

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Tuesday, 27 September 2016

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

F Birkett

Mrs T L Ellis

M J Ford, JP

Mrs C Heneghan

L Keeble

A Mandry

Mrs K Mandry

Ms S Pankhurst

R H Price, JP

Mrs K K Trott



Deputies: S Cunningham
K D Evans
C J Wood

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

1. Apologies for Absence

2. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the Licensing & Regulatory Affairs Committee held on 31 May 2016.

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. Police Update

To receive an update from PC Jason Pearce of Hampshire Constabulary on Police Licensing Arrangements.

7. Actual Revenue Expenditure 2015/16 (Pages 9 - 14)

To receive a report by the Head of Environmental Health on Actual Revenue Expenditure for 2015/16.

8. Review of Hackney Carriage Fares (Pages 15 - 28)

To consider a report by the Head of Environmental Health on the Review of Hackney Carriage Fares.

9. Boundary Commission For England Review

To receive a presentation by the Head of Democratic Services in respect of the Consultation from the Boundary Commission for England following the Parliamentary Boundary Review.

10. Licensing and Regulatory Affairs Committee Work Programme (Pages 29 - 34)

To consider a report by the Head of Environmental Health on the Committee's Work Programme for 2016/17.

P GRIMWOOD
Chief Executive Officer
Civic Offices
www.fareham.gov.uk
19 September 2016

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 31 May 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Mrs P M Bryant (Chairman)

T M Cartwright, MBE (Vice-Chairman)

Councillors: F Birkett, Mrs T L Ellis, Mrs C Heneghan, Miss S M Bell, A Mandry, Mrs K Mandry, Ms S Pankhurst, Mrs K K Trott and S Cunningham (deputising for R H Price, JP)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Ford, JP, Mrs Bayford, Keeble and Price, JP.

2. MINUTES

RESOLVED that the minutes of the Licensing and Regulatory Affairs Committee held on 12 May 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the next Licensing Training Session for members will be held in September 2016. Details of this will be provided to members shortly.

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

The Committee received a presentation from the Head of Environmental Health on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee. These services included; General Licensing, Taxi Licensing, Health & Safety, and the Safety Advisory Group.

The Committee also received a presentation from the Head of Democratic Services on Election Services, as changes to electoral boundaries also falls under the Committee's responsibility.

RESOLVED that the Head of Environmental Health and the Head of Democratic Services be thanked for their presentations.

7. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2016/17

The Committee considered a report by the Head of Environmental Health on the Committee's work programme for 2016/17.

He informed members that an additional report titled 'Actual Revenue Expenditure 2015/16' needs to be added to the work programme and he suggested that it be included into the September meeting.

RESOLVED that the Committee:-

- (a) note the progress on action since the last meeting, as set out in Appendix A; and
- (b) subject to the addition of the report titled 'Actual Revenue Expenditure 2015/16' to the September meeting, the work programme for 2016/17 be agreed.

8. HEALTH & SAFETY SERVICE PLAN

The Committee considered a report by the Head of Environmental Health on the Health & Safety Service Plan.

RESOLVED that the Committee approve the Section 18 Health & Safety Intervention Plan, as set out in Appendix A to the report.

(The meeting started at 6.00 pm
and ended at 7.10 pm).

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **27 September 2016**

Report of: **Head of Environmental Health**

Subject: **ACTUAL REVENUE EXPENDITURE 2015/16**

SUMMARY

This report sets out for the information of Members details of the actual revenue expenditure for 2015/16 in respect of the services for which this Committee is responsible.

RECOMMENDATION

The Committee is asked to note the report.

INTRODUCTION

1. The final accounts for the financial year 2015/16 for this Committee show that the actual expenditure of £387,712 represented a saving of £173,988 compared with the revised budget of £561,700 that was agreed by this Committee on 17 November 2015. The actual totals of gross expenditure and income are set out in the table below:

	Revised Budget 2015/16	Actual 2015/16	Variance
	£	£	£
Employee Related Expenditure	208,200	231,918	23,718
Premises Related Expenditure	15,000	8,521	-6,479
Transport Related Expenditure	1,100	1,480	380
Supplies and Services	274,300	136,592	-137,708
Third Party Payments	287,900	298,577	10,677
Internal Support	57,700	59,109	1,409
GROSS EXPENDITURE	844,200	736,197	-108,003
Government Grants	-110,000	-136,201	-26,201
Sales	-1,800	-1,707	93
Fees and Charges	-170,700	-210,577	-39,877
GROSS INCOME	-282,500	-348,485	-65,985
NET EXPENDITURE	561,700	387,712	-173,988

