

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Thursday, 5 October 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
M J Ford, JP
N R Gregory
D J Hamilton
Mrs P Hayre
S Ingram
Ms S Pankhurst
Mrs K K Trott
Mrs S M Walker

Deputies: J M Englefield



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 (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the Committee held on 04 September 2023.

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. Update to Polling Districts and Polling Stations (Pages 9 - 32)

To receive a report by the Assistant Director (Democracy) which provides the Committee with an update on changes to Polling Districts and Polling Stations.

7. Update on the implementation of random drug testing for taxi and private hire licence holders (Pages 33 - 36)

To receive a report by the Head of Environmental Health which updates the Committee on the random drug testing of taxi and private hire licence holders as implemented at the July 2022 review of taxi and private hire Licensing requirements.

8. Update on the implementation of the use of the National Database of Refusals and Revocations (NR3) (Pages 37 - 40)

To receive a report by the Head of Environmental Health which provides the Committee with an update on the use of the National Database of Refusals and Revocations (NR3) in respect of Taxi and Private Hire driving licences.

9. Licensing and Regulatory Affairs Committee Work Programme (Pages 41 - 48)

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



A WANNELL
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
26 September 2023

**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: Monday, 4 September 2023

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 and
Mrs S M Walker

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M J Ford, JP and Councillor N Gregory.

2. MINUTES

(1) Minutes of meeting Monday 26 June 2023 of Licensing & Regulatory Affairs Committee

RESOLVED that the minutes of the meeting of the Licensing & Regulatory Affairs Committee held on 26 June 2023 be confirmed and signed as a correct record.

(2) Minutes of meeting Wednesday, 5 July 2023 of Licensing Panel

RESOLVED that the minutes of the meeting of the Licensing Panel held on 05 July 2023 be confirmed and signed as a correct record.

(3) Minutes of meeting Wednesday, 02 August 2023 of Licensing Panel

RESOLVED that the minutes of the meeting of the Licensing Panel held on Wednesday, 02 August 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked the Committee for attending the recent licensing training and reminded members that it is important that annual training is undertaken in order that they are able to sit on Licensing Panel hearings when called upon to do so.

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. REVIEW OF CCTV IN TAXI/PRIVATE HIRE VEHICLES

The Committee considered a report by the Head of Environmental Health which reviewed the statutory Taxi and Private Hire Vehicle Standards in respect of CCTV.

During the discussion and debate of this item, the Committee noted its responsibility for the safety of taxi drivers as well as members of the public. Concern was raised that the proposed date by which existing Taxi and Private Hire vehicles must be fitted with CCTV equipment was not soon enough.

Concern was also raised that for many taxi drivers, the cost of installing the equipment might not be affordable. It was suggested that as this is an initiative that has been brought forward by the Police and Crime Commissioner, she may be willing to make funding available for those taxi drivers who are unable to meet the cost.

An amendment to the recommendation was proposed by Councillor Mrs S M Walker, and seconded by Councillor Mrs S M Bayford, that at recommendation (b) all existing Taxi and Private Hire vehicles must be fitted with CCTV equipment by 31 December 2024 and that an additional recommendation (c) be added that the Council write to the Police and Crime Commissioner to see if funding can be made available to help those drivers who are unable to meet the installation costs.

On being put to the vote, recommendation (a) was carried unanimously. The proposed revised recommendation (b) was carried with 10 members voting in favour and 1 voting against. The proposed additional recommendation (c) and recommendation (d) were carried unanimously.

RESOLVED that the Licensing and Regulatory Affairs Committee agrees that the following amendments be made to the Taxi and Private Hire Vehicle Conditions of Licensing:

- (a) that Taxi and Private Hire vehicles plated for the first time are required to be fitted with an approved CCTV system;
- (b) that existing Taxi and Private Hire vehicles are required to be fitted with an approved CCTV system by 31 December 2024;
- (c) that the Council write to the Police and Crime Commissioner to see whether funding can be made available to those taxi drivers who are unable to meet the cost of installing CCTV equipment; and
- (d) that the Head of Environmental Health be given the delegated Authority to determine the CCTV specification that would need to be met for a system to be approved.

