

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Tuesday, 7 July 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 2 June 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. Actual Revenue Expenditure 2014/15 (Pages 5 - 10)

To consider a report by the Director of Finance and Resources on Actual Revenue Expenditure 2014/15.

7. Hampshire County Council Electoral Review (Pages 11 - 20)

To consider a report by the Director of Finance and Resources on the Hampshire County Council Electoral Review.

8. Licensed Premises and Community Safety

To receive a presentation from the Community Safety Manager and the Head of Environmental Health on Licensed Premises and Community Safety.

9. Annual Health and Safety Service Plan (Pages 21 - 28)

To consider a report by the Director of Community on the Annual Health and Safety Service Plan.

10. Licensing and Regulatory Affairs Committee Work Programme (Pages 29 - 36)

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

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
29 June 2015

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FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 2 June 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, K D Evans (deputising for M J Ford), L Keeble, Mrs K Mandry, D J Norris and Mrs S Pankhurst



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M J Ford, JP, N R Gregory and T J Howard.

2. MINUTES

RESOLVED that the minutes of the meeting of the Committee held on 14 May 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made announcements on the following:

(a) Test Purchases

Hampshire County Council's Trading Standards Department had carried out test purchases in the region on 28 May 2015 and, of eight premises visited, one had failed. All the premises visited in the Fareham Borough Council area had passed.

(b) Hampshire County Council Electoral Review

Fareham Borough Council has received formal notification of the Local Government Boundary Commission's Electoral Review of Hampshire County Council.

The Commission is carrying out a review to deliver electoral equality for voters by seeking to correct imbalances which occur where some county councillors represent many more, or many fewer electors than their colleagues across the county.

The review will recommend new electoral arrangements for Hampshire County Council and will propose the total number of councillors elected to the council (likely to be 78), the number of electoral divisions, the number of councillors representing each division, division boundaries and the names of those divisions.

A 10 week public consultation has commenced, during which the Commission has invited proposals for new warding arrangements. This first consultation will close on Monday 3 August 2015, after which the Commission will publish its draft recommendations. A further period of consultation will then commence to seek views on the draft recommendations with final proposals being published in April 2016. It is intended that the new electoral arrangements will come into effect in time for the County elections in 2017.

Fareham Borough Council is invited to submit a consultation response to give a view on where the new County division patterns should be drawn.

Democratic Services Officers will seek views and prepare a report which will come to the next meeting of this Committee on Tuesday 7 July 2015. The outcome of that work will be to recommend to Council a consultation response

on behalf of Fareham Borough Council. This will be considered at the Council meeting on Thursday 30 July 2015 (2 days before the close of the consultation period).

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

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

Members were advised that the officers had prepared a presentation on the responsibilities of the Licensing and Regulatory Affairs Committee.

RESOLVED that, as there had been no changes to the membership of the Committee for 2015/16, the officers be requested to not proceed with the presentation but, instead, to circulate the presentation slides to Committee members.

7. ANNUAL REPORT ON APPLICATIONS RECEIVED

The Committee considered a report by the Director of Community on the day to day work of the Licensing Team and the ongoing work associated with the Licensing function.

RESOLVED that the report be noted.

8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

The Committee considered a report by the Director of Community on its work programme for 2015/16.

RESOLVED that:-

- (a) the progress on actions arising from the meeting of the Committee held on 17 March 2015, as shown in Appendix A to the report, be noted;
- (b) 'Hampshire County Council Electoral Review' be added to the work programme on 7 July 2015 (minute 3 above refers);
- (c) 'Advertising on Hackney Carriage Vehicles' be moved from 7 July 2015 to 22 September 2015;
- (d) the officers be requested to arrange an in-house training session for members prior to the meeting of the Committee on 22 September 2015; and

- (e) subject to (b), (c) and (d) above, the work programme for 2015/16, as shown in Appendix B to the report, be confirmed.

(The meeting started at 6.00pm
and ended at 6.23pm).

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 7 July 2015

Report of: Director of Finance and Resources

Subject: ACTUAL REVENUE EXPENDITURE 2014/15

SUMMARY

This report sets out for the information of Members details of the actual revenue expenditure for 2014/15 in respect of the services for which this Committee is responsible.

RECOMMENDATION

The Committee is asked to note the report.