2. The main variations reflect increased spending of £23,718 on employees and £10,677 on third party payments; and savings of £137,708 on supplies and services. Additional income of £65,985 was generated through fees and charges, and Grants and Reimbursements.
3. The increase in employee costs and contract payments are largely as a result of severance payments in Election Services and the Environmental Health Partnership, which have been partly offset by other vacancy savings.
4. The decrease in supplies and services costs are due to savings against election fees during 2015/16.
5. The actual revenue expenditure for the year analysed over the main service headings is shown in the following table:

	Revised Budget 2015/16	Actual 2015/16	Variance
	£	£	£
Hackney Carriage Licences	5,300	-9,017	-14,317
Licensing	-10,700	-19,023	-8,323
Health and Safety	154,200	154,241	41
Election Services	412,900	261,511	-151,389
	561,700	387,712	-173,988

6. A detailed breakdown of the actual cost of the individual services is shown in Appendix A. The main variations from the approved budgets are examined in the following paragraphs.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

7. This service saw additional income of £14,317 for the financial year. The main variations were increases of £3,422 in supplies and services, mainly due to Disclosure and Barring Service (DBS), and £6,616 in third party payments. There was also an increase in income of £24,487 largely as a result of Driver's Licences now being renewable on either a 3 yearly or annual basis.
8. 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 which had a cost for the whole council of £817,496 for 2015/16.

LICENSING

9. This service saw additional income of £8,323 for the financial year. The main variation was increased income of £10,711 during the year mainly from licences for gambling, temporary events and animal boarding.

HEALTH AND SAFETY ENFORCEMENT

10. This area was on budget for 2015/16.

ELECTION SERVICES

11. The saving of over £151,000 reflects lower than anticipated expenditure for conducting elections of £121,500 and nearly £30,000 lower than the budget for register of electors.
12. There was only a General Election conducted during the financial year, plus also the residual funds were reimbursed for the European Election from the previous year. The main saving was in the Supplies and Services area where the overall spend was just over £115,000 below budget, and in particular the election fees and expenses account which was £111,000 underspent.
13. The £30,000 savings relating to the register of electors consists of additional income of nearly £26,000 relating to IER, which has been added to the Executive carry forward list to be spent during 2016/17 on the elections service.

RISK ASSESSMENT

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

CONCLUSION

15. The cost of the services provided by this Committee was £173,988 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 2015/16

Background Papers:

None.

Reference Papers:

Report of the Director of Finance and Resources, and the Director of Regulatory and Democratic Services to this Committee on 17 November 2015 - Spending Plans 2015/16.

Enquiries:

For further information on this report please contact Kate Busby (Ext 4685).

APPENDIX A

<u>HACKNEY CARRIAGE LICENCES</u>	Revised Budget 2015/16	Actual 2015/16	Variance
	£	£	£
Supplies and Services	7,000	10,422	3,422
Third Party Payments	81,700	88,316	6,616
Internal Support	1,600	1,732	132
GROSS EXPENDITURE	90,300	100,470	10,170
Sales	-300	-37	263
Fees and Charges	-84,700	-109,450	-24,750
GROSS INCOME	-85,000	-109,487	-24,487
NET EXPENDITURE	5,300	-9,017	-14,317

<u>LICENSING</u>	Revised Budget 2015/16	Actual 2015/16	Variance
	£	£	£
Employee Related Expenditure	5,300	5,680	380
Third Party Payments	68,100	70,031	1,931
Internal Support	1,900	1,977	77
GROSS EXPENDITURE	75,300	77,688	2,388
Fees and Charges	-86,000	-96,711	-10,711
GROSS INCOME	-86,000	-96,711	-10,711
NET EXPENDITURE	-10,700	-19,023	-8,323

<u>HEALTH & SAFETY</u>	Revised Budget 2015/16	Actual 2015/16	Variance
	£	£	£
Employee Related Expenditure	3,800	4,915	1,115
Supplies and Services	12,000	12,563	563
Third Party Payments	138,100	136,498	-1,602
Internal Support	300	325	25
GROSS EXPENDITURE	154,200	154,301	101
Fees and Charges	0	-60	-60
GROSS INCOME	0	-60	-60
NET EXPENDITURE	154,200	154,241	41