(The meeting started at 4.15 pm
and ended at 4.50 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **05 October 2023**

Report of: **Assistant Director (Democracy)**

Subject: **REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

SUMMARY

The Council has recently completed an electoral review by the Local Government Boundary Commission for England, which has resulted in a new pattern of warding arrangements across the borough. The Boundary Commission for England has also published its final recommendations for new parliamentary constituencies. Taking both into account, the Council must now review its existing polling district boundaries, considering boundaries of the new Fareham Borough wards, Hampshire County Council divisions and the new parliamentary constituencies.

The Council has a statutory duty to keep under review the polling districts and polling places it uses for parliamentary (and other) elections. The Electoral Registration and Administration Act 2013 requires that a review be undertaken before 31 January 2025.

RECOMMENDATION

It is recommended that the Committee notes the progress of the polling place review as set out in this report.

INTRODUCTION

1. The Local Government Boundary Commission for England (LGBCE) has recently undertaken an electoral review of the Fareham Borough, which has resulted in a new pattern of warding arrangements that will take effect from the May 2023 local elections.
2. The Boundary Commission for England (BCE) has undertaken a review of all Parliamentary constituencies in England, to rebalance the number of electors represented by each Member of Parliament. This review has resulted in the Fareham Borough being split between three constituencies: Fareham and Waterlooville, Hamble Valley, and Gosport. The new constituencies will be used at the next UK Parliamentary General election.
3. The Council must now review the polling districts across the Borough, and amend existing polling district boundaries; where necessary; considering the boundaries of:
 - (a) New Fareham Borough wards;
 - (b) Hampshire County Council divisions; and
 - (c) New Parliamentary constituencies

BACKGROUND

4. Between January 2022 and February 2023, the Local Government Boundary Commission for England (LGBCE) carried out an electoral review of the Fareham Borough, with their final recommendations for new electoral and boundary arrangements published on 7 February 2023.
5. An electoral review examines and proposes new electoral arrangements for a local authority and considers:
 - (a) How many councillors are needed.
 - (b) How many wards there should be, where their boundaries are and what they should be called.
 - (c) How many councillors should represent each ward.
6. When carrying out an electoral review, the Commission has three main considerations:
 - (a) Improving electoral equality by equalising the number of electors that each councillor represents.
 - (b) Ensuring that the recommendation reflects community identity.
 - (c) Providing arrangements that support effective and convenient local government.
7. The LGBCE's final recommendations determined that:
 - (a) Fareham should be represented by 32 councillors; one more than there are now.
 - (b) Fareham should have 16 wards; one more than there are now.
 - (c) The boundaries of all wards should change, with a number of the ward names also changing to better reflect their identity.
8. The new warding arrangements will take effect from the May 2024 local elections, with all 32 councillor seats up for election.

9. Following the passing of the Parliamentary Constituencies Act 2020, and the publication of the relevant Parliamentary electorate data in January 2021, the Boundary Commission for England (BCE) began a review of all Parliamentary constituencies in England, to rebalance the number of electors represented by each Member of Parliament.
10. The BCE is required by law to make sure that each constituency in England has between 69,724 and 77,062 electors. As part of this process, the number of constituencies in England will increase from 533 to 543.
11. Following a consultation process, the Commission looked at all feedback received and considered whether any changes should be made to their proposals for new constituency boundaries.
12. In June 2023, the BCE published its final recommendations for new constituency boundaries:
 - (a) In order to reduce the electorate of the Eastleigh and Fareham constituencies, a Hamble Valley constituency has been created, comprising areas around the River Hamble including Titchfield, Shedfield and Bursledon. The Hamble Valley constituency includes the current Fareham Borough wards of Locks Heath, Park Gate, Sarisbury, Titchfield, Titchfield Common and Warsash.
 - (b) To the east of the Borough, the constituency has been renamed Fareham and Waterlooville and includes the towns and rural areas of the lower Meon Valley, including the current Fareham Borough wards of Fareham East, Fareham North, Fareham North-West, Fareham South, Fareham West, Portchester East, and Portchester West.
 - (c) The Gosport constituency boundaries and name remains unchanged.

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

13. The Representation of the People Act 1983 requires the local authority to divide its area into polling districts for the purpose of parliamentary elections and to keep such districts under review. Polling districts may also be designated for local government elections and in practice they follow the same boundaries as the parliamentary ones. A polling district is a geographical area created by the sub-division of an electoral area, whether that is a constituency, a county division, or a borough ward.
14. A local authority is also required to designate a polling place for each polling district. A polling place is the building or area in which polling stations are located. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
15. A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the Returning Officer.
16. Following the LGBCE's electoral review of the Fareham Borough wards, the boundaries have changed in size and shape in many of the wards which has, in turn, impacted on the polling districts. In addition, the location of some polling places may now be outside of the ward to which they were previously assigned.