INTRODUCTION

- The final accounts for the financial year 2014/15 for this Committee show that the actual expenditure of £476,349 represented a saving of £20,851 compared with the revised budget of £497,200 that was agreed by this Committee on 20 January 2015 and approved by Full Council in February 2015. The actual totals of gross expenditure and income are set out in the table below:

	Revised Budget 2014/15	Actual 2014/15	Variance
	£	£	£
Employees	173,200	235,590	62,390
Premises-Related Expenditure	15,000	10,884	-4,116
Transport-Related Expenditure	1,100	1,070	-30
Supplies & Services	255,800	176,650	-79,150
Third Party Payments	272,700	271,775	-925
Support Services	65,800	55,931	-9,869
GROSS EXPENDITURE	783,600	751,900	-31,700
Other Grants and Reimbursements	-110,000	-85,202	24,798
Sales	-1,800	-1,733	67
Fees & Charges	-174,600	-188,616	-14,016
GROSS INCOME	-286,400	-275,551	10,849
NET EXPENDITURE	497,200	476,349	-20,851

- The main variations reflect increased spending of £62,000 on employees, savings of £79,000 on supplies & services and reduced Support Service costs of £10,000. Additional income of £14,000 was generated through fees and charges, and receipts of Grants and Reimbursements were nearly £25,000 less than anticipated.
- The increase in employee costs has been impacted by severance payments following the formation of the Environmental Health Partnership (EHP) which began on 1 April 2014. The formation of the partnership between Fareham and Gosport councils has resulted in improved working arrangements whilst also generating savings for both authorities due to efficiencies in the way the service operates.
- The actual revenue expenditure for the year analysed over the main service headings is shown in the following table with a detailed breakdown of the actual cost of the individual services shown at Appendix A:

	Revised Budget 2014/15	Actual 2014/15	Variance
	£	£	£
Hackney Carriage & Private Hire Vehicles	-2,300	-9,791	-7,491
Licensing	-10,100	15,698	25,798
Health & Safety Enforcement	146,200	196,006	49,806
Election Services	363,400	274,436	-88,964
NET EXPENDITURE	497,200	476,349	-20,851

5. The main variations from the approved budgets are examined in the following paragraphs.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

6. This service saw additional income of £7,500 for the financial year. The main variation was an increase in income of almost £9,000 mainly from additional charges and costs recovered from drivers. There was an increase of nearly £5,500 on supplies and services; this was mainly due to an increase in payments to the Disclosure and Barring Service (DBS) but this was offset by reduced charges from the EHP and reduced Support Service costs of £4,000.
7. 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 and Resources Portfolio and has a cost for the whole council of £973,000 for 2014/15.

LICENSING

8. The reduction in income of just under £26,000 on this service was mainly as a result of increases in employee expenditure of just under £25,000 due to severance payments. Increased charges relating to legal services were offset by reduced EHO charges and reduced Support Services costs amounting to £5,000. Income increased by just under £4,000 during the year mainly from additional miscellaneous premises charges.

HEALTH AND SAFETY ENFORCEMENT

9. The overspend of nearly £50,000 on this service was as a result of increased spending on employees of approximately £52,000 due to severance payments. There was also an overspend on Health and Safety expenses of £4,000, both of which have been offset by smaller savings from the Environmental Health Partnership and from Support Service costs of £4,000 and £2,000 respectively.

ELECTION SERVICES

10. The saving of just under £89,000 reflects lower than anticipated expenditure for conducting elections of nearly £29,000 and a figure of £60,000 lower than the

budget for register of electors.

11. There were European and local elections conducted during the financial year. The income from the European elections was £56,000 less than anticipated but this reflects the reduced spend on that election. There were savings in all areas of the election but the biggest was in Supplies and Services where the overall spend was £72,000 below budget.
12. The £60,000 savings relating to the register of electors consists of reductions in staff costs of £9,000 and internal recharges of £3,000. In addition, there was an almost £17,000 reduction in supplies and services, mainly due to the budget being increased for Individual Electoral Registration (IER) but which was not spent in 2014/15, plus additional income of nearly £31,000 relating to IER, which is to be added to the Executive carry forward list to be spent during 2015/16 on the elections service.

RISK ASSESSMENT

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

CONCLUSION

14. The cost of the services provided by this Committee was £20,851 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 2014/15

Background Papers:

None.

Reference Papers:

Report of the Director of Finance and Resources to this Committee on 20 January 2015
- Spending Plans 2015/16.

Enquiries:

For further information on this report please contact Neil Wood (Ext 4506).

APPENDIX A

<u>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES</u>	Revised Budget 2014/15	Actual 2014/15	Variance 2014/15
	£	£	£
Supplies & Services	0	5,607	5,607
Third Party Payments	81,800	79,140	-2,660
Support Services	4,800	3,308	-1,492
GROSS EXPENDITURE	86,600	88,055	1,455
Sales	-300	-213	87
Fees & Charges	-88,600	-97,633	-9,033
GROSS INCOME	-88,900	-97,846	-8,946
NET EXPENDITURE	-2,300	-9,791	-7,491

<u>LICENSING</u>	Revised Budget 2014/15	Actual 2014/15	Variance 2014/15
	£	£	£
Employees	5,200	29,966	24,766
Supplies & Services	0	382	382
Third Party Payments	66,000	72,038	6,038
Support Services	4,700	3,300	-1,400
GROSS EXPENDITURE	75,900	105,686	29,786
Fees & Charges	-86,000	-89,988	-3,988
GROSS INCOME	-86,000	-89,988	-3,988
NET EXPENDITURE	-10,100	15,698	25,798