<u>ELECTION SERVICES</u>	Revised Budget 2015/16	Actual 2015/16	Variance
	£	£	£

Employee Related Expenditure	199,100	221,323	22,223
Premises Related Expenditure	15,000	8,521	-6,479
Transport Related Expenditure	1,100	1,480	380
Supplies and Services	255,300	113,607	-141,693
Third Party Payments	0	3,732	3,732
Internal Support	53,900	55,075	1,175
GROSS EXPENDITURE	524,400	403,738	-120,662
Government Grants	-110,000	-136,201	-26,201
Sales	-1,500	-1,670	-170
Fees and Charges	0	-4,356	-4,356
GROSS INCOME	-111,500	-142,227	-30,727
NET EXPENDITURE	412,900	261,511	-151,389
LICENSING AND REGULATORY AFFAIRS NET EXPENDITURE	561,700	387,712	-173,988

FAREHAM
BOROUGH COUNCIL

**Report to
Licensing and Regulatory Affairs
Committee**

Date **27 September 2016**

Report of: **Head of Environmental Health**

Subject: **REVIEW OF HACKNEY CARRIAGE FARES**

SUMMARY

Each year the views of the taxi trade are sought in respect of whether they wish the Council to consider an increase to the taxi tariff. The last time the trade indicated they wanted a tariff increase was in 2008, and the matter was considered by the Committee at that time and an increase was granted. In May this year a letter was sent to the taxi trade, which sought their view on whether they wished to have an increase to the taxi tariff. We did not receive any individual responses from the trade. The Hackney Carriage and Private Hire Association (HCPHA) contacted us on 2nd June with results of a vote they had taken where a majority had declined an increase but 2 other changes were put forward.

RECOMMENDATION

The Committee is requested to consider the responses from the HCPHA in respect of the level of tariff and two further considerations. Consider if a change is appropriate and make a recommendation to the Executive in respect of these changes and the level of taxi tariff.

INTRODUCTION

1. Each year the taxi trade are consulted in respect of the level of taxi tariff. The last time the trade indicated they wanted a tariff increase following consultation was in 2008, and the matter was considered by the Committee at that time and an increase was granted.
2. In 2015 the trade did not request a change in the fares but asked for two other changes to the tariff which were both granted.
3. The first was a change to the cost of carrying luggage. Instead of 10p for article of luggage carried outside of the passenger compartment, 'a charge of 50p will be made when luggage is carried outside of the passenger compartment'.
4. The second was a change to the fee for fouling a vehicle from £45 to £70.
5. In May this year a letter was sent to the taxi trade covering several topics and to consult upon the taxi tariff. We did not receive any response to this letter. ([Appendix A](#)).
6. In June we received an email from Mr Paul Rogerson of the HCPHA regarding a vote the Association had taken in regard to a tariff increase. The result was that 113 written votes were received (voting slips or e-mails) with 68 voting for no increase and 45 voting for an increase. Those attending the meeting also voted in favour of no change to the "pull off" or "distance covered". ([Appendix B](#)).
7. The meeting of the Association did request two changes to the tariff:
 - (a) A change in the fee for picking up at Fareham Station - 'Passengers picked up at Fareham Station' be changed from 60p and replaced with £1. The current cost to drivers for a station permit is £376, this has risen from £228 in 2012.

1st Jan 16 - 31st Dec 16 = £376
1st Jan 15 - 31st Dec 15 = £311
1st Jan 14 - 31st Dec 14 = £296
1st Jan 13 - 31st Dec 13 = £251
1st Jan 12 - 31st Dec 12 = £228
 - (b) That the statement 'For each dog (except assistance dogs) 10p' be removed from the tariff card completely.
 - (c) If the Committee are minded to grant (b) above it may wish to consider adding the following wording: "Assistance dogs must be carried free of charge unless the driver has a current exemption in place to do so". (Licensing Manager)
8. There are currently 219 Hackney Carriage vehicles licensed in the Borough, 199 licensed Hackney Carriage drivers and 118 Dual Licensed Drivers.

INDICES

9. Average weekly earnings in real terms have remained static as shown in the table below, these are statistics adjusted for consumer price inflation.

