

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Tuesday, 31 January 2023

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms F Burgess (Vice-Chairman)

Councillors I Bastable
Mrs S M Bayford
S Dugan
J M Englefield
M J Ford, JP
D J Hamilton
Mrs P Hayre
S Ingram
Ms S Pankhurst
Mrs K K Trott
Mrs S M Walker

Deputies: Mrs K Mandry



P Nother

**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

(1) Minutes of the Licensing & Regulatory Affairs Committee (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the Committee held on 12 October 2022.

(2) Minutes of the Licensing Panel - 19 October 2022 (Pages 9 - 10)

To confirm as a correct record the minutes of the meeting of the Licensing Panel held on 19 October 2022.

(3) Minutes of the Licensing Panel - 13 December 2022 (Pages 11 - 12)

To confirm as a correct record the minutes of the meeting of the Licensing Panel held on 13 December 2022.

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. Arrangements for dealing with Additional Voluntary Contributions in the Local Government Pension Scheme (Pages 13 - 18)

To consider a report by the Deputy Chief Executive Officer which outlines proposed arrangements for dealing with Additional Voluntary Contributions in the Local Government Pension Scheme.

7. Actual Revenue Expenditure 2021/22 (Pages 19 - 24)

To consider a report by the Deputy Chief Executive Officer which provides details of actual expenditure for 2021/22 in respect of the services for which the Committee is responsible.

8. Spending Plans 2023/24 (Pages 25 - 32)

To consider a report by the Deputy Chief Executive Officer which outlines the Committee's Spending Plans for 2023/24.

9. Fees and Charges 2023/24 (Pages 33 - 44)

To consider a report by the Deputy Chief Executive Officer which sets out the proposed level of Fees and Charges for 2023/24.

10. Licensing and Regulatory Affairs Committee Work Programme (Pages 45 - 50)

To consider a report by the Head of Environmental Health on the Committee's Work Programme for 2022/23 and a draft Work Programme for 2023/24.



P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
25 January 2023

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FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 11 October 2022

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms F Burgess (Vice-Chairman)

Councillors: I Bastable, Mrs S M Bayford, S Dugan, D J Hamilton,
Mrs P Hayre, S Ingram, Ms S Pankhurst, Mrs K K Trott,
Mrs S M Walker and Mrs K Mandry (deputising for M J Ford, JP)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

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

2. MINUTES

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 25 July 2022 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that a new map of the proposed constituencies in England will be published on 08 November by the Boundary Commission for England, giving members of the public a final chance to have their say on proposals for new constituencies in their area.

From 08 November, members of the public will be able to view and comment on new suggested constituency boundaries. This third and final consultation will last four weeks, ending on 05 December, and will be the last opportunity for the public to have a say on the new map of constituencies in England.

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. LOCAL GOVERNMENT BOUNDARY REVIEW - CONSULTATION ON PROPOSALS FOR FAREHAM

The Committee considered a report and received a presentation by the Head of Democratic Services which invited members to review the Boundary Commission's draft recommendations for new ward boundaries across the Borough of Fareham and to provide wording to be incorporated within the Council's response to the public consultation. A copy of the presentation is attached to these minutes as Appendix A.

Members discussed the changes that the Boundary Commission has made to the Council's proposals and expressed concern that some of the changes, which appear to be so that ward boundaries are more linear, are at odds with the Commission's expressed desire to ensure that community identities are protected. Members were able to put forward several examples where residents have complained that established communities will be affected, and it was agreed that residents should be encouraged to register their concerns direct to the Commission as part of the consultation process.

Having agreed the need to ensure that the new ward boundaries protect community identities, members were encouraged to provide any wording that

would strengthen this view to the Head of Democratic Service for inclusion in the Council's final response to the consultation.

RESOLVED that having reviewed the Boundary Commission's draft recommendations for new ward boundaries across the Borough of Fareham, the Licensing and Regulatory Affairs Committee:

- (a) agrees that, as detailed above, any wording provided by members be incorporated within the Council's draft consultation response;
- (b) delegates authority to the Head of Democratic Services to create the draft consultation response reflecting the Committee's views and those of the Member Working group; and
- (c) agrees that the working draft of the consultation response be presented to Council at its meeting on 27 October 2022, prior to it being submitted to the Local Government Boundary Commission for England on 15 November 2022.

7. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

The Committee considered a report by the Head of Environmental Health which provided an opportunity for members to review the Work Programme for 2022/23

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) notes the progress on actions arising from the meeting of the Committee held on 25 July 2022, as shown in Appendix A to the report; and
- (b) agrees the updated Work Programme for 2022/23, as attached at Appendix B to the report.

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing Panel

(to be confirmed at the next meeting)

Date: Wednesday, 19 October 2022

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Pamela Bryant (Chairman)

Councillors: Ms F Burgess and S Dugan



1. EXCLUSION OF THE PUBLIC AND PRESS

Resolved that the public and representatives of the press be excluded from the meeting in accordance with Section 100(A) of the Local Government Act 1972, on the grounds that the matters to be dealt with involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12 of The Act.

2. APPLICATION(S) FOR HACKNEY CARRIAGE /PRIVATE HIRE VEHICLE DRIVING LICENCE(S)

The Panel considered a report by the Licensing Officer which contained exempt information in respect of a private hire driving licence application. A copy of the report was circulated to members with the agenda in advance of the meeting.

The Applicant declined the invitation to attend the hearing.

The Licensing Officer presented the circumstances of the case, as supported by the documentary evidence, and answered questions thereon from members of the Panel.

The Licensing Officer and the Head of Environmental Health left the meeting whilst the Panel considered its decision.

Following the Panel's deliberations, the Licensing Officer and the Head of Environmental Health returned to the meeting to hear the Chairman read out the decision of the Panel.

RESOLVED that the Licensing Panel did not consider the Applicant to be a fit and proper person to hold a private hire vehicle licence and that the licence therefore not be granted.

(The meeting started at 10.00 am
and ended at 11.20 am).

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing Panel

(to be confirmed at the next meeting)

Date: Tuesday, 13 December 2022

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Pamela Bryant (Chairman)

Councillors: I Bastable and Mrs S M Walker



1. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that the public and representatives of the press be excluded from the meeting in accordance with Section 100(A) of the Local Government Act 1972, on the grounds that the matters to be dealt with involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12 of The Act.

2. APPLICATION(S) FOR HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE DRIVING LICENCES

The Panel considered a report by the Licensing Officer which contained exempt information in respect of a private hire driving licence. A copy of the report was circulated to members with the agenda in advance of the meeting.

The Licence Holder did not attend the hearing.

The Licensing Officer presented the circumstances of the case, as supported by the documentary evidence and answered questions thereon from members of the Panel.