17. For the 2023 Parliamentary constituencies review, the BCE used the local government boundaries in place on 1 December 2020 and used the electorate figure from the register of Parliamentary electors as of 2 March 2020. As the new Parliamentary boundaries are based on local government ward boundaries that will cease as of May 2024, they are not coterminous with the new Fareham Borough ward boundaries.
18. All polling districts must now be reviewed, and new polling districts created to ensure that they align with both the new Fareham Borough Council ward boundaries, the Hampshire County Council division boundaries and the new Parliamentary constituency boundaries, whilst also identifying which polling place will be assigned to each polling district.
19. To support the review of the polling districts, the following need to be considered:
- (a) Identifying where polling districts affected by new boundaries may need to be altered.
 - (b) Identifying potential polling places where polling districts may change and carrying out an assessment on suitable buildings within the area.
 - (c) Identifying the polling districts where a change of polling place is likely to be required.
 - (d) Identifying where polling districts are not affected by new boundaries (in whole or in part).
20. Whilst the new local boundaries do not come into effect until May 2024, the electoral register which must be published on 1 December 2023 will be based on the new wards. The Elections team is currently reviewing the polling districts for each of the new wards, and considering whether the polling place is still appropriate or whether the location should be changed. The following points are being considered when reviewing each polling district:
- (a) Ensuring the new polling districts align with the local, county and parliamentary boundaries.
 - (b) Considering the voter's needs – including accessibility and location of the polling place
 - i. Keep electors voting at the same polling place, wherever possible.
 - (c) The potential for reducing the number of polling places, which could result in:
 - i. More streamlined administrative processes.
 - ii. Reduced costs - venue hiring and poll staffing.
 - iii. Fewer polling places in a ward for candidates and their agents.
21. A working draft of proposals for the new polling district arrangements can be found at Appendix A. This is a working document which will be updated as this review progresses.
22. A working draft of proposed polling districts and polling stations can be found at Appendix B, together with relevant notes and considerations. This is a working document and will be updated as the review progresses.

STATUTORY REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

23. In accordance with the Electoral Administration Act 2006, the Council has a statutory duty to keep under review the polling districts and polling places it uses for parliamentary (and other) elections. The last review was undertaken in 2019 and the next compulsory review must be started and completed between 1 October 2023 and 31 January 2025. In addition to compulsory reviews, local authorities may also conduct additional reviews at other points, depending on local circumstances.
24. The possibility of aligning the current assessment (following the electoral review) with the statutory review has been considered, however as the new polling districts will form the electoral register, which is being published on 1 December 2023, the two reviews will be kept separate. The new polling districts will, however, reflect the new parliamentary constituency boundaries.
25. It is proposed that the statutory review of polling districts, polling places and polling stations will commence after the May 2024 all-out local elections, for completion by the end of January 2025.
26. Running the review consultation in May will provide us with invaluable information from our electors, who can comment based on their very recent experience at the polling place. It will be particularly useful to receive comments at this time from those whose polling place/station may have changed since the last time they voted.

RISK ASSESSMENT

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

CONCLUSION

28. The Council has recently been the subject of an electoral review conducted by the Local Government Boundary Commission for England, which has resulted in a new pattern of wards across the borough. In addition, the Boundary Commission for England has reviewed all Parliamentary constituencies in England, which has concluded with the borough of Fareham being split across three constituencies.
29. Following these reviews, the current polling districts and polling stations across the borough must be reviewed in time for publication of the new electoral register in December 2023.
30. The Council is also required to undertake a review of the polling districts and places used in parliamentary (and other) elections before January 2025. This statutory review will be conducted after the May 2024 elections.

Background Papers:

None

Reference Papers:

None

Appendix A: Working draft of proposals for new polling districts (maps)

Appendix B: Working draft of list of proposed polling districts and polling stations.