<u>HEALTH & SAFETY</u>	Revised Budget 2014/15	Actual 2014/15	Variance 2014/15
	£	£	£
Employees	3,000	55,423	52,423
Supplies & Services	12,000	16,183	4,183
Third Party Payments	124,900	120,597	-4,303
Support Services	6,300	3,833	-2,467
GROSS EXPENDITURE	146,200	196,036	49,836
Fees & Charges	0	-30	-30
GROSS INCOME	0	-30	-30
NET EXPENDITURE	146,200	196,006	49,806

<u>ELECTION SERVICES</u>	Revised Budget 2014/15	Actual 2014/15	Variance 2014/15
	£	£	£
Employees	165,000	150,202	-14,798
Premises-Related Expenditure	15,000	10,884	-4,116
Transport-Related Expenditure	1,100	1,070	-30
Supplies & Services	243,800	154,478	-89,322
Support Services	50,000	45,490	-4,510
GROSS EXPENDITURE	474,900	362,124	-112,776
Other Grants & Reimbursements	-110,000	-85,202	24,798
Sales	-1,500	-1,520	-20
Fees & Charges	0	-966	-966
GROSS INCOME	-111,500	-87,688	23,812
NET EXPENDITURE	363,400	274,436	-88,964

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 7 July 2015

Report of: Director of Finance and Resources

Subject: HAMPSHIRE COUNTY COUNCIL ELECTORAL REVIEW

SUMMARY

The Local Government Boundary Commission for England (LGBCE) is carrying out a review of Hampshire County Council electoral division boundaries to deliver electoral equality across the county. A ten week public consultation has commenced inviting proposals for a new pattern of electoral divisions for Hampshire.

Fareham Borough Council is invited to submit a consultation response to give a view on where the new County division patterns should be drawn. This will close on 3 August 2015 after which the LGBCE will publish its draft recommendations with final proposals being published in April 2016. It is intended that the new electoral arrangements will come into effect in time for the County Council elections in 2017.

RECOMMENDATION

That the Licensing and Regulatory Affairs Committee recommends a response to Council on behalf of Fareham Borough Council to the Local Government Boundary Commission for England consultation on Hampshire County Council electoral boundaries.

INTRODUCTION

1. On 24 August 2014, the Local Government Boundary Commission for England advised Hampshire County Council that a review under Section 56(2) of the Local Democracy, Economic Development and Construction Act 2009 would be undertaken as it is considered significant electoral inequality exists. The aim is to seek to correct imbalances which occur where some county councillors represent many more, or many fewer, electors than their colleagues across the county.
2. The Commission is minded to recommend that 78 county councillors should be elected to Hampshire County Council in future. The LGBCE now invites proposals from Hampshire County Council. Interested parties and members of the public on a pattern of electoral divisions to accommodate those councillors.
3. The consultation period began on 26 May 2015 and members will recall that the Chairman announced the details at the meeting held on 2 June 2015. Details of the consultation can be found at <http://www.lgbce.org.uk/current-reviews/south-east/hampshire-county-council> where there is information about how to get involved and the type of evidence the LGBCE is seeking in support of any division patterns. The consultation period will end on 3 August, after which the Commission will publish its draft recommendations in November 2015. A further period of consultation will then commence to seek views on the draft recommendations between November 2015 and January 2016 with final recommendations being published in April 2016. It is intended that the new electoral arrangements will come into effect in time for the County elections in 2017.
4. The purpose of this report is to alert the committee to the provisions of the consultation paper and to invite members to respond to this stage of the review.

THE CONSULTATION ISSUES

5. As mentioned above, the review is triggered when the Commission considers significant electoral inequality exists in the following areas:
 - a) 30% or more of divisions have an electoral variance of more than 10% from the average for that Authority; and/or
 - b) One (or more) division(s) has an electoral imbalance of more than 30% from the average; and
 - c) The imbalance is unlikely to be corrected by foreseeable changes to the electorate within a reasonable period.
6. Data was supplied to Hampshire County Council by each of the eleven district councils within the administrative area of the County Council. The figures show a current electorate of 1,020,276. Based on the present number of 78 members, this equates to an average electorate per member of 13,080. Electorate forecasts to 2021 indicate an overall projected increase in electorate to 1,077,968, increasing the average electorate per member to 13840. The figures for Fareham are shown in the table overleaf.