Following consideration of the case, the Panel agreed unanimously that the licence be revoked with immediate effect. The decision notice was prepared and approved by all members of the Panel.

RESOLVED that the licence in question be revoked with immediate effect.

(The meeting started at 10.05 am
and ended at 10.48 am).

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **31 January 2023**

Report of: **Deputy Chief Executive Officer**

Subject: **ARRANGEMENTS FOR DEALING WITH ADDITIONAL
VOLUNTARY CONTRIBUTIONS IN THE LOCAL GOVERNMENT
PENSIONS SCHEME (LGPS)**

SUMMARY

This report seeks approval to implementing a salary sacrifice Shared Cost Additional Voluntary Contribution (Shared Cost AVC) pension arrangement for Local Government Pension Scheme (LGPS) members.

RECOMMENDATION

It is recommended that the Licensing & Regulatory Affairs Committee approves:

- a) the implementation of a SCAVC pension scheme for LGPS members through a salary sacrifice arrangement;
- b) that earnings related payments, such as overtime, pay increases, contractual allowances, occupational maternity pay, occupational sickness pay, and redundancy are calculated on the notional salary before applying any salary sacrifice reduction as detailed in paragraph 8 of the report;
- c) the inclusion of a new discretion in our LGPS Discretionary Pension Policy Statement to allow staff to participate in the SCAVC scheme as set out in Section 3.4 below; and
- d) entering into a contract with AVC Wise to deliver a fully managed service covering SCAVCs as set out Section 3.5 below.

INTRODUCTION

1. This report seeks approval to implementing a salary sacrifice Shared Cost Additional Voluntary Contribution (Shared Cost AVC) pension arrangement for Local Government Pension Scheme (LGPS) members.
2. Shared Cost AVC schemes have been widely adopted across the LGPS in the United Kingdom with over 200 councils, fire/police authorities and universities already delivering this key staff benefit. Several authorities in Hampshire have already implemented schemes including Hampshire County Council, Portsmouth City Council, Southampton City Council and Gosport Borough Council with at least 2 other authorities being close to implementation.

BACKGROUND

3. LGPS members are currently permitted to contribute to a standard Additional Voluntary Contribution scheme (AVC) and receive Income Tax relief on their contributions through their payslip. AVCs are a long-term pension savings plan that runs alongside the main LGPS scheme that allows a member to build up a capital sum. On retirement, they can access the benefits through a range of options including the ability to receive the capital sum 100% tax free in most cases.
4. AVC contributions are paid across to a partnering responsible financial organisation who manage the plan and investments. The LGPS Administering Authority (Hampshire Pension Fund) are responsible for selecting the external provider (currently Prudential), and this arrangement would not change with the introduction of a salary sacrifice Shared Cost AVC scheme.

SCHEME DETAILS

5. The LGPS and HMRC regulations allow employers to introduce a SCAVCs and the advantages of implementing a scheme over the current standard AVC scheme is that in addition to the income tax savings available, staff also save on national insurance contributions. The Council also make savings, through a reduction in the employer national insurance contributions and the apprenticeship levy. The estimated savings are shown in appendix 1.
6. To ensure that the Shared Cost AVC arrangement is compliant with the LGPS/HMRC regulations, the scheme must be set up as a 'shared cost' scheme which requires both the employee and employer to contribute to the SCAVC. Although this suggests that the Council will pay a financial contribution towards the Shared Cost AVC plan, this is not the case.
7. The employee accepts a contractual reduction in remuneration (a salary sacrifice), equivalent to the amount they would like to pay and the employer pays this amount into the SCAVC plan on their behalf. To meet the 'shared cost' arrangement the employee is then required to pay a nominal £1 each month into the SCAVC through their payslip. It may be helpful to note that the members main LGPS benefits are not affected by electing to join SCAVCs.
8. It is critical that the Shared Cost AVC scheme does not affect future earnings because of the salary sacrifice reduction, as this would be counter-productive to implementing a scheme. To avoid this, all employers agree that any contractual earnings such as overtime, pay increases, contractual allowances, occupational

maternity pay, occupational sickness pay, and redundancy will continue to be calculated on the notional salary **before** the salary sacrifice is applied.

9. The key reasons for implementing a SCAVC scheme are:
 - a. Staff will have access to a new financial well-being benefit that provides significantly improved retirement benefit outcomes
 - b. The introduction of this employee benefit will improve recruitment and retention
 - c. There is no set up fee, minimal resources are required to implement the scheme and ongoing resource to approve applications is also minimal
 - d. Staff who contribute to a SCAVC scheme will pay lower national insurance contributions (NICs). For most staff this will result in a saving of 12%
 - e. Staff will continue to receive income tax relief on their SCAVC contributions
 - f. The combined tax and NIC saving guarantees a growth of over 46% for basic rate taxpayers and over 72% for higher rate taxpayers. See the example in the table in Appendix 1 below.
 - g. The introduction of a SCAVC will have no effect on the main LGPS benefits
 - h. The council will make savings in employer NICs and apprenticeship levy of £620 in year 1, with an estimated growth to £4,719 by year 3. See Appendix 1 for details.
 - i. Staff will have access to a wide range of pension webinars and the option of individual pension meetings, webchat, telephone and email support.

IMPLEMENTATION ISSUES

10. The recommendation (c) covers the requirement to make an amendment to our LGPS Discretionary Policy Statement to allow deductions to be made. This is purely an administrative procedure, and the wording of the discretion is shown in the table below:

Additional Voluntary Contributions		
Whether how much and what circumstances to contribute to an AVC scheme	R17 (1)	Fareham Borough Council will pay shared cost AVCs where an employee has elected to pay AVCs by salary sacrifice. The amount of these employer shared cost AVCs will not exceed the amount of salary sacrificed by the employee. This discretion is subject to the employee meeting the conditions for acceptance into the salary sacrifice shared cost AVC scheme and may be withdrawn or changed at any time.

11. The recommendation (d) to deliver the service through an external provider will require the procurement options to be considered. A detailed requirements specification has been drawn up to ensure that the service provider delivers a comprehensive inclusive service that requires minimal support from council officers.
12. The recommendation advises that the council procure the services of AVC Wise to deliver SCAVCs through a fully managed service, for the reasons set out in the table below. AVC Wise are the only provider in the UK who deliver a fully managed service SCAVCs for LGPS members.