Enquiries:

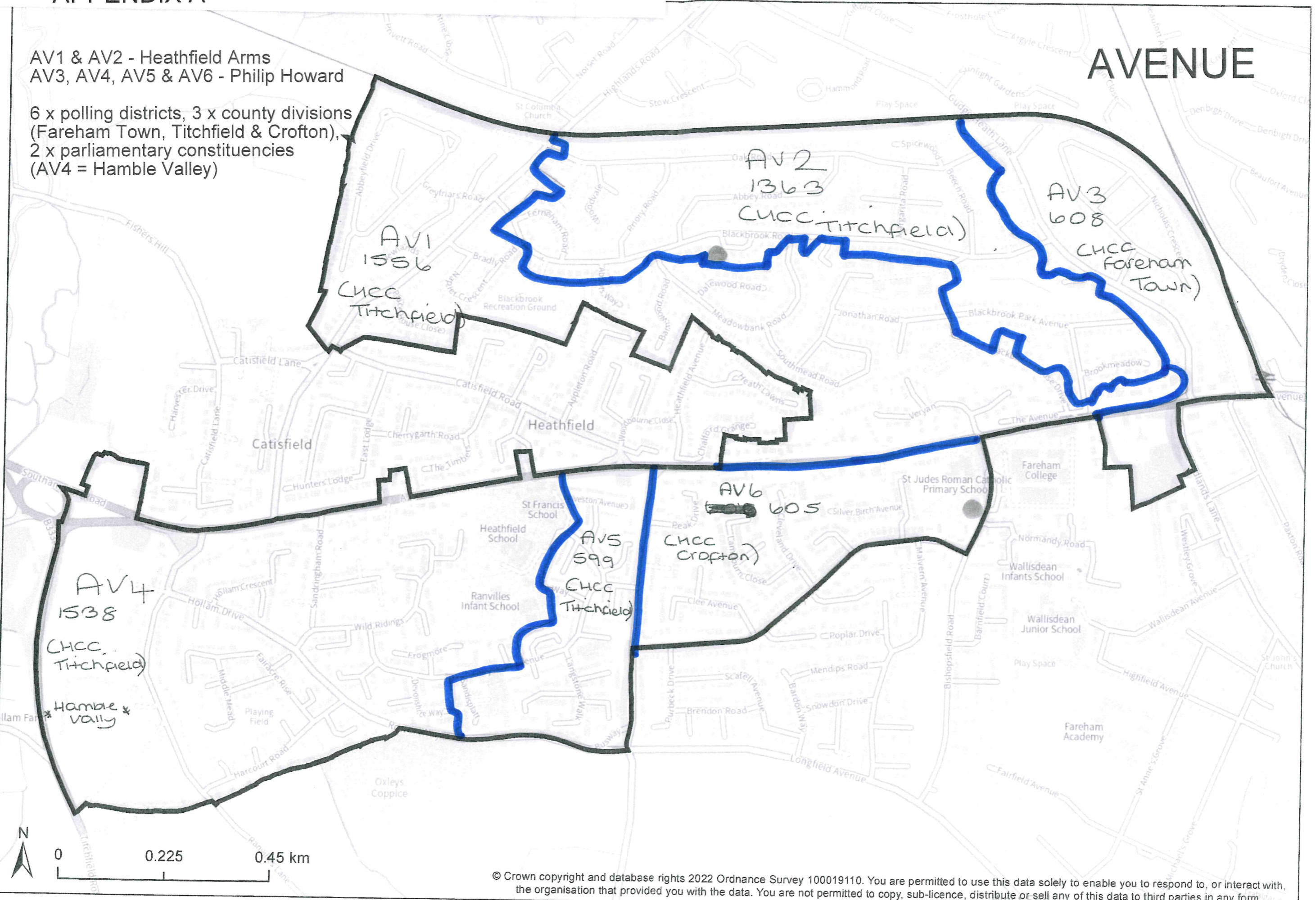
For further information on this report please contact Leigh Usher, 01329 824553.

APPENDIX A

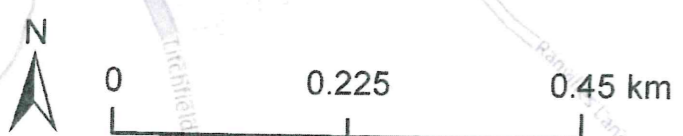
AV1 & AV2 - Heathfield Arms
 AV3, AV4, AV5 & AV6 - Philip Howard

6 x polling districts, 3 x county divisions
 (Fareham Town, Titchfield & Crofton),
 2 x parliamentary constituencies
 (AV4 = Hamble Valley)