Division	2014	2021 Electorate forecast
Fareham Crofton	11,729	11,689
Fareham Portchester	14,491	14,150
Fareham Sarisbury	12,026	13,481
Fareham Titchfield	11,759	11,678
Fareham Town (2 member division)	27,946	28,718
Fareham Warsash	11,188	11,251
Total	89,139	90,967

A 10% variance in the average figure of 13080 requires the electorate in each division to be in the range of 11772-14388 electors. It is therefore clear that a number of amendments will be required to satisfy the criteria. A breakdown of the figures in the table above is attached as Appendix A to this report together with a map indicating the position of the polling districts in the Borough.

7. In drawing up a pattern of electoral divisions, the Commission must balance its three statutory criteria, namely:
- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.
 - That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
 - That the electoral arrangements should provide for effective and convenient local government.

The Commission will test proposals against the criteria before drawing up draft recommendations; accordingly, all proposals should demonstrate how they meet the three requirements. Decisions will be based on the strength of the evidence presented and not merely on assertion. For example, details of community interests such as location and use made of local facilities, services and local organisations demonstrating how a community manifests itself will carry greater weight than submissions that simply assert that an area has community identity.

The Commission will consider all submissions on their merit. A well-evidenced submission from an individual which addresses the three statutory criteria will be more persuasive than one which does not, even if the latter is from an elected individual or body.

8. As shown by the timetable detailed in paragraph 3 on this report, the electoral review process has two distinct parts. Part 1 is consideration of Council size, which is the number of councillors required for the effective conduct of the County Council corporately. Part 2 of the process is consideration of new electoral division boundaries, this occurs after the LCBCE publishes its initial conclusions on Council size.
9. Further details regarding the current electoral arrangements are available on the LGBCE website <https://consultation.lgbce.org.uk/node/5188> and all members will be

invited to visit the portal at an early stage and to give their views to this committee to contribute to the submission of a response to the next meeting of Council. Any proposals will be tabled at the meeting.

RISK ASSESSMENT

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

CONCLUSION

11. Members are invited to consider the information in this report and available on the Commission's website in order to contribute to the Council's response to the consultation. Comments received by councillors will be tabled at the meeting for consideration.

Appendix A – Breakdown of County divisions into wards and districts and map

Background Papers:

None.

Reference Papers:

Details of the review are available at <http://www.lgbce.org.uk/current-reviews/south-east/hampshire/hampshire-county-council>

Interactive maps of the current division boundaries across the county. There is a facility to draw boundaries and upload documents to the site.

<https://consultation.lgbce.org.uk/node/5188>

Electoral reviews, technical guidance www.lgbce.org.uk/guidance-policy-and-publications/guidance

Practical guide for submissions www.lgbce.org.uk/documents/lgbce/guidance-policy-and-publications/guidance/proposing-new-wards-guidance.pdf

Enquiries:

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

Fareham Borough Council

Analysis County for December 2014 Register

Polling District	Streets	Props	Voids	Electors	OE	Attainer	Over 70	Crown	Service	Euros	Volunt	Peers	Overs	Postal	Proxy	P/Proxy	OptOut
Fareham Crofton																	
HH1 - Hill Head	35	757	31	1,514	2	9	291	0	29	10	0	0	0	256	9	0	756
HH2 - Hill Head	29	812	24	1,535	0	10	443	0	4	6	0	0	0	207	1	0	837
HH3 - Hill Head	23	780	35	1,543	0	8	279	0	2	10	0	0	0	273	3	0	722
HH4 - Hill Head	30	876	32	1,517	1	9	328	0	5	8	0	0	0	210	0	0	762
ST1 - Stubbington	23	690	27	1,285	0	8	300	0	3	8	0	0	0	191	0	0	689
ST2 - Stubbington	25	798	40	1,381	2	12	512	0	15	11	0	0	0	251	0	1	618
ST3 - Stubbington	29	800	29	1,558	0	18	308	0	1	4	0	0	0	138	3	0	697
ST4 - Stubbington	27	697	27	1,396	0	7	191	0	4	9	0	0	0	197	0	0	693
	221	6,210	245	11,729	5	81	2,652	0	63	66	0	0	0	1,723	16	1	5,774
Fareham Portchester																	
PE1 - Portchester East	25	921	42	1,709	0	8	399	0	0	20	0	0	0	333	1	0	729
PE2 - Portchester East	8	481	21	794	0	4	208	0	3	10	0	0	0	129	1	0	298
PE3 - Portchester East	23	946	31	1,686	0	9	320	0	3	10	0	0	0	261	2	0	647
PE4 - Portchester East	26	998	32	1,785	0	17	345	0	4	18	0	0	0	211	1	2	660
PE5 - Portchester East	13	800	28	1,480	0	12	297	0	3	6	0	0	0	211	2	0	593
PE6 - Portchester East	23	718	18	1,341	0	14	219	0	2	9	0	0	0	153	1	0	597
PW1 - Portchester West	20	779	45	1,452	0	7	210	0	0	3	0	0	0	165	1	0	635
PW2 - Portchester West	19	455	14	871	0	9	177	0	1	4	0	0	0	91	1	0	396
PW3 - Portchester West	20	676	21	1,339	0	11	256	0	1	6	0	0	0	141	0	0	583
PW4 - Portchester West	49	1,060	46	2,034	2	20	337	0	3	14	0	0	0	297	4	1	1,127
	226	7,834	298	14,491	2	111	2,768	0	20	100	0	0	0	1,992	14	3	6,265
Fareham Sarisbury																	
PG1 - Park Gate	24	829	74	1,377	0	10	164	0	0	14	0	0	0	146	1	0	617
PG2 - Park Gate	34	926	191	1,438	0	7	201	0	1	22	0	0	0	170	1	0	492
PG3 - Park Gate	31	786	49	1,564	0	15	325	1	0	12	0	0	0	261	1	1	829
PG4 - Park Gate	29	1,014	51	1,803	0	15	97	0	0	28	0	0	0	159	1	0	858
SA1 - Sarisbury	25	675	29	1,326	0	13	57	0	2	28	0	0	0	206	2	0	634
SA2 - Sarisbury	18	526	18	1,078	0	11	132	0	1	15	0	0	0	150	1	1	498
SA3 - Sarisbury	41	993	66	1,908	0	22	323	0	1	17	0	0	0	271	1	0	841
SA4 - Sarisbury	35	841	50	1,532	0	19	43	0	1	29	0	0	0	185	3	0	723
	237	6,590	528	12,026	0	112	1,342	1	6	165	0	0	0	1,548	11	2	5,492
Fareham Titchfield																	
TC1 - Titchfield Common	22	866	44	1,547	0	7	235	0	0	11	0	0	0	202	0	1	693