Sep-08	£	Index	£	Index
Sep-08	349	115.9	372	117.3
Sep-09	350	116.2	372	117.0
Sep-10	347	115.1	368	116.0
Sep-11	336	111.3	356	112.1
Sep-12	334	110.7	354	111.5
Sep-13	328	108.7	348	109.6
Sep-14	329	109.3	350	110.1
Sep-15	336	111.5	357	112.5
Jun-16	341	113.3	363	114.2

10. Motoring and other travel costs have increased significantly since 2008, although the rate of increase over the most recent year is in line with other inflation indices, having reduced and increased again very slightly.
11. Consumer price inflation is currently at 0.6%.
12. The Committee is reminded that Environmental Health and Licensing is provided by The Fareham and Gosport Environmental Health Partnership. There is an opportunity to explore the possibility of aligning fees and charges and such things as the taxi tariff between the two authorities in time, however, meaningful discussions to explore this have not yet taken place. Therefore this cannot be progressed at present.

RECOMMENDATION

13. Members are asked to review the fares comparison spread sheet ([Appendix D](#)) and consider whether to recommend an increase in the tariff. Also included in Appendix D are some example increases in order to further assist members

RISK ASSESSMENT

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

CONCLUSION

15. That members consider the information contained in the report when making their decision regarding the level of Fareham Taxi Tariff.

Background Papers: None

Reference Papers: None

Enquiries:

For further information on this report please contact Helen Spires. (Ext 4411)

APPENDIX A - [Letter to Trade consulting on Tariff.](#)

APPENDIX B – [Email from Hackney Carriage and Private Hire Association](#)

APPENDIX C – [Current Tariff Card](#)

APPENDIX D – [Fares Comparison Spreadsheet and examples of increase to tariff.](#)

Working in partnership

APPENDIX A

10

Head of Environmental Health Partnership:
Ian Rickman

Your Ref:

Our Ref: HS

Contact: Environmental Health Partnership

Ext.: 4373

Date: 27th May 2016

Dear Colleague

INFORMATION FOR FAREHAM BOROUGH COUNCIL HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS

I am writing with information regarding a number of topics, too many for the newsletter. To prevent this being too long I am attaching some of the information as enclosures. Please read and then keep these enclosures for future reference.

The enclosures cover the following subjects:

- Safeguarding Children and Adults at Risk of Harm and Abuse
- Guide and Assistance Dogs in Vehicles
- Hackney Carriage and Private Hire Conditions (now in effect)

Tariff

We review the tariff annually and ask drivers/owners/operators whether they want any changes made. Please let us know before the 31st July 2016 if you would like changes to the tariff these can be an increase, decrease, or any other changes. Contact the Licensing Team at licensing@fareham.gov.uk or by letter or to our address below. If you are unable to write in please phone us on 01329 824366. If we receive requests to change the tariff we will take a report to the September 2016 Licensing and Regulatory Affairs committee. Any changes agreed by committee will be effective from April 2017.

Travel Vouchers/Tokens

Fareham Office:
Environmental Health Section, Fareham Borough Council
Civic Offices, Civic Way, Fareham, Hampshire, PO16 7AZ
Tel: 01329 236100
Fax :01329 821770
Email: regulatory@fareham.gov.uk

Gosport Office:
Environmental Health Section, Gosport Borough Council
Town Hall, High Street, Gosport , Hampshire, PO12 1EB
Tel: (023)9258 4242
Fax: (023)9254 5360
Email: ehs@gosport.gov.uk

We have been in discussions with Hampshire County Council with a view to being able to reimburse drivers for travel vouchers and have agreed to trial the following procedure from 1st June 2016 to the 1st November 2016.

Drivers will now be able to bring travel vouchers into the Cash Office at the Civic Offices to have them reimbursed.

Vouchers may be presented at the Cash Office during opening hours Monday to Friday 08:45–16:00. If you are intending to visit the Licensing Team please avoid 12:00 – 14:00 if possible as we are sometimes short of staff over lunchtimes.

Please do not present tokens totalling over the value of £50 for reimbursement in one transaction, as we may not have the cash available.

The current vouchers are ORANGE 2016/2017 and only these can be accepted by FBC. The vouchers change colour each year and expire 31st March every year and drivers are asked NOT to accept them after this date. You will not need to submit a reimbursement form, however, please ensure you produce your driver's badge on request.

Drivers can get reimbursement direct from HCC if they are registered with the reimbursement scheme. To do this a Passenger Transport Group Voucher Reimbursement claim form and Banking form would need to be completed.

If you have any queries regarding travel tokens please contact me in the first instance.

Medicals

All drivers need to meet the DVLA Group 2 Standards as adopted by Fareham Borough Council for Hackney Carriage and Private Hire drivers.

We have had a number of medicals returned recently where the driver has suffered from acute coronary syndrome and/or percutaneous coronary intervention (PCI). This may be a condition the driver has had for some years which has not previously required further testing.