AVC Wise guarantee that the scheme will be legislatively compliant with HMRC and LGPS Regulations.
The fully managed service (FMS) delivers an efficient automated processing platform with workflow to administer SCAVC applications and amendments and includes an NLW/MNW compliance calculator.
AVC Wise provide helpful calculators to explain the cost and benefits of saving SCAVCs towards their retirement.
AVC Wise deliver a comprehensive range of pension webinars to enable staff to be better informed and educated about their LGPS pension and SCAVCs.
The FMS provides the launch and ongoing communication collateral free for employers to make staff aware of the scheme.
The AVC Wise platform provides a full audit trail of all transactional activity including embedding electronic contractual change documentation inside the platform to eliminate internal HR resource.
The FMS provide numerous help options to support staff (telephone helplines, webchat, webinars, 1 to 1 meetings), eliminating the need for employers to support SCAVC enquiries.
AVC Wise improve the member experience of applying for or amending AVCs the processing of SCAVCs through a direct link to the AVC providers
The FMS includes a continual review process to ensure that all supporting scheme documentation is up to date and relevant (FAQs, videos, knowledge hub guidance, calculators etc.).
AVC Wise will deliver employer budget savings to the council from day 1 of launch and will then grow the savings through regular ongoing communication of the SCAVCs to your staff.

13. To deliver the SCAVC service through AVC Wise will require procurement to determine the appropriate route to contract with the service provider.
14. To safeguard any future compliance issues, AVC Wise will ensure that the Shared Cost AVC salary sacrifice scheme complies with the HMRC rules both at the launch date and on an ongoing basis. We will be required to carry out some routine checks to ensure that applications comply with the National Living Wage/National Minimum Wage rules and functionality exists within the AVC Wise platform for these checks to be undertaken.

FINANCIAL IMPLICATIONS

15. The employer NIC savings (after AVC Wise fees) based on the estimated take up of staff that transfer from the existing AVC arrangement to a SCAVC is expected to be £620 in year 1. This saving is expected to grow to £4,719 by year 3 resulting from communication of this new employee pension benefit to staff.

16. The procurement of AVC Wise who have delivered SCAVCs to over 200 public sector bodies provide the assurance that we are appointing an external provider, who has a proven track record of delivering SVAVC services. This included the important assurance that the SCAVC scheme will be compliant with employment and tax law. It also removes the risk of the council having to fund back-office resource to deliver a skilled complex service.
17. The council will save 14.3% on the total amount staff salary sacrifice and after AVC Wise fees of 4.5% this results in an employer net saving of 9.8% as there are no set up fees.

RISK ASSESSMENT

18. There are a number of legal or associated issues with the implementation of the SVAVC scheme.
19. The council must ensure that the AVC Wise portal includes the salary sacrifice agreement to vary the contract of employment to accept the contractual reduction in remuneration for every application or amendment of SCAVCs.
20. AVC Wise must provide the necessary assurances that the scheme will be compliant with the HMRC salary sacrifice regulations and obtain approval.
21. The council's discretionary pensions policy will need to be amended to provide the authority to allow staff to participate in SCAVCs.
22. The scheme documentation will need to state that the SVAVCs contributions are to be treated as a pensionable emolument in accordance with the LGPS regulations (Regulation 20(1)(b) of the 2013 Regulations), to ensure that a member's main scheme benefits are not reduced.
23. The unions will be consulted in line with the usual consultation process.

CONCLUSION

24. The SVAVC scheme will give staff the opportunity to increase their pension benefits in a secure way.
25. The introduction of the scheme would support our strategy to be a modern and attractive employer by offering a significant financial benefit beyond the standard AVC arrangement. It will also act as a recruitment and retention tool.

Appendices: Appendix 1 – Employer and Employee Savings Tables

Reference Papers: Report to the Licencing and Regulatory Committee on 8 July 2014 - Policy Statements Relating to the LGPS 2014 Regulations

Enquiries:

For further information on this report please contact Neil Wood. (01329 824506)

Employer and Employee Savings Tables

Shared Cost AVC Employer Estimated NIC Savings table

The estimated savings are calculated using the following information

	Year 1	Year 3
Number of LGPS members	409	409
Number of current standard AVC members (less 10%*)	6	20
Total AVC paid pm	£533	£4,034
Total AVC per year	£6,403	£48,408
Average AVC per month (existing members remain on current AVC amount, new members pay £250 pm)	£89	£202
% take up	1.47%	5%
Savings		
	Year 1	Year 3
Estimated gross employer NIC and apprenticeship levy savings (14.3%)	£905	£6,887
Less FMS fees (4.5%)	£285	£2,168
Estimated net savings	£620	£4,719

Shared Cost AVC Employee Savings Tables

Table 1.

Employee pays £250 per month into a SCAVC and pays basic rate (20%) income tax and national insurance

	<u>Per month</u>	<u>Per year</u>
AVC amount	£250.00	£3,000.00
Cost to employee	£170.12	£2,041.44
Tax/NIC saving	£79.88	£958.56
% growth on cost to employee	46.96%	46.96%
In this example after only 12 months the employee has saved £958 through the tax system (i.e. it has cost only £2,041 to grow the savings into £3,000).		

Table 2.

Employee pays £250 per month into a SCAVC and pays higher rate (40%) income tax and national insurance

	<u>Per month</u>	<u>Per year</u>
AVC amount	£250.00	£3,000.00
Cost to employee	£145.02	£1,740.24
Tax/NIC saving	£104.98	£1,259.76
% growth on cost to employee	72.39%	72.39%
In this example after only 12 months the employee has saved £1,259 through the tax system (i.e. it has cost only £1,740 to grow the savings into £3,000).		

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **31 January 2023**

Report of: **Deputy Chief Executive Officer**

Subject: **ACTUAL REVENUE EXPENDITURE 2021/22**

SUMMARY

This report sets out for the information of Members details of the actual revenue expenditure for 2021/22 in respect of the services for which this Committee is responsible.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee notes the content of the report.

INTRODUCTION

1. The final accounts for the financial year 2021/22 for this Committee show that the actual expenditure of £482,968 represented an overspend of £3,168 compared with the revised budget of £479,800 that was approved by this Committee on 25 January 2022.
2. The actual totals of gross expenditure and income are set out in the table below:

	Revised Estimate 2021/22	Actual 2021/22	Variance
	£	£	£
EMPLOYEES RELATED EXPENDITURE	165,400	217,581	52,181
PREMISES RELATED EXPENDITURE	12,000	22,553	10,553
TRANSPORT RELATED EXPENDITURE	3,900	2,717	-1,183
SUPPLIES & SERVICES	321,700	336,939	15,239
THIRD PARTY PAYMENTS	251,800	233,279	-18,521
INTERNAL RECHARGES	61,700	70,031	8,331
GROSS EXPENDITURE	816,500	883,100	66,600
GOVERNMENT GRANTS	-1,200	-12,331	-11,131
OTHER GRANTS	-158,000	-211,509	-53,509
SALES	-2,500	-4,473	-1,973
FEES AND CHARGES	-175,000	-171,819	3,181
GROSS INCOME	-336,700	-400,132	-63,432
NET EXPENDITURE	479,800	482,968	3,168