Fareham Borough Council

Analysis County for December 2014 Register

Polling District	Streets	Props	Voids	Electors	OE	Attainer	Over 70	Crown	Service	Euros	Volunt	Peers	Overs	Postal	Proxy	P/Proxy	OptOut
TC2 - Titchfield Common	37	1,149	73	1,947	0	19	143	0	5	35	0	0	0	224	5	0	920
TC3 - Titchfield Common	22	555	16	1,004	0	6	189	0	1	8	0	0	0	149	2	0	537
TC4 - Titchfield Common	22	759	25	1,563	0	13	161	0	4	8	0	0	0	141	1	0	747
TI1 - Titchfield	28	662	60	1,136	0	8	88	0	6	21	0	0	0	154	3	0	545
TI2 - Titchfield	36	1,051	54	1,871	0	16	306	0	2	20	0	0	0	203	4	0	781
TI3 - Titchfield	27	761	35	1,586	0	13	172	0	6	17	0	0	0	159	4	1	762
TI4 - Titchfield	21	606	45	1,105	0	7	300	0	1	4	0	0	0	168	1	0	533
	215	6,409	352	11,759	0	89	1,594	0	25	124	0	0	0	1,400	20	2	5,518

Fareham Town

FE1 - Fareham East	33	769	34	1,472	0	7	184	0	0	12	0	0	0	138	2	0	773
FE2 - Fareham East	18	757	33	1,460	0	14	247	0	1	13	0	0	0	186	1	0	627
FE3 - Fareham East	27	916	97	1,332	0	9	374	0	2	34	0	0	0	232	0	0	611
FE4 - Fareham East	25	909	54	1,625	1	5	176	0	0	30	0	0	0	169	0	0	686
FN1 - Fareham North	19	565	25	1,060	0	4	130	0	0	12	0	0	0	149	1	0	489
FN2 - Fareham North	24	654	14	1,422	0	9	361	0	4	12	0	0	0	225	2	0	779
FN3 - Fareham North	15	812	20	1,613	0	23	360	0	1	8	0	0	0	254	1	0	814
FN4 - Fareham North	21	1,017	118	1,507	0	10	300	0	1	22	0	0	0	251	1	0	777
FS1 - Fareham South	12	681	36	1,237	0	8	159	0	5	19	0	0	0	146	1	0	511
FS2 - Fareham South	15	1,052	71	1,853	1	16	247	0	5	29	0	0	0	157	3	0	812
FS3 - Fareham South	18	836	44	1,402	0	21	178	0	2	18	0	0	0	166	0	0	699
FS4 - Fareham South	14	582	37	948	0	7	163	0	1	5	0	0	0	116	1	0	415
FW1 - Fareham West	16	833	39	1,487	0	5	360	0	1	12	0	0	0	211	0	0	688
FW2 - Fareham West	23	857	35	1,528	2	7	433	0	8	10	0	0	0	211	3	1	836
FW3 - Fareham West	37	902	30	1,701	0	2	398	0	0	5	0	0	0	275	1	0	837
FW4 - Fareham West	20	379	45	692	0	7	53	0	21	4	0	0	0	90	4	1	317
FX1 - Fareham North West	18	910	51	1,565	0	9	233	0	1	14	0	0	0	151	1	0	532
FX2 - Fareham North West	29	757	47	1,427	0	23	142	0	1	23	0	0	0	144	0	2	722
FX3 - Fareham North West	21	717	19	1,435	0	18	132	0	2	13	0	0	0	143	4	0	727
FX4 - Fareham North West	20	658	20	1,180	0	5	334	0	0	13	0	0	0	211	1	0	625
	425	15,563	869	27,946	4	209	4,964	0	56	308	0	0	0	3,625	27	4	13,277