AVENUE



Page 15



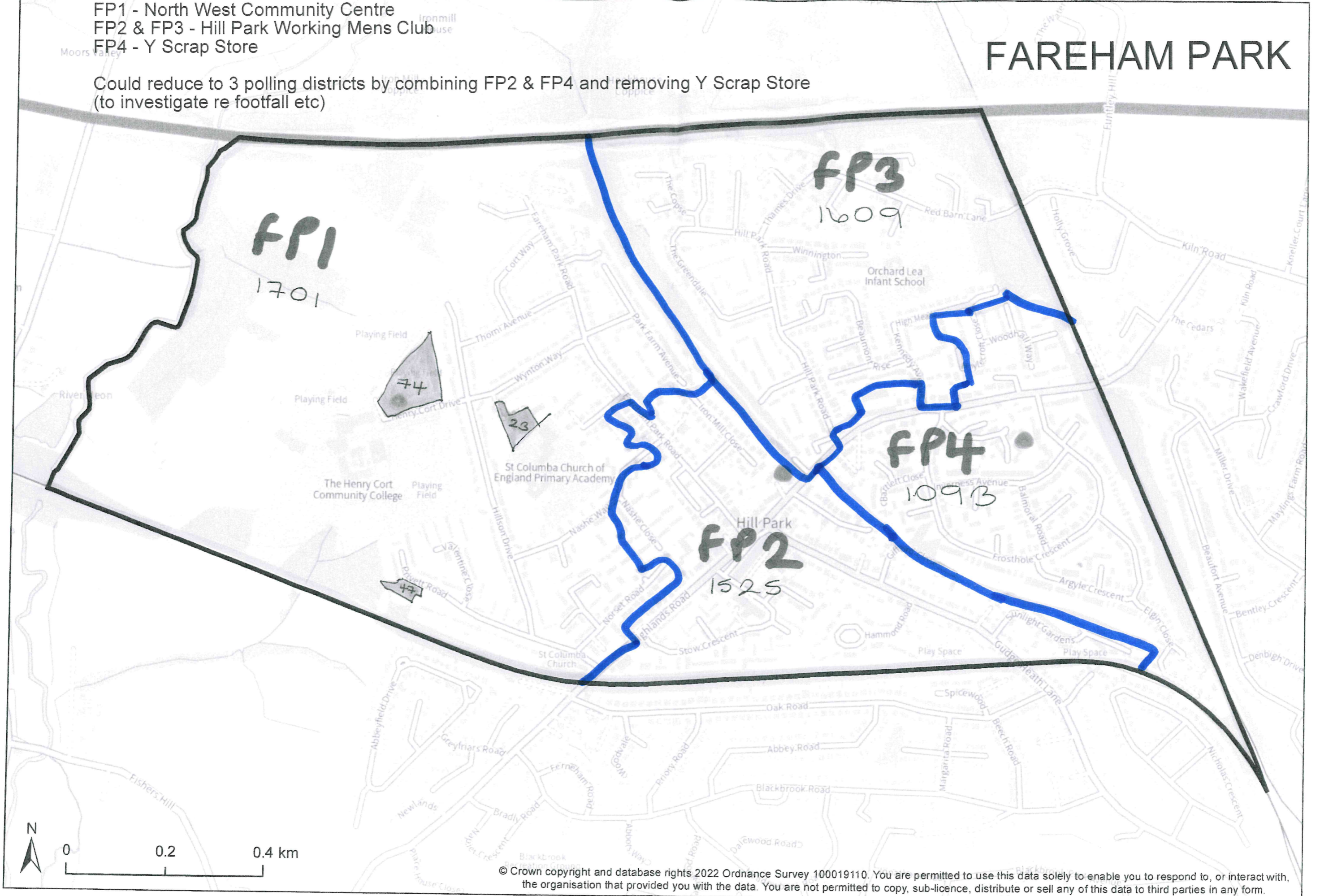
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PP's unchanged, with exception of FP3)