3. The main variations reflect a total increased spending of £52,000 on employees as a result of a pension adjustment. This is amended overall in the accounts so doesn't affect the bottom-line position of the council.
4. This has been partly offset by lower expenditure against budget from third party payments that reflect the cost of the Environmental Health Partnership that is charged to this committee.
5. The income generated through sales, fees and charges and Grants was showing as £63,432 over the budget for the year in relation to the receipt of funding from prior year's elections.
6. The actual revenue expenditure for the year analysed over the main service headings is shown in the following table:

	Revised Estimate 2021/22	Actual 2021/22	Variance
	£	£	£
HACKNEY CARRIAGE LICENSES	-11,400	-18,794	-7,394
LICENSING	-10,100	-38,143	-28,043
HEALTH AND SAFETY	128,100	126,551	-1,549
ELECTIONS	373,200	413,354	40,154
	479,800	482,968	3,168

7. 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.
8. Although this committee shows an underspend for the financial year it does not reflect the cost of providing member support to the committee. This cost is shown within the Executive's Policy and Resources Portfolio and has a cost for the whole council of just over £1,168,000 for the 2021/22 financial year.

ENVIRONMENTAL HEALTH PARTNERSHIP

9. One of the main areas of spend for this committee comes as a recharge from the Environmental Health Partnership. The partnership charge attributable to Fareham was £22,583 underspent which is mainly as a result reduced spend of supplies and services and this is reflected in the charges to the services provided by this committee.
10. The cost of the Environmental Health Partnership totalled £1,351,542 of which £717,317 was attributable to Fareham.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

11. This service was underspent by £7,400 for the financial year, this was due to a reduction in legal fees.
12. The expenditure against supplies and services and the Environmental Health Partnership were lower than the budget by £11,900 and £3,600 respectively.

LICENSING

13. This service was underspent by £28,000 for the financial year. The income from government grants were £11,700 higher than the revised budget. Charges from the Environmental Health Partnership were below budget by £11,400.

HEALTH AND SAFETY

14. This service was underspent by £1,500 for the financial year. The charges from the Environmental Health Partnership were lower than the budget by £3,500.

ELECTION SERVICES

15. This service was overspent by £40,156 for the financial year. The overspend relates to increase in direct ICT costs and an employee cost as a result of a pension adjustment
16. During this year there was just two elections, being the local election and county election held in May 2021

RISK ASSESSMENT

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

CONCLUSION

18. The cost of the services provided by this Committee was £3,168 higher than anticipated when the revised budgets were prepared and the reasons for this are set out in this report.

Appendices: APPENDIX A - Actual Cost of Individual Services 2021/22

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (01329 824506)

Appendix A

HACKNEY CARRIAGE LICENSES	Revised Estimate 2021/22	Actual 2021/22	Variance
	£	£	£
TRANSPORT RELATED EXPENDITURE	2,000	1,944	-56
SUPPLIES & SERVICES	11,800	-68	-11,868
THIRD PARTY PAYMENTS	67,500	63,932	-3,568
GROSS EXPENDITURE	81,300	65,808	-15,492
OTHER GRANTS	-1,200	-597	603
SALES	-1,000	-1,570	-570
FEES AND CHARGES	-90,500	-82,435	8,065
GROSS INCOME	-92,700	-84,602	8,098
NET EXPENDITURE	-11,400	-18,794	-7,394

LICENSING	Revised Estimate 2021/22	Actual 2021/22	Variance
	£	£	£
SUPPLIES & SERVICES	300	287	13
THIRD PARTY PAYMENTS	71,700	60,258	-11,442
GROSS EXPENDITURE	72,000	60,545	-11,455
OTHER GRANTS	0	-11,734	-11,734
FEES AND CHARGES	-82,100	-86,954	-4,854
GROSS INCOME	-82,100	-98,688	-16,588
NET EXPENDITURE	-10,100	-38,143	-28,043

	Revised Estimate 2021/22	Actual 2021/22	Variance
	£	£	£
HEALTH AND SAFETY			
EMPLOYEES RELATED EXPENDITURE	2,000	2,837	837
SUPPLIES & SERVICES	15,900	17,055	1,154
THIRD PARTY PAYMENTS	112,600	109,090	-3,510
GROSS EXPENDITURE	130,500	128,981	-1,519
FEES AND CHARGES	-2,400	-2,430	-30
GROSS INCOME	-2,400	-2,430	-30
NET EXPENDITURE	128,100	126,551	-1,549

	Revised Estimate 2021/22	Actual 2021/22	Variance
	£	£	£
ELECTIONS			
EMPLOYEES RELATED EXPENDITURE	163,400	214,745	51,345
PREMISES RELATED EXPENDITURE	12,000	22,553	10,553
TRANSPORT RELATED EXPENDITURE	1,900	773	-1,127
SUPPLIES & SERVICES	293,700	319,665	25,965
INTERNAL RECHARGES	61,700	70,031	8,331
GROSS EXPENDITURE	532,700	627,767	95,067
OTHER GRANTS	-158,000	-211,509	-53,509
SALES	-1,500	-2,903	-1,403
GROSS INCOME	-159,500	-214,412	-54,912
NET EXPENDITURE	373,200	413,355	40,155

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **31 January 2023**

Report of: **Deputy Chief Executive Officer**

Subject: **SPENDING PLANS 2023/24**

SUMMARY

This report sets out the overall level of revenue spending on this Committee's services and seeks agreement for the revised revenue budget for 2022/23 and the base budget for 2023/24 before being recommended to Council for approval.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee:-

- (a) reviews and agrees the revised budget for 2022/23;
- (b) reviews and agrees the base budgets for 2023/24; and
- (c) recommends the budget to Council for approval.

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report allows the Committee to consider in detail these plans for the provision of Licensing and Regulatory Affairs services during the next financial year.
2. This report and the revenue budgets have been prepared in accordance with the Medium-Term Finance Strategy that was presented to the Executive on 9 January 2023 and will cover the capital programme and the revenue budget.

CAPITAL PROGRAMME

3. For this Committee there are no capital projects planned.

REVENUE BUDGET

4. Appendix A analyses the overall budget total over the individual Licensing and Regulatory Affairs Committee services and by the different types of expenditure and income.

Base Budget 2022/23

5. The base budgets for 2022/23 were considered by this Committee in January 2022 and were confirmed by the Full Council on 25 February 2022. The base budget for 2022/23 amounted to £574,400.

Revised Budget 2022/23

6. The overall revised budget for 2022/23 is £639,200 an increase of £64,800 or 11.28% from the base budget which is mainly due to increased costs from the local and county elections.