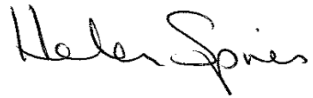
These drivers have not been passed as fit to drive until they have undergone an exercise test (treadmill test) or other functional test requirements can be met and only then if there is no other disqualifying condition. Where there is a history of acute coronary syndrome and/or percutaneous coronary intervention a functional test is required every 3 years.

Please be aware when you submit your medical that there may be further testing required. This may be for a wide range of reasons. If this is the case testing will be at your own expense and your badge will not be issued until we have been notified you are fit to drive.

Town Tariff Board

The board by the Market Quay rank is out of date and I have asked for it to be removed until such time as we can update it.

Yours faithfully



Helen Spires
Licensing Manager

Enclosures: Safeguarding Children and Adults at Risk of Harm and Abuse
Guide and Assistance Dogs in Vehicles
Hackney Carriage and Private Hire Conditions

Email from Paul Rogerson

Helen,

On Tuesday, 24th May '16 our Association had a meeting to discuss tariff changes. Prior to the meeting a survey was carried out asking members if they wanted a tariff increase or not. The result was that 113 written votes were received (voting slips or E-mails) with 68 voting for No increase and 45 voting for an increase. Those attending the meeting also voted in favour of No change to the Pull Off or Distance covered.

The meeting did decide on two requests for changes to the Tariff Card.

Firstly, that the section that states 'Passengers picked up at Fareham Station' be changed from 60p and replaced with £1.

Secondly, that the statement 'For each dog (except assistance dogs) 10p' be removed from the Tariff Card completely.

Regards,

Paul Rogerson

Vice Chairperson of the Fareham Hackney Carriage and Private Hire Association

DISTANCE		RATE1
RATE 1: For the first 190 meters or part thereof minimum charge	£2.20	0600–2300 unless stated otherwise
For each succeeding 190 meters or part	20p	
RATE 2: For the first 190 meters or part thereof minimum charge	£3.30	RATE 2
For each succeeding 190 meters or part	30p	23:30-0600 unless stated otherwise
RATE 3: For the first 190 meters or part thereof minimum charge	£4.40	1800-midnight on Christmas Eve
For each succeeding 190 meters or part	40p	1800-midnight on New Year's Eve
WAITING TIME		0600-midnight on Boxing Day
RATE 1: For each period of 60 seconds or part	20p	All 24 hours on all other Bank
RATE 2: For each period of 60 seconds or part	30p	Holidays unless specified
RATE 3: For each period of 60 seconds or part	40p	
EXTRA CHARGES		RATE 3
For each person in excess of two	10p	All 24 hours on Christmas Day
Luggage carried outside of the passenger compartment	50p	Midnight-0600 on Boxing Day
This does not include items relating to a disability		Midnight-0600 on New Year's Day
For each dog (except assistance dogs)	10p	
Passengers picked up at Fareham Station	60p	surcharge
A MAXIMUM CHARGE OF £70 MAY BE MADE AGAINST ANY PERSON FOULING THE VEHICLE OR ALLOWING AN ANIMAL TO FOUL THE VEHICLE		
Complaints should be made to The Licensing Officer, Regulatory Services, Civic Offices, Civic Way, Fareham, Hampshire PO16 7AZ or email: Licensing@fareham.gov.uk		

HACKNEY CARRIAGE NO. 147 TO CARRY 4 PERSONS

SEAT BELTS ARE PROVIDED FOR ALL PASSENGERS IN THIS VEHICLE YOU ARE REQUIRED BY LAW TO WEAR THEM

Taxi Tariff Comparison

DISTRICT	NUMBER OF MILES	6
SOUTHAMPTON	Pull off £2.80 for first 110 metres 20p each 110 metres thereafter until distance travelled of 330 metres 20p each 195 thereafter	£ 12.76
PORTSMOUTH	Pull off £2.20 for the first 274 metres (or 51.43 seconds) 20p each 182.88 metres until fare reaches £12.60 20p each 141.73 metres thereafter	12.46
GOSPORT	Pull off £2.20 for first 199 metres 20p each 178 metres thereafter	12.80
FAREHAM (EXISTING)	Pull off £2.20 for first 190 metres 20p each 190 metres thereafter	12.20

Examples of effect of different increases to tariff

	NUMBER OF MILES	6 £
FAREHAM EXISTING	Pull off £2.20 for first 190 metres 20p each 190 metres thereafter	12.20
FAREHAM (reduced distance1)	Pull off £2.20 for the first 190 metres 20p each 185 metres thereafter	12.44 +1.7%
FAREHAM (reduced distance2)	Pull off £2.20 for first 190 metres 20p each 180 metres thereafter	12.72 +4.3%
FAREHAM CONSULTATION RESPONSE	Pull off £2.40 for the first 190 metres 20p each 190 metres thereafter	12.40 +1.6%

NB The percentage increase in fare decreases as the journey length increases.