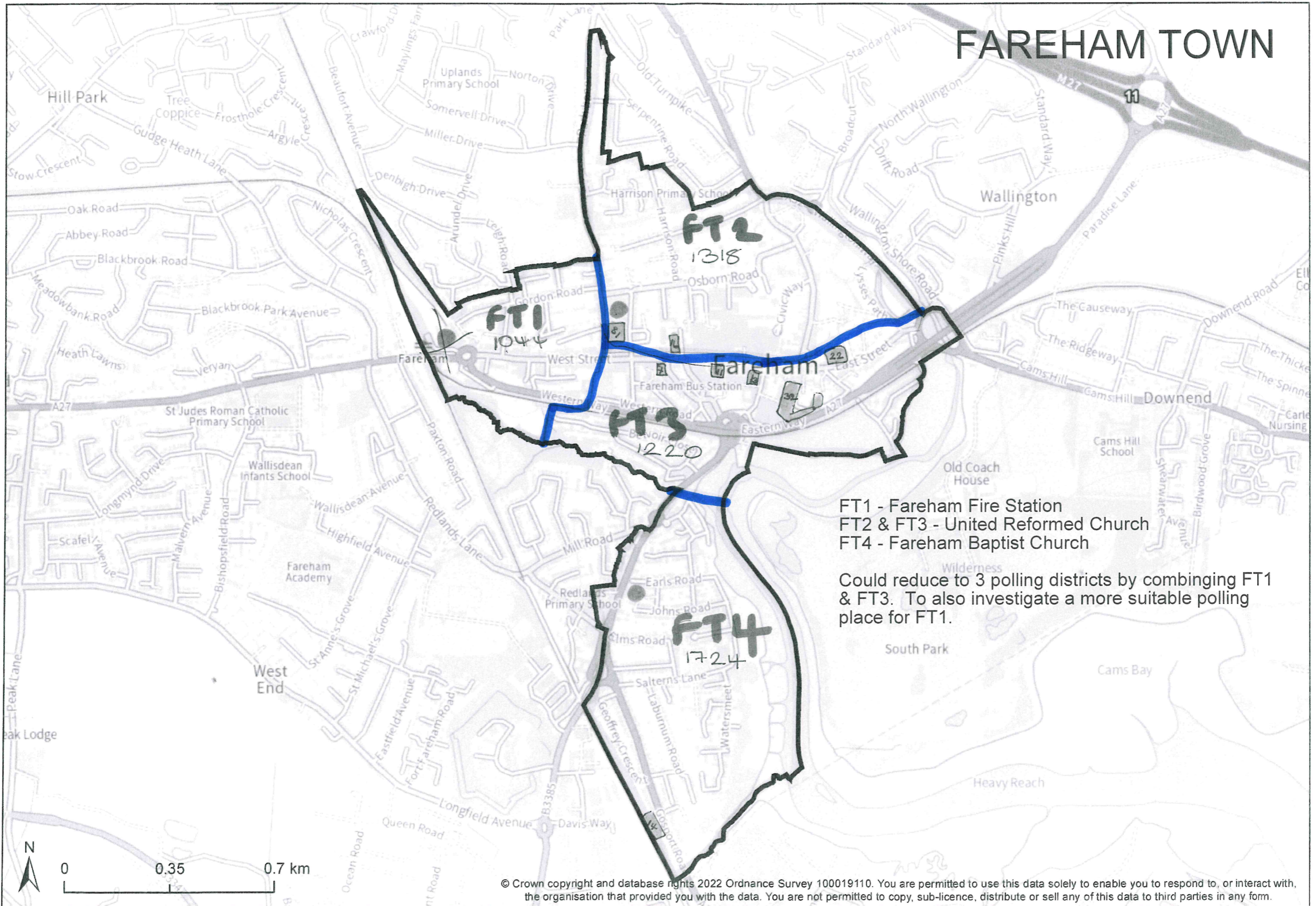
- FP1 - North West Community Centre
- FP2 & FP3 - Hill Park Working Mens Club
- FP4 - Y Scrap Store

Could reduce to 3 polling districts by combining FP2 & FP4 and removing Y Scrap Store (to investigate re footfall etc)

