire and Rescue Service.</p> <p>The Committee considered a report by the Director of Finance and Resources on the review of polling districts and polling places.</p> <p>RESOLVED that:-</p> <p>(a) a draft proposal, based on the comments in Appendix A, be approved to proceed for consultation;</p> <p>(b) it be noted that the results of the consultation would be reported to the next meeting of the Committee; and</p> <p>(c) the officers be requested to note the comments relating to: the use of Harrison Primary School; a possible change to the polling station for Craigbank Court; the possibility of a polling station being located at the new Collingwood Court; car parking at the Locks Heath District Centre; the relative suitability of Portchester Parish Hall and the Castle Street Centre; possible alternative polling stations for residents of Brook Lane; access to Wicor Primary School and general suitability of polling stations in the ward; the suitability of Crofton Youth Club and Crofton Community Centre; and the use of a Portakabin as a polling station.</p>
<p>Outcome</p>	<p>Report being submitted to the meeting of the Committee on 18 November 2014.</p>
<p>Link Officer</p>	<p>Leigh Usher</p>
<p>Subject</p>	<p>Response to Deputation to Council</p>
<p>Type of Item</p>	<p>Deputation to Council</p>
<p>Action by Committee</p>	<p>The Committee considered a report by the Director of Community on a matter raised in a deputation to the Council meeting on 24 July 2014, which was referred to the Licensing Officers for consideration. It was noted that Mr Rogerson, who had made the deputation at the Council meeting, had sent an e-mail to members of the Committee concerning the report it had before it.</p>

	<p>The Head of Environmental Health presented the report, explaining the issues it referred to and which had been raised in Mr Rogerson's deputation to the Council and his subsequent message to members of the Committee.</p> <p>RESOLVED that:-</p> <p>(a) Mr Rogerson be thanked for his comments;</p> <p>(b) the content of the report be noted;</p> <p>(c) the Committee was satisfied with the current licensing procedures in place in respect of taxi and private hire driver applications;</p> <p>(d) the Head of Environmental Health be thanked for his most informative report and explanation of the circumstances; and</p> <p>(e) It be noted that the Council's licensing procedures were continually under review and that Mr Rogerson's help in some of the changes previously made to them be acknowledged.</p>
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Six Monthly Monitoring Report on Applications Received
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Community on licensing applications received.</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15.

	<p>RESOLVED that:-</p> <ul style="list-style-type: none"> (a) the progress on actions arising from the meeting of the Committee held on 8 July 2014 be noted; (b) the to be assigned item 'Annual Health and Safety Service Plan' be considered at the beginning of 2015/16, in May or June 2015; (c) it be noted that the officers were in contact with Peter Savill about arranging a further training session for members, possibly in December 2014; (d) it be noted that an application had been received from the taxi trade for a tariff increase and, although the decision on this was now an Executive function, the Committee would be invited to consider the request and make a recommendation to the Executive; (e) with reference to (d) above, an item be added to the work programme for 18 November 2014; and (f) subject to (b), (c) and (e) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed.
Outcome	Work programme amended accordingly.
Link Officer	Martyn George
Date of Meeting	18 November 2014
Subject	Review of Polling Districts and Polling Places
Type of Item	Policy Review
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on the review of polling districts and polling places.</p> <p>RECOMMENDED that:-</p> <ul style="list-style-type: none"> (a) the further comments made on the review of polling districts and polling places as a result of the consultation on the draft scheme, as shown in Appendix A to the report, be noted;

	<p>(b) the proposed change to the polling place for Fareham East District 2 as detailed in Appendix A to the report be rejected and the polling place remain as Harrison Road School (voting: 10 for, 1 against, 1 abstention);</p> <p>(c) subject to (b) above, the proposed final scheme, as shown in Appendix B to the report, be adopted for the next four years.</p>
Outcome	Matter submitted to Council for confirmation. At the meeting of the Council on 11 December 2014
Link Officer	Elaine Wildig
Subject	Review of Hackney Carriage Fares
Type of Item	Consultation from Executive
Action by Committee	<p>The Committee received the deputation referred to in minute 5 above.</p> <p>The Committee considered a report by the Director of Community on an application from the hackney carriage trade for an increase in fares.</p> <p>Copies of the existing Tariff Card were circulated to those present.</p> <p>It was noted that a revised Appendix C to the report had been circulated prior to the meeting and published on the Council's website and copies were made available to those present who required them.</p> <p>RESOLVED that:-</p> <p>(a) the Head of Environmental Health be requested to seek legal clarification concerning the requirement to display all charges on the tariff card and the situation concerning charges for using debit and credit card payments;</p> <p>(b) further consideration of the matter be deferred until the next meeting of the Committee, on 20 January 2015.</p>
Outcome	Item included on the agenda for the Committee meeting on 20 January 2015.
Link Officer	Ian Rickman

Subject	Spending Plans 2015-16
Type of Item	Financial
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on Spending Plans for 2015-16.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"> (a) the revised budget for 2014/15 as shown in Appendix B to the report be approved; (b) no reduction be made to the proposed fee for Home (Domestic) Animal Boarding Establishment Licences; (c) further to (b) above, whilst retaining the initial application fee of £115, a subsequent renewal fee of £75 be introduced for Home (Domestic) Animal Boarding Establishment Licences (voting: 5 for, 4 against); (d) subject to (c) above, the fees and charges for 2015/16 as shown in Appendix A to the report be approved; and (e) the base budget for 2015/16 as shown in Appendix B to the report be approved.
Outcome	Matter to be considered by the Council at its meeting on 20 February 2015.
Link Officer	Neil Wood
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	<p>The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"> (a) the progress on actions arising from the meeting of the Committee held on 8 July 2014 be noted; (b) the training session on 20 January 2015 (minute 3 above refers) be added to the work programme; (c) 'Review of Hackney Carriage Fares' be added to the work programme for 20 January 2015 (minute 7 above refers);