Base Budget 2023/24

7. The overall base budget for 2023/24 is £540,400 a decrease of £34,000 or 5.91% from the base budget for 2022/23.

Revenue Budget Comparisons

8. The major variations in the individual service budgets are summarised in the following table:

	Revised Budget 2022/23 £	Base Budget 2023/24 £
Base Budget 2022/23	574,400	574,400
Hackney Carriage and Private Hire Vehicles	-11,100	-6,500
Licensing	1,200	5,700
Health and Safety Enforcement	11,700	18,800
Election Services	63,000	-52,000
TOTAL	639,200	540,400

9. Appendix A of this report shows the analysis of expenditure and income for individual services and the following paragraphs of this report set out issues affecting individual services that have arisen in the current year in order to explain the variations between the base and revised budgets for 2022/23 and the base budget for 2023/24.
10. The budgets for this committee do not reflect the cost of providing members services support to this committee and to the panels that are held during the year. This overall cost to the council is shown within the Executive Portfolio for Policy and Resources. The cost to the council for this function is just over £1.1 million a year.

SERVICES ISSUES

Environmental Health Partnership

11. From 1 April 2014 the Environmental Health service has been provided by way of a Partnership between Fareham and Gosport Councils in order to provide a more resilient service and to bring savings to both Councils under the control of the Environmental Health Panel.
12. Under this arrangement, the direct costs for the service have been combined into a single Trading Account. This is where expenditure under the headings of employees, premises, supplies and services and third-party payments incurred by the Partnership are recorded, and recharged to both Fareham and Gosport Councils on the basis of a 50: 50 split.
13. Internal Recharges and income attributable to Fareham and Gosport Councils are recorded directly in the respective service areas of the two local authorities, along with the cost of DVLA Licence checks under supplies and services.
14. The overall budget for 2023/24 for the EHP has increased by £107,500 in comparison the previous year to a total of £1,686,800, this increase is in relation to increased employee expenditure and an increase in internal recharges.
15. The percentage charges from the Environmental Health Partnership to this committee are reviewed annually. The percentages are shown in the table:

Service	Recharge Percentage
HACKNEY CARRIAGE LICENSES	9%
LICENSING	10%
HEALTH AND SAFETY	15%

Hackney Carriage Licences

16. There has been a decrease in the budget for this service of £6,500, this is due to a reduction in legal costs.

Licensing

17. There has been an increase in the budget for this service of £5,700, this is due to an increase in partnership costs.

Health & Safety

18. There has been an increase of £18,800 this due to an increase in partnership costs.

Election Services

19. There has been a decrease in the budget of £52,000 as there are no scheduled elections due to take place.

RISK ASSESSMENT

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

CONCLUSION

21. A number of Licensing and Regulatory Affairs Committee services are partly funded from fees and charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by council taxpayers:
 - Investment income; and
 - The Council's share of business rate income
22. These sources of income are generally outside the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that, unless it can be matched by increased service income, additional spending on services has to be fully funded by council taxpayers.
23. It follows that members must give full weight to the Council's overall position and future council tax levels when the revenue budgets for 2023/24 are considered.

APPENDICES Appendix A: Revised budgets for 2022/23 and Base Budgets for 2023/24

Background Papers:

Reference Papers:

Enquiries:

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

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2023/24**LICENSING AND REGULATORY AFFAIRS COMMITTEE**

	Base Budget 2022/23	Revised Budget 2022/23	Base Budget 2023/24
	£	£	£
Hackney Carriage and Private Hire Vehicles	12,000	900	5,500
Licensing	3,700	4,900	9,400
Health and Safety	140,200	151,900	159,000
Election Services	418,500	481,500	366,500
	574,400	639,200	540,400

SUBJECTIVE ANALYSIS

	Base Budget 2022/23	Revised Budget 2022/23	Base Budget 2023/24
	£	£	£
Employee Related Expenditure	169,900	182,200	184,200
Premises Related Expenditure	12,000	5,700	0
Transport Related Expenditure	3,900	3,200	3,200
Supplies & Services	190,000	273,300	131,700
Third Party Payments	300,300	305,200	321,000
Internal Recharges	64,500	66,400	66,700
GROSS EXPENDITURE	740,600	836,000	706,800
Government Grants	-600	-30,600	-600
Other Grants	-2,000	-2,400	-2,000
Sales	-160,000	-156,700	-156,700
Fees And Charges	-3,600	-7,100	-7,100
GROSS INCOME	-166,200	-196,800	-166,400
NET EXPENDITURE	574,400	639,200	540,400

**HACKNEY CARRIAGE & PRIVATE
HIRE VEHICLES**

	Base Budget 2022/23	Revised Budget 2022/23	Base Budget 2023/24
	£	£	£
Transport Related Expenditure	2,000	2,000	2,000
Supplies & Services	12,000	0	0
Third Party Payments	80,600	81,900	86,100
GROSS EXPENDITURE	94,600	83,900	88,100
Government Grants	-600	-600	-600
Other Grants	-500	-900	-500
Sales	-81,500	-81,500	-81,500
GROSS INCOME	-82,600	-83,000	-82,600
NET EXPENDITURE	12,000	900	5,500

<u>LICENSING</u>	Base Budget 2022/23	Revised Budget 2022/23	Base Budget 2023/24
	£	£	£
Supplies & Services	300	300	300
Third Party Payments	85,500	86,900	91,400
GROSS EXPENDITURE	85,800	87,200	91,700
Sales	-78,500	-75,200	-75,200
Fees & Charges	-3,600	-7,100	-7,100
GROSS INCOME	-82,100	-82,300	-82,300
NET EXPENDITURE	3,700	4,900	9,400

<u>HEALTH AND SAFETY</u>	Base Budget 2022/23	Revised Budget 2022/23	Base Budget 2023/24
	£	£	£
Employee Related Expenditure	2,000	2,000	2,000
Supplies & Services	4,000	13,500	13,500
Third Party Payments	134,200	136,400	143,500
NET EXPENDITURE	140,200	151,900	159,000

<u>ELECTIONS</u>	Base Budget 2022/23	Revised Budget 2022/23	Base Budget 2023/24
	£	£	£
Employee Related Expenditure	167,900	180,200	182,200
Premises Related Expenditure	12,000	5,700	0
Transport Related Expenditure	1,900	1,200	1,200
Supplies & Services	173,700	259,500	117,900
Internal Recharges	64,500	66,400	66,700
GROSS EXPENDITURE	420,000	513,000	368,000
Government Grants	0	-30,000	0
Other Grants	-1,500	-1,500	-1,500
GROSS INCOME	-1,500	-31,500	-1,500
NET EXPENDITURE	418,500	481,500	366,500

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **31 January 2023**

Report of: **Deputy Chief Executive Officer**

Subject: **FEES AND CHARGES 2023/24**

SUMMARY

This report sets out the level of fees and charges for this Committee's services and seeks agreement for them before being recommended to Council for approval.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee:-

- (a) agrees the fees and charges for 2023/24; and
- (b) recommends the fees and charges to Full Council for approval.