FAREHAM PARK



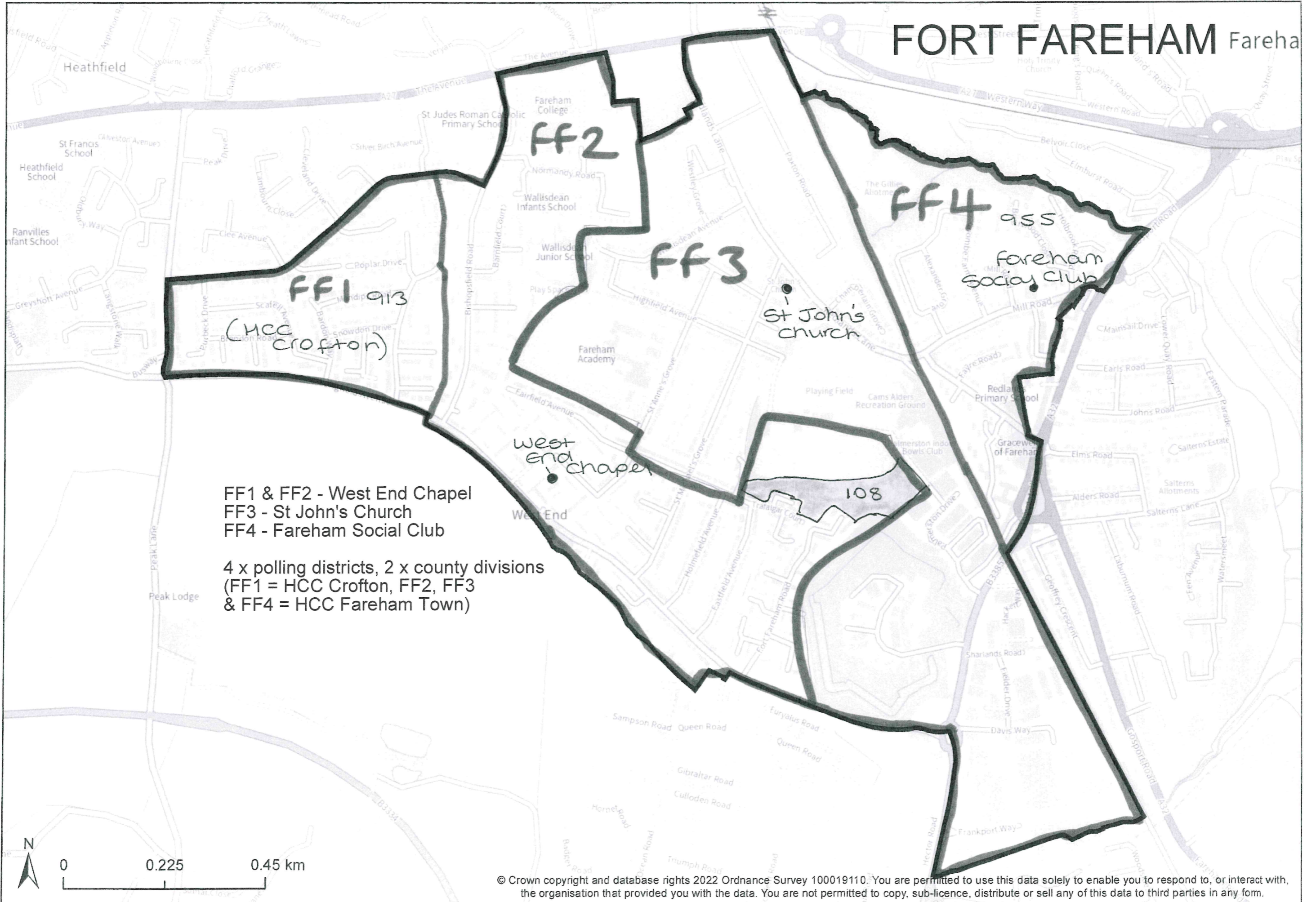
FAREHAM TOWN



FT1 - Fareham Fire Station
 FT2 & FT3 - United Reformed Church
 FT4 - Fareham Baptist Church

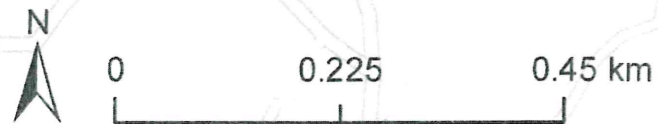
Could reduce to 3 polling districts by combining FT1 & FT3. To also investigate a more suitable polling place for FT1.