	<p>(d) 'Environmental Health Partnership Update' be added to the work programme for 20 January 2015;</p> <p>(e) 'Review of Implementation of IER' be moved from 20 January 2015 to 17 March 2015; and</p> <p>(f) subject to (b), (c), (d) and (e) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed.</p>
Outcome	Work programme amended accordingly. 'Environmental Health Partnership Update' item added to work programme for 17 March 2015 to enable it to include details of the meeting of the Environmental Health Partnership Joint Panel meeting that was being arranged.
Link Officer	Martyn George
Date of Meeting	20 January 2015
Subject	Spending Plans 2015-16 (minute 3)
Type of Item	Financial
Action by Committee	<p>With reference to minute 8 of the meeting held on 18 November 2015, Councillor Keeble reminded the Committee that, following his question during the consideration of the item at the meeting about what decision the Committee was empowered to make, the situation had subsequently been clarified at the meeting of the Council on 11 December 2014 (minute 12 (9) refers).</p> <p>It was NOTED that, with regard to budgetary matters, the Committee was invited to make recommendations to the Council, which was responsible for final decisions.</p>
Outcome	Complete
Link Officer	Neil Wood
Subject	Spending Plans 2015-16 (minute 7)
Type of Item	Financial
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on the revised revenue budget for 2014/15 and the base budget for 2015/16 following the meeting of the Council on 11 December 2014.</p> <p>RESOLVED that the amended base budget for 2015/16 be agreed and recommended to Council for approval.</p>

Outcome	Matter considered by the Council at its meeting on 20 February 2015. Complete.
Link Officer	Neil Wood
Subject	Review of Hackney Carriage Fares
Type of Item	Consultation from Executive
Action by Committee	<p>The Committee considered a report by the Director of Community on the review of hackney carriage fares.</p> <p>RESOLVED that:-</p> <p>(a) the Executive be advised of the Committee's views as follows:</p> <p style="padding-left: 40px;">(i) that there should be no increase in the tariff at the present time (voting: 7 for, 2 against);</p> <p style="padding-left: 40px;">(ii) that there should be no reference to charges for paying by credit or debit card included on the tariff card at the present time; and that the hackney drivers' association be encouraged to make representations to the companies that supply the in car equipment for processing these transactions in an effort to establish a single uniform charge (voting: unanimous);</p> <p style="padding-left: 40px;">and</p> <p>(b) the Head of Environmental Health be requested to inform all hackney carriage operators of the Executive's decision on (i) and (ii) above.</p>
Outcome	<p>At its meeting on 2 March 2015 the Executive RESOLVED that the Executive:</p> <p>(a) agrees to freeze the Hackney Carriage Tariff for 2015/16 (as set out in Appendix B); and</p> <p>(b) does not agree to the introduction of a line to the Hackney Carriage Tariff permitting drivers to charge a fee for credit/debit card transactions.</p> <p>.</p>
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming

Action by Committee	<p>The Committee considered a report by the Director of Community on the Committee’s work programme for 2014/15.</p> <p>RESOLVED that:-</p> <p>(a) the progress on actions arising from the meeting of the Committee held on 18 November 2014 be noted;</p> <p>(b) the six monthly ‘Monitoring Report on Applications Received’ items be replaced by an annual item at the first meeting of each municipal year summarising the applications received during the previous year;</p> <p>(c) in view of similar reports submitted to the Public Protection Policy Development and Review Panel and the Scrutiny Board, the ‘Annual Report on Licensed Premises and Community Safety’ item be replaced by a simplified report summarising situations that had arisen relating to licensed premises and completed actions taken to address them during the previous municipal year, to be presented at the July meeting;</p> <p>(d) it be noted that the ‘Environmental Health Partnership Update’ item, on the work programme for 17 March 2015, might need to be carried over to the 2015/16 work programme, depending upon when the first meeting of the Environmental Health Partnership Board was arranged;</p> <p>(e) subject to (b), (c) and (d) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed; and</p> <p>(f) the officers be requested to note members’ comments in relation to the venue for the members’ training session held on 20 January 2015 when arranging future training sessions.</p>
Outcome	Complete
Link Officer	Martyn George
Date of Meeting	17 March 2015
Subject	Review of Implementation of IER
Type of Item	
Action by Committee	

Outcome	
Link Officer	Elaine Wildig
Subject	Licensing and Regulatory Affairs Committee Work Programme – Review of 2014/15 and Draft for 2015/16
Type of Item	
Action by Committee	
Outcome	
Link Officer	Martyn George
Subject	Environmental Health Partnership Update
Type of Item	
Action by Committee	
Outcome	
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2015/16

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
2 JUNE 2015	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Committee work programme 2015/16 Annual Monitoring Report on Applications Received	
7 JULY 2015	Committee work programme 2015/16 Annual Taxi Vehicle Renewals Actual Revenue Expenditure 2014/15 Annual Health and Safety Service Plan Licensed Premises and Community Safety	
22 SEPTEMBER 2015	Committee work programme 2015/16 Taxi Tariff	
17 NOVEMBER 2015	Spending Plans 2016/17 Committee work programme 2015/16	
26 JANUARY 2016	Committee work programme 2015/16	
22 MARCH 2016	Committee work programme 2015/16 and draft for 2016/17	

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To be assigned:

In-house Licensing Training Sessions (2)