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report allows the Committee to consider in detail these plans for the provision of Licensing and Regulatory Affairs services during the next financial year.
2. This report and the revenue budgets have been prepared in accordance with the Medium-Term Finance Strategy that was presented to the Executive on 09 January 2023 and will cover the fees and charges for this Committee.

FEES AND CHARGES

3. The fees and charges under the control of this Committee are shown at Appendix A. Where possible a comparison with charges set by Gosport Borough Council is shown. It is worth noting that Gosport Borough Council increases its charges on 1 January each year so the charges shown are already being applied.
4. There are a number of fees that are statutory charges and are therefore outside the control of this Committee. These include lotteries, fees under the Gambling Act 2005, some fees under the Licensing Act 2003 which haven't been increase since the acts were introduced.
5. Other Licences and Fees (Discretionary) – this discretionary element of the fees and charges are under the control of this Committee. Proposed increases to these fees and charges are set out at Appendix A for this Committee's approval.
6. Private Hire and Hackney Carriage Drivers - the requirement to introduce 3 year licences for Private Hire and Hackney Carriage Drivers and 5 year licences for Private Hire Operators along with fee setting recommendations was reported to this Committee on 22 September 2015.
7. The charges for Private Hire and Hackney Carriage Drivers are proposed to increase from April 2023 and the last time there was an increase in the main elements of these charges was April 2010.
8. The current fees and charges, reflecting the changes approved on 25 January 2022, for Licensing and Regulatory Affairs Committee services and the proposed charges for 2022/23 are set out in Appendix A. The comparison with neighbouring Authorities is shown at Appendix B.
9. Members may also wish to consider whether, for certain services, there could be scope to generate additional income to pay for service improvements.
10. The proposed fees and charges for 2023/24 takes into account the current impact of inflation, CPI was published in November 2022 at 10.7%.

RISK ASSESSMENT

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

CONCLUSION

12. A number of Licensing and Regulatory Affairs services are partly funded from fees and charges and other types of income. It is important that a balance is kept between

raising income and affordability of charges for the users of the services.

13. The Committee is asked to:-

- (a) review and agree the fees and charges for 2023/24; and
- (b) recommend the fees and charges to Council for approval

Appendices: A: Fees and Charges 2023/24
B: Fees and Charges Comparison

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (01329 824506)



LICENSING FEES

The charges shown are currently not subject to VAT, except where indicated.

	Notes	Fee 2022/23 £	Fee 2023/24 £	% Increase
Lotteries				
Registration	Statutory Charge	40.00	40.00	NIL
Renewal	Statutory Charge	20.00	20.00	NIL

Gambling Act 2005

Charges available on application to Head of Environmental Health.

Licensing Act 2003

The service is provided to ensure public safety through the licensing of regulated activities and to ensure that they are undertaken in accordance with the relevant licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced existing licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which such as liquor licensing were previously undertaken by the Magistrates Court.

The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:-

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

Premises Licences /Club Applications

The Fees for premises and personal licences are set by the Government and are detailed below:

The Fees are based on rateable values of properties:

Rateable Value	Band	Initial License Fee £	Annual Fee £
£0 - £4,300	A	100.00	70.00
£4,301 - £33,000	B	190.00	180.00
£33,001 - £87,000	C	315.00	295.00
£87,001 - £125,000	D	450.00	320.00
£125,001 and over	E	635.00	350.00

A multiplier applied to premises in Bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs) as follows:

Rateable Value	Band	City/Town Centre Pub Application Fee £	City/Town Centre Pub Annual Charge £
£87,001 - £125,000	D	900.00	640.00
£125,001 and over	E	1,905.00	1,050.00

If in addition to the conversion application the conditions in respect of alcohol are to be varied then an additional fee to those set out above becomes payable as follows:

Rateable Value	Band	Variation Fee £
£0 - £4,300	A	20.00
£4,301 - £33,000	B	60.00
£33,001 - £87,000	C	80.00
£87,001 - £125,000	D	100.00
£125,001 and over	E	120.00

Exceptionally Large Events

A fee structure also exists for exceptionally large events starting at a capacity of 5,000 people. Please contact the Licensing Authority for details of these.

Personal Licences, Temporary Events and Other Fees

	Fee 2023/24 £
Statutory – Additional Fees are as follows :	
Occasion on which Fee payable	
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

Exemptions

Applications for premises licences or club certificates which relate to the provision of regulated entertainment only and the application is from the following then NO FEES are payable, but applications must still be made:

An educational institution which is a school or college and the entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution.

OR

That the application is in respect of premises that are or form part of a church hall, chapel hall, or similar building or village hall, parish hall or community hall or other similar building.

	Notes	Fee 2022/23 £	Fee 2023/24 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	95.00	105.00	10.5
Skin Piercers	Persons	80.00	88.00	10.0
Street Trading Consent	12 months	1,900.00	2,090.00	10.0
Street Trading Consent	6 months	1,050.00	1,155.00	10.0
Street Trading Consent	3 months	560.00	616.00	10.0
Street Trading - Tables and Chairs	New	300.00	330.00	10.0
Street Trading - Tables and Chairs	Renewal	185.00	204.00	10.3
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	150.00	165.00	10.0
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	44.00	48.00	9.0
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	170.00	187.00	10.0
Home (Domestic) Animal Boarding Establishment Licences		130.00	143.00	10.0
Home Boarding Fee Franchise (including Day Care for Dogs)	Dog Boarding Franchise	160.00	176.00	10.0
	Additional Dog Boarding Franchise property applied for	53.00	58.00	9.4
Pet Shop Licences	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	130.00	143.00	10.0
Dog Breeders Licence	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	190.00	209.00	10.0
Zoo: Initial Application (valid for 4 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,200.00	10.0
Zoo: Renewal (valid for 6 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,200.00	10.0
Sex Shops/Establishments	Initial Fee	2,000.00	2,200.00	10.0
Sex Shop/Establishment	Renewal Fee	2,000.00	2,200.00	10.0
Scrap Metal Dealer	New Application	260.00	286.00	10.0
Scrap Metal Dealer	Application Renewal	145.00	160.00	10.3
Mobile Collector	New Application	145.00	160.00	10.3
Mobile Collector	Application Renewal	105.00	116.00	10.5
Variation of Licence		138.00	152.00	10.1
Replacement Licence		23.00	25.00	8.6
Advice to commercial premises	Charge per hour or part thereof	47.00	52.00	10.6