FORT FAREHAM



FF1 & FF2 - West End Chapel
 FF3 - St John's Church
 FF4 - Fareham Social Club

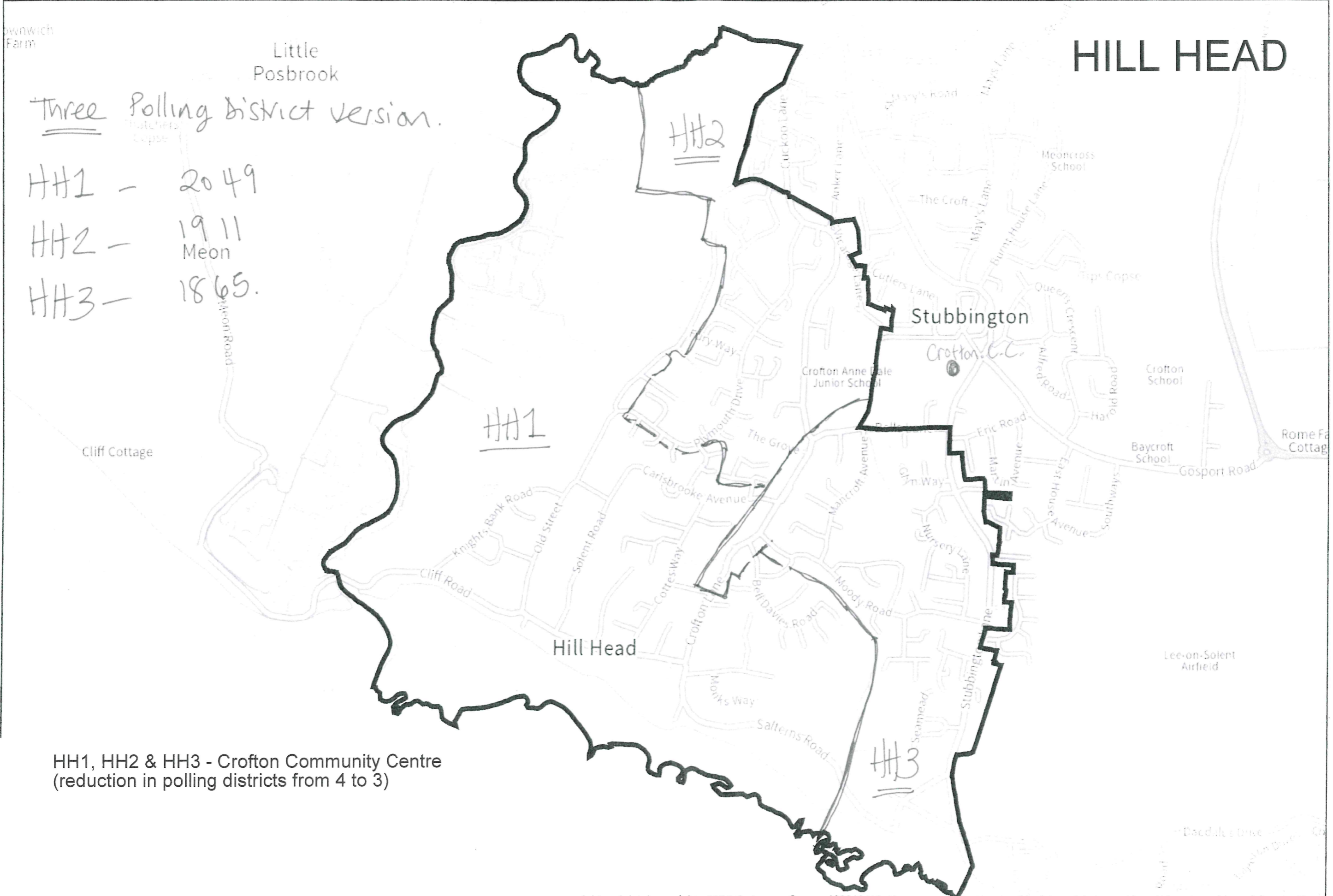
4 x polling districts, 2 x county divisions
 (FF1 = HCC Crofton, FF2, FF3
 & FF4 = HCC Fareham Town)



HILL HEAD

Three Polling District version.

- HH1 - 2049
- HH2 - 1911 Meon
- HH3 - 1865.



HH1, HH2 & HH3 - Crofton Community Centre (reduction in polling districts from 4 to 3)

4 Polling Districts

HOOK-WITH-WARSASH

HW1
1544

HW2
1862.

HW3

1784.

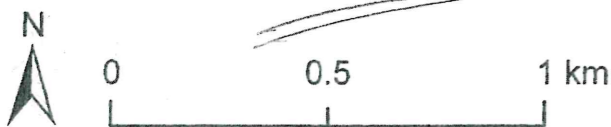
HW4
1542.

HW1, HW2, HW3 & HW4 - Victory Hall