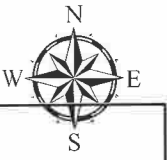
Fareham Warsash

LH1 - Locks Heath	24	747	34	1,410	0	14	274	0	2	11	0	0	0	167	2	0	638
LH2 - Locks Heath	31	1,025	31	1,926	0	18	359	1	3	11	0	0	0	223	2	1	874
LH3 - Locks Heath	25	672	14	1,325	2	10	227	0	4	8	0	0	0	174	2	0	689
LH4 - Locks Heath	16	498	10	1,048	0	12	182	0	0	4	0	0	0	118	2	0	521
WA1 - Warsash	28	646	25	1,296	0	12	142	0	0	12	0	0	0	170	1	1	614

Fareham Borough Council

Analysis County for December 2014 Register

Polling District	Streets	Props	Voids	Electors	OE	Attainer	Over 70	Crown	Service	Euros	Volunt	Peers	Overs	Postal	Proxy	P/Proxy	OptOut
WA2 - Warsash	25	894	86	1,536	1	12	353	0	4	17	0	1	0	244	1	0	691
WA3 - Warsash	28	724	36	1,384	0	9	174	0	1	8	0	0	0	105	2	0	689
WA4 - Warsash	27	663	22	1,263	0	8	250	0	0	11	0	0	0	244	2	0	579
	204	5,869	258	11,188	3	95	1,961	1	14	82	0	1	0	1,445	14	2	5,295
Report Totals	1,528	48,475	2,550	89,139	14	697	15,281	2	184	845	0	1	0	11,733	102	14	41,621



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FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 7 July 2015

Report of: Director of Community

Subject: ANNUAL HEALTH AND SAFETY SERVICE PLAN

SUMMARY

The Council is designated as an Enforcing Authority under the Health and Safety (Enforcing Authority) Regulations 1998 and is responsible for the enforcement of the Health & Safety at Work etc. Act 1974. The Council has a duty to carry out its functions in accordance with guidance issued by the Health & Safety Executive. The guidance is issued under Section 18 of the Act. The Council each year is required to produce an Intervention Plan to meet the requirements of the Section 18 guidance.

RECOMMENDATION

That Members approve the Section 18 Health & Safety Intervention Plan, attached as Appendix A.

INTRODUCTION

1. The Council is designated as an Enforcing Authority under the Health and Safety (Enforcing Authority) Regulations 1998 and is responsible for the enforcement of the Health & Safety at Work etc. Act 1974 (and relevant statutory provisions) for activities which fall to the local authority for enforcement within the Borough; the Health & Safety Executive is the Enforcing Authority for all other premises.
2. Premises are divided by their main work activity; those that are Local Authority Enforced include: Sale of goods, offices, catering, temporary accommodation, consumer services, launderettes, cosmetic services, sporting activities, pleasure craft inland waterways, animal accommodation (excl. agriculture), undertakers, religious worship, car parking at airports, childcare.
3. The Council's Statutory duty in respect of Health & Safety at Work enforcement sits within the Community Department and is delivered by the Fareham and Gosport Environmental Health Partnership. The joint Commercial section has the delegated authority to enforce the legislation.
4. The Council has a statutory duty to carry out its enforcement functions in accordance with guidance issued by the Health & Safety Executive (HSE). The Health & Safety Commission issued this guidance under Section 18 of the Health & Safety at Work etc. Act 1974.

HEALTH & SAFETY AT WORK ETC ACT 1974 - SECTION 18 GUIDANCE

5. Local Authorities are responsible for the enforcement of the Health and Safety at Work etc. Act 1974 as prescribed in the Health and Safety (Enforcing Authority) Regulations 1998. Typically the types of activities included are:- sale of goods, offices, warehousing, catering, residential care, consumer services, child care.
6. Section 18 requires Local Authorities to perform their duties in accordance with guidance from the Health and Safety Executive. The "Section 18 Guidance" is therefore mandatory.
7. The guidance notes issued by the HSE under section 18 (4) contain the broad principles which they wish LAs to adopt in enforcing health and safety legislation. The Section 18 guidance reflects the Health & Safety Executive Board's strategy.
8. The Section 18 guidance requires the Council to:-
 - set out its commitment, priorities and planned interventions programme;
 - put into place capacity, management infrastructure, performance management and information systems to deliver an effective service and comply with its statutory duties;
 - operate systems to train, appoint, authorise, monitor and maintain a competent inspectorate.
9. There is further guidance linked to the Section 18 guidance on "Priority Planning"; this has also been updated in recent years and the scheme to risk rate the premises that have been inspected has been revised. Premises found to be low risk are removed from the inspection programme. An alternative intervention

scheme has been introduced to deal with any higher risk elements within these low risk premises. This will ensure that accurate data is maintained and there is a mechanism in place to identify if the risk status of the premises changes and therefore brings the business back into the inspection programme.