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **27 September 2016**

Report of: **Head of Environmental Health**

Subject: **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME 2016/17**

SUMMARY

At the Committee meeting in May, the Work Programme for 2016/17 was reviewed. Members are now invited to note the actions from the last meeting and to further review the Work Programme for 2016/17.

RECOMMENDATION

- (a) that the progress on actions arising from the meeting of the Committee held on 31 May 2016, as shown in Appendix A to the report be noted; and

- (b) that the Work Programme for 2016/17, attached as Appendix B to the report, be reviewed.

INTRODUCTION

1. At the Committee meeting on 31 May 2016, the progress on the Work Programme for 2016/17 was reported.

REVISIONS TO THE WORK PROGRAMME 2016/17

Members are asked to note the following changes to the Work Programme 2016/17:

- (i). the meeting of the Licensing & Regulatory Affairs committee scheduled for the 5 July 2016 was cancelled;
- (ii). a presentation on the Boundary Commission for England be added to the work programme for the 27 September meeting;
- (iii). the report titled 'Spending Plans 2017/18' scheduled for the meeting on 22 November 2016 has been moved to the meeting on 24 January 2017;
- (iv). a report titled 'Fees and Charges' be added to the Work Programme to the 24 January 2017 meeting

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 2016/17

3. The Work Programme for 2016/17 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

5. The Committee is invited to:-
 - (i). note the 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 2016/17, as set out in Appendix B.

Appendices

Appendix A – Licensing & Regulatory Affairs – Progress on Actions since the last meeting.

Appendix B – Licensing & Regulatory Affairs – Work Programme 2016/17.

Background Papers: None.

Reference Papers: None.

Enquiries:

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

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 27 September 2016

Progress on Actions from last meeting

Date of Meeting	31 May 2016
Subject	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee
Type of Item	Presentation
Action by Committee	<p>The Committee received a presentation from the Head of Environmental Health on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee. These services included; General Licensing, Taxi Licensing, Health & Safety, and the Safety Advisory Group.</p> <p>The Committee also received a presentation from the Head of Democratic Services on Election Services, as changes to electoral boundaries also falls under the Committee's responsibility.</p> <p>RESOLVED that the Head of Environmental Health and the Head of Democratic Services be thanked for their presentations.</p>
Outcome	Complete
Link Officer	Ian Rickman and Leigh Usher
Subject	Licensing and Regulatory Affairs Committee Work Programme 2016/17
Type of Item	Programming
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Committee's work programme for 2016/17.</p> <p>Members were advised that an additional report titled 'Actual Revenue Expenditure 2015/16' needs to be added to the work programme and it was suggested that this be included into the September meeting.</p> <p>RESOLVED that the Committee:-</p>

	<p>(a) note the progress on action since the last meeting, as set out in Appendix A; and</p> <p>(b) subject to the addition of the report titled 'Actual Revenue Expenditure 2015/16' to the September meeting, the work programme for 2016/17 be agreed.</p>
Outcome	Progress on actions noted, and work programme updated.
Link Officer	Ian Rickman
Subject	Health & Safety Service Plan
Type of Item	Service Plan Review
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Health & Safety Service Plan.</p> <p>RESOLVED that the Committee approve the Section 18 Health & Safety Intervention Plan, as set out in Appendix A to the report.</p>
Outcome	Complete.
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2016/17

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
31 MAY 2016	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Health & Safety Service Plan Review of Work Programme 2016/17	Training for Members
5 JULY 2016	MEETING CANCELLED	
27 SEPTEMBER 2016	Setting of Taxi Tariff Review of Work Programme 2016/17 Police Update – Jason Pearce Actual Revenue Expenditure 2015/16 Boundary Commission for England Review	Training for Members
22 NOVEMBER 2016	Review of Work Programme 2016/17	
24 JANUARY 2017	Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18 Spending Plans 2017/18 Fees and Charges	
21 MARCH 2017	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18	