	Notes	Fee 2022/23 £	Fee 2023/24 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	215.00	13.5
Private Hire		185.00	215.00	13.5
Transfer of Licence	(Note 1)	185.00	215.00	13.5
Temporary Transfer	(Note 2,3)	185.00	215.00	13.5
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	215.00	13.5
Private Hire Operators Licence	3 years	455.00	520.00	14.3
Private Hire Operators Licence	5 years	825.00	945.00	14.5
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	70.00	16.6
Hackney Carriage Drivers Licence	3 Years	155.00	175.00	12.9
Private Hire Drivers Licence	1 Year	60.00	70.00	16.6
Private Hire Drivers Licence	3 Years	155.00	175.00	12.9
Dual Drivers Licence	1 Year	85.00	95.00	11.7
Dual Drivers Licence	3 Years	200.00	230.00	15.0
Dual Upgrade		45.00	50.00	11.1
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	40.00	17.6
Replacement Licence		10.50	12.00	14.3
Transfer of Ownership	(Note 1)	25.00	30.00	20.0
Knowledge Test				
Per Test		60.00	70.00	16.6
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	NIL
Vehicles				
Replacement plates and fixings	Inclusive of VAT	22.00	25.00	13.6
Replacement brackets		15.00	17.00	13.3
Interior windscreen plate		23.00	26.00	13.0

Other	
Disclosure and Barring Service Fee	Actual Cost to the council
Drug Testing	Actual Cost to the council
Medical Consultation	Actual Cost to the council
<p>Notes</p> <ol style="list-style-type: none"> 1. This charge has been set at a level to cover the cost of administering transfers. Transfers will only be permitted in March and April in exceptional circumstances. 2. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes. 3. This charge has been set at a level to cover the cost of administering transfers. 	

APPENDIX B

Other Licences and Fees	FBC £	GBC £	WCC £	HBC £	EBC £	PCC £
Skin Piercers: Premises	105.00	99.00	129.00	124.00	150.00	140.00
Skin Piercers: Persons	88.00	85.00	41.20	N/A	37.00	70.00
Street Trading Consent: 12 months	2,090.00	1,331.00	N/A	Variable	N/A	1,736.00
Street Trading Consent: 6 months	1,155.00	693.00	N/A	Variable	N/A	N/A
Street Trading Consent: 3 months	616.00	N/A	N/A	N/A	N/A	N/A
Street Trading - Tables and Chairs New	330.00	319.00	N/A	N/A	N/A	127.00
Renewal	204.00	198.00	N/A	N/A	N/A	N/A
Dangerous Wild Animal Licences	165.00 plus vet fees	154.00 plus vet fees	64 plus vet fees	487.00 plus vet fees	300.00	N/A
Riding Establishment Licences: Initial registration / renewal/variation –per horse	48.00 plus vet fees	231.00 plus vet fees	254.00 plus vet fees	497.10 plus vet fees	305.00 plus £10 per horse	N/A
Animal Boarding Establishment Licences	187.00 plus vet fees	220.00 plus vet fees	266.00	368.10	270.00	N/A
Home (Domestic) Animal Boarding Establishment Licences	143.00	85.00 plus vet fees	220.00	346.60	155.00	N/A
Home Boarding Fee Franchise (including Day Care for Dogs)	176.00	135.00 plus vet fees	N/A	346.60	122.50 plus £62 per host	N/A
Pet Shop Licences	143.00 plus vet fees	180.00 plus vet fees	222.00	411.10	410.00	N/A

Dog Breeders Licence	209.00 plus vet fees	198.00 plus vet fees	281.00 plus vet fees	497.10 plus vet fees	275.00	N/A
Zoo: Initial Application (valid for 4 years)	2,200.00 plus vet fees	On Request	N/A	Hourly Rate	N/A	N/A
Zoo: Renewal (valid for 6 years)	2,200.00 plus vet fees	On Request	N/A	Hourly Rate	N/A	N/A
Sex Shops/Establishments: Initial Fee	2,200.00	3,300.00	N/A	4,400.00	N/A	5,000.00
Sex Shop/Establishments: Renewal Fee	2,200.00	2,200.00	N/A	N/A	N/A	3,000.00
Scrap Metal Dealer: New Application	286.00	275.00	451.00	260.00	372.30	450.00
Scrap Metal Dealer: Application Renewal	160.00	154.00	N/A	N/A	N/A	450.00
Mobile Collector: New Application	160.00	154.00	232.00	110.00	285.60	300.00
Mobile Collector: Application Renewal	116.00	110.00	N/A	N/A	N/A	300.00
Variation of Licence	152.00	Renewal Price	37.00	180.00	100.00	100.00
Replacement Licence	25.00	25.00	N/A	N/A	25.00	25.00
Advice to commercial premises	52.00	N/A	N/A	N/A	N/A	N/A
Hackney Carriage and Private Hire Licences –						
Vehicle Licence						
Hackney Carriage	215.00	275.00	173.00	219.00	180.00	310.00
Private Hire	215.00	275.00	173.00	157.00	180.00	192.00
Transfer of Licence	215.00	N/A	N/A	39.00	60.00	132.00
Temporary Transfer	215.00	N/A	N/A	68.00	90.00	100.00
Operator's Licence						
Private Hire Operators Licence 1 Year	215.00	270.00	227.00	143.00	N/A	760.00
Private Hire Operators Licence 3 Year	520.00	650.00	N/A	N/A	N/A	N/A
Private Hire Operators Licence 5 Year	945.00	1,100.00	514.00	347.00	365.00	3,500.00

Driver's Licence						
Hackney Carriage Drivers Licence 1 Year	70.00	100.00	116.00	210.00	N/A	162.00
Hackney Carriage Drivers Licence 3 Year	175.00	240.00	245.00	150.00	182.00	380.00
Private Hire Drivers Licence 1 Year	70.00	100.00	117.00	210.00	N/A	110.00
Private Hire Drivers Licence 3 Year	175.00	240.00	245.00	150.00	182.00	290.00
Dual Drivers Licence 1 Year	95.00	140.00	N/A	N/A	N/A	N/A
Dual Drivers Licence 3 Year	230.00	350.00	N/A	N/A	N/A	N/A
DVLA Drivers' Licence check	Actual Cost	Actual cost	N/A	N/A	5.00	N/A
Failure to attend appointment	40.00	N/A	N/A	N/A	N/A	N/A
Replacement Licence	12.00	N/A	13.00	14.00	5.00	14.00
Transfer of Ownership	30.00	N/A	39.00	39.00	N/A	N/A
Knowledge Test						
Per test	70.00	23.00	30.00	43.00	15.00	50.00
Driver's Badge						
Issue and Replacement	18.00	18.00	N/A	19.00	6.00	14.00
Vehicles						
Replacement plates and fixings	25.00	23.00	30.00	N/A	10.00	10.00
Replacement brackets	17.00	N/A	N/A	12.00	N/A	N/A
Interior windscreen plate	26.00	23.00	N/A	N/A	N/A	N/A
Other						
DBS Fee	Actual Cost	Actual Cost	N/A	N/A	40.00	11.00
Drug Testing	Actual Cost	N/A				50.00
Medical Consultation	Actual Cost	N/A	N/A	N/A	N/A	N/A

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 31 January 2023

Report of: Head of Environmental Health

Subject: PRELIMINARY REVIEW OF LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2022/23 AND DRAFT WORK PROGRAMME 2023/24

SUMMARY

At the Committee meeting held on 14 March 2023, members will be asked to review the outcome of the Work Programme for the current municipal year. Also, at that meeting, the Committee will need to finalise the draft Work Programme for the 2023/24 municipal year.