RISK ASSESSMENT

10. The Council has a legal obligation to comply with the guidance issued by The Government under Section 18 of the Act and failure to do so may result in action being taken against the Council. This may also result in bad publicity. Having a detailed Health & Safety Intervention plan in place provides a platform to help make Fareham a Safe and Healthy place to live and work and demonstrates that adequate resources are provided to this important statutory area of work.

CONCLUSION

11. The intervention plan attached (Appendix A) demonstrates compliance with the Section 18 guidance The Committee is provided with the opportunity to comment on the plan and is asked to approve it.
12. The intervention plan once approved will be revised annually and brought back to this Committee each time for comment and approval.

Enquiries:

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

APPENDIX A – Fareham Borough Council Health & Safety Enforcement Intervention Plan 2015/16

FAREHAM

BOROUGH COUNCIL

Fareham Borough Council
Health & Safety Enforcement
Intervention Plan
2015 / 2016

Introduction

1. The Council is designated as an Enforcing Authority under the Health and Safety (Enforcing Authority) Regulations 1998 and is responsible for the enforcement of the Health & Safety at Work etc. Act 1974 (and relevant statutory provisions) for activities which fall to the local authority for enforcement within the Borough.
2. The Council has a duty to carry out its functions in accordance with guidance issued by the Health & Safety Executive (HSE) under Section 18 of the Health & Safety at Work Act 1974.

Section 18 – Intervention Plan

3. The Council's Corporate Plan identifies the Council's Strategic Priorities which includes under the heading "Safe and Healthy Place to Live and Work". The Health & Safety function is an important contributor to this Strategic Priority.
4. The delivery strategy for Health & Safety Enforcement includes the following:-
 - i) Enforce Health & Safety at Work legislation in business premises for which the Council is the enforcing authority to ensure safety, health and welfare of employees and the public by:
 - a) Investigating all relevant workplace related accidents;
 - b) Investigating all complaints relating to workplace health and safety;
 - c) Providing health & safety at work related advice to business and the public.
 - d) Ensuring that all relevant businesses are identified and inspected on a risk-assessed basis;

Performance and activities during 2014/2015

5. The performance in each of the above areas for 2014/2015 is summarised below:-
 - i) 53 accident notifications were received in the financial year 2014/2015 and these have been investigated in accordance with the Incident Selection Criteria Guidance issued by the Health and Safety Executive.
 - ii) 55 complaints/requests for Service were received and investigated.
 - iii) 2 Enforcement Notices were served in total.
 - iv) 100% of the programmed inspections completed.

Key Delivery Priorities

6. Over the coming year the key delivery priorities are :-
- i) To investigate all accidents and incidents in accordance with HSE Local Authority Circular 22/13 "Incident Selection Criteria Guidance".
 - ii) To investigate complaints made about health and safety practices within workplaces or those open to the public.
 - iii) To respond to requests for health and safety advice or guidance, in particular for new businesses.
 - iv) To investigate health and safety matters of evident concern noted during visits to businesses for other issues.
 - v) To inspect all high risk premises that are due for a programmed inspection and risk rate any premises inspected according to the revised risk rating guidance;

Local Priorities

7. Over the coming year the key local priorities are:-
- a) Develop the Fareham and Gosport Environmental Health partnership
 - b) To participate in a relevant activity as agreed by the Hampshire Health & Safety group, that is listed in LAC 67/2 as relevant activities/sectors for proactive inspection.

Fareham and Gosport Environmental Health Partnership Initiative

8. The partnership arrangement with Fareham and Gosport's Environmental Health sections became more formalised on 1 April 2014. Officers are now working as a single team. This continues to provide resilience, efficiency and cost saving benefits.

The Health & Safety Resource

9. The Environmental Health Partnership Commercial Team carries out the Health and Safety enforcement function; this team consists of 1 full-time Senior Environmental Health Officer, 2 part-time (3 days a week each) Senior Environmental Health Officers, and 1 Senior Technical Officer and 2 Technical Officers. These officers also undertake Food Safety and Licensing enforcement and Infectious Disease control work.

Enforcement Decisions

10. To ensure that all enforcement decisions are consistent, the Council has an Enforcement Policy, and the Enforcement Management Model (which is a tool for determining the most appropriate course of action in more serious cases).

Background Papers:

None.

Reference Papers:

None.

Enquiries:

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

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 7 July 2015

Report of: Director of Community

Subject: LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME 2015/16

SUMMARY

At the Committee meeting in June, the Work Programme for 2015/16 was reviewed. Members are now invited to note the actions from the last meeting and to further review the work programme for 2015/16.

RECOMMENDATION

- (a) that the progress on actions arising from the meeting of the Committee held on 2 June 2015, as shown in Appendix A to the report, be noted; and
- (b) that the Work Programme for 2015/16, attached as Appendix B to the report, be reviewed.

INTRODUCTION

1. At the Committee meeting on 2 June 2015, the Work Programme for 2015/16 was reviewed.

MONITORING

2. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A for members' information.

WORK PROGRAMME FOR 2015/16

3. The work programme for 2015/16 agreed at the last meeting is attached as Appendix B.

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 at its last meeting, as shown in Appendix A; and
- (ii) review the Licensing and Regulatory Affairs Committee Work Programme for 2015/16, as set out in Appendix B.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

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

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 7 July 2015

Progress on Actions from last meeting

Date of Meeting	2 June 2015
Subject	Chairman's Announcements
Type of Item	Information
Action by Committee	<p>The Chairman made announcements on the following:</p> <p>(a) Test Purchases</p> <p>Hampshire County Council's Trading Standards Department had carried out test purchases in the region on 28 May 2015 and, of eight premises visited, one had failed. All the premises visited in the Fareham Borough Council area had passed.</p> <p>(b) Hampshire County Council Electoral Review</p> <p>Fareham Borough Council has received formal notification of the Local Government Boundary Commission's Electoral Review of Hampshire County Council.</p> <p>The Commission is carrying out a review to deliver electoral equality for voters by seeking to correct imbalances which occur where some county councillors represent many more, or many fewer electors than their colleagues across the county.</p> <p>The review will recommend new electoral arrangements for Hampshire County Council and will propose the total number of councillors elected to the council (likely to be 78), the number of electoral divisions, the number of councillors representing each division, division boundaries and the names of those divisions.</p> <p>A 10 week public consultation has commenced, during which the Commission has invited proposals for new warding arrangements. This first consultation will close on Monday 3 August 2015, after which the Commission will publish its draft recommendations. A further period of consultation will then commence to seek views on the draft recommendations with final proposals being published in April 2016. It is intended that the new electoral arrangements will come into effect in time for the County elections in 2017.</p>

	<p>Fareham Borough Council is invited to submit a consultation response to give a view on where the new County division patterns should be drawn.</p> <p>Democratic Services Officers will seek views and prepare a report which will come to the next meeting of this Committee on Tuesday 7 July 2015. The outcome of that work will be to recommend to Council a consultation response on behalf of Fareham Borough Council. This will be considered at the Council meeting on Thursday 30 July 2015 (2 days before the close of the consultation period).</p>
Outcome	(b) Item added to the Committee's work programme for 7 July 2015.
Link Officer	Leigh Usher
Subject	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee
Type of Item	Presentation
Action by Committee	<p>Members were advised that the officers had prepared a presentation on the responsibilities of the Licensing and Regulatory Affairs Committee.</p> <p>RESOLVED that, as there had been no changes to the membership of the Committee for 2015/16, the officers be requested to not proceed with the presentation but, instead, to circulate the presentation slides to Committee members.</p>
Outcome	Presentation sent to members on
Link Officer	Martyn George
Subject	Annual Report on Applications Received
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Community on the day to day work of the Licensing Team and the ongoing work associated with the Licensing function.</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete
Link Officer	Ian Rickman

Subject	Licensing and Regulatory Affairs Committee Work Programme 2015/16
Type of Item	Programming
Action by Committee	<p>The Committee considered a report by the Director of Community on its work programme for 2015/16.</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 17 March 2015, as shown in Appendix A to the report, be noted;(b) 'Hampshire County Council Electoral Review' be added to the work programme on 7 July 2015 (minute 3 above refers);(c) 'Advertising on Hackney Carriage Vehicles' be moved from 7 July 2015 to 22 September 2015;(d) the officers be requested to arrange an in-house training session for members prior to the meeting of the Committee on 22 September 2015; and <p>subject to (b), (c) and (d) above, the work programme for 2015/16, as shown in Appendix B to the report, be confirmed.</p>
Outcome	(b) & (c) work programme amended.
Link Officer	Martyn George

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 Actual Revenue Expenditure 2014/15 Annual Health and Safety Service Plan Licensed Premises and Community Safety Hampshire County Council Electoral Review	
22 SEPTEMBER 2015	Committee work programme 2015/16 Taxi Tariff Advertising on Hackney Carriage Vehicles	Requested for today
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 Update on Fareham & Gosport Environmental Health Partnership	

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To be assigned:

In-house Licensing Training Sessions (2) - (one to be held in September 2015)