This report contains details of the position of the Committee's existing Work Programme for the current year, in order to allow an early assessment of progress. It also gives some background information to assist members in drawing up the Work Programme for 2023/24

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee:

- (a) notes the progress on actions arising from the meeting of the Committee held on 11 October 2022, attached as Appendix A to this report;
- (b) reviews the Work Programme 2022/23 attached as Appendix B to this report; and
- (c) gives initial consideration to the draft Work Programme for 2023/24 attached as Appendix C to this report.

INTRODUCTION

1. At the Committee meeting on 11 October 2022, the Committee reviewed progress on actions since the last meeting and agreed the Work Programme for the remainder of the 2022/23 municipal year.

MONITORING

2. Details of progress on actions arising from matters considered at the meeting held on 11 October 2022 are attached as Appendix A to this report for information.

WORK PROGRAMME FOR THE 2022/23 MUNICIPAL YEAR

3. The Committee's Work Programme for 2022/23, agreed at the last meeting is attached as Appendix B to this report for consideration.
4. Members are asked to note that, with the agreement of the Chairman, the meeting scheduled to take place on 29 November 2022 was cancelled due to the lack of items of business for consideration.

WORK PROGRAMME FOR THE 2023/24 MUNICIPAL YEAR

5. Members are now invited to consider items for the draft Work Programme for 2023/24. It has previously been suggested that a few items of major significance be chosen.
6. At this stage, particular items which are known to be coming before the Committee during the next year are attached as Appendix C.
7. Other general items may arise during the year, such as responding to consultation requests by central Government.

RISK ASSESSMENT

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

CONCLUSION

9. To summarise, Members are now invited to note the progress on matters considered by the Committee at the meeting held on 11 October 2022, as shown in Appendix A to this report, review the Work Programme for the 2022/23 municipal year, as set out in Appendix B and give initial consideration to the draft Work Programme for 2023/24 attached as Appendix C.

APPENDICES:

Appendix A – Progress on Actions since the last meeting of the Committee

Appendix B – Licensing & Regulatory Affairs Committee Work Programme 2022/23

Appendix C – Draft Licensing & Regulatory Affairs Committee Work Programme 2023/24

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

LICENSING AND REGULATORY AFFAIRS COMMITTEE - Progress on Actions from last meeting

Date of Meeting	11 October 2022
Subject	LOCAL GOVERNMENT BOUNDARY REVIEW – CONSULTATION PROPOSALS FOR FAREHAM
Type of Item	Report
Action by Committee	<p>The Committee considered a report and received a presentation by the Head of Democratic Services which invited members to review the Boundary Commission’s draft recommendations for new ward boundaries across the Borough of Fareham and to provide wording to be incorporated within the Council’s response to the public consultation. A copy of the presentation is attached to these minutes as Appendix A.</p> <p>Members discussed the changes that the Boundary Commission has made to the Council’s proposals and expressed concern that some of the changes, which appear to be so that ward boundaries are more linear, are at odds with the Commission’s expressed desire to ensure that community identities are protected. Members were able to put forward several examples where residents have complained that established communities will be affected, and it was agreed that residents should be encouraged to register their concerns direct to the Commission as part of the consultation process.</p> <p>Having agreed the need to ensure that the new ward boundaries protect community identities, members were encouraged to provide any wording that would strengthen this view to the Head of Democratic Service for inclusion in the Council’s final response to the consultation.</p> <p>RESOLVED that having reviewed the Boundary Commission’s draft recommendations for new ward boundaries across the Borough of Fareham, the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> (a) agrees that, as detailed above, any wording provided by members be incorporated within the Council’s draft consultation response; (b) delegates authority to the Head of Democratic Services to create the draft consultation response reflecting the Committee’s views and those of the Member Working group; and (c) agrees that the working draft of the consultation response be presented to Council at its meeting on 27 October 2022, prior to it being submitted to the Local Government Boundary Commission for England on 15 November 2022.
Outcome	Complete
Link Officer	Leigh Usher

Subject	LICENSING & REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which provided an opportunity for members to review the Work Programme for 2022/23</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) notes the progress on actions arising from the meeting of the Committee held on 25 July 2022, as shown in Appendix A to the report; and</p> <p>(b) agrees the updated Work Programme for 2022/23, as attached at Appendix B to the report.</p>
Outcome	Complete
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2022/23

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
27 June 2022	<p>Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee</p> <p>Local Government Boundary Commission Review Update</p> <p>Review of current Work Programme</p>	
25 July 2022	<p>Review of Taxi and Private Hire Licensing Requirements</p> <p>Review of Hackney Carriage Tarif</p> <p>Review of current Work Programme</p>	
05 September 2022 at 3pm		Licensing Training
11 October 2022	<p>Local Government Boundary Review – Consultation on Proposals for Fareham</p> <p>Review of current Work Programme</p>	
29 November 2022	CANCELLED	
31 January 2023	<p>Actual Revenue Expenditure 2021/22</p> <p>Spending Plans 2023/24</p> <p>Fees and Charges 2023/24</p> <p>Arrangements for Additional Voluntary Contributions within the Local Government Pensions Scheme (LGPS)</p> <p>Preliminary Review of current Work Programme and Draft Work Programme 2023/24</p>	
14 March 2023	<p>Police Update on Licensing Matters</p> <p>Update on Fareham & Gosport Environmental Health Partnership – Presentation</p> <p>Final Review of current Work Programme and Draft Work Programme 2023/24</p>	

**DRAFT LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME
2023/24**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
June 2023	Review of current Work Programme	
July 2023	Review of current Work Programme	
September 2023		Licensing Training
October 2023	Update on the implementation of Random drug testing for taxi and private hire licence holders. Update on the implementation of the use of the National Database of Refusals and Revocations (NR3)	
November 2023	Review of current Work Programme	
January 2024	Actual Revenue Expenditure 2022/23 Spending Plans 2024/25 Fees and Charges 2024/25 Preliminary Review of current Work Programme and Draft Work Programme 2024/25	
March 2024	Police Update on Licensing Matters Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of current Work Programme and Draft Work Programme 2024/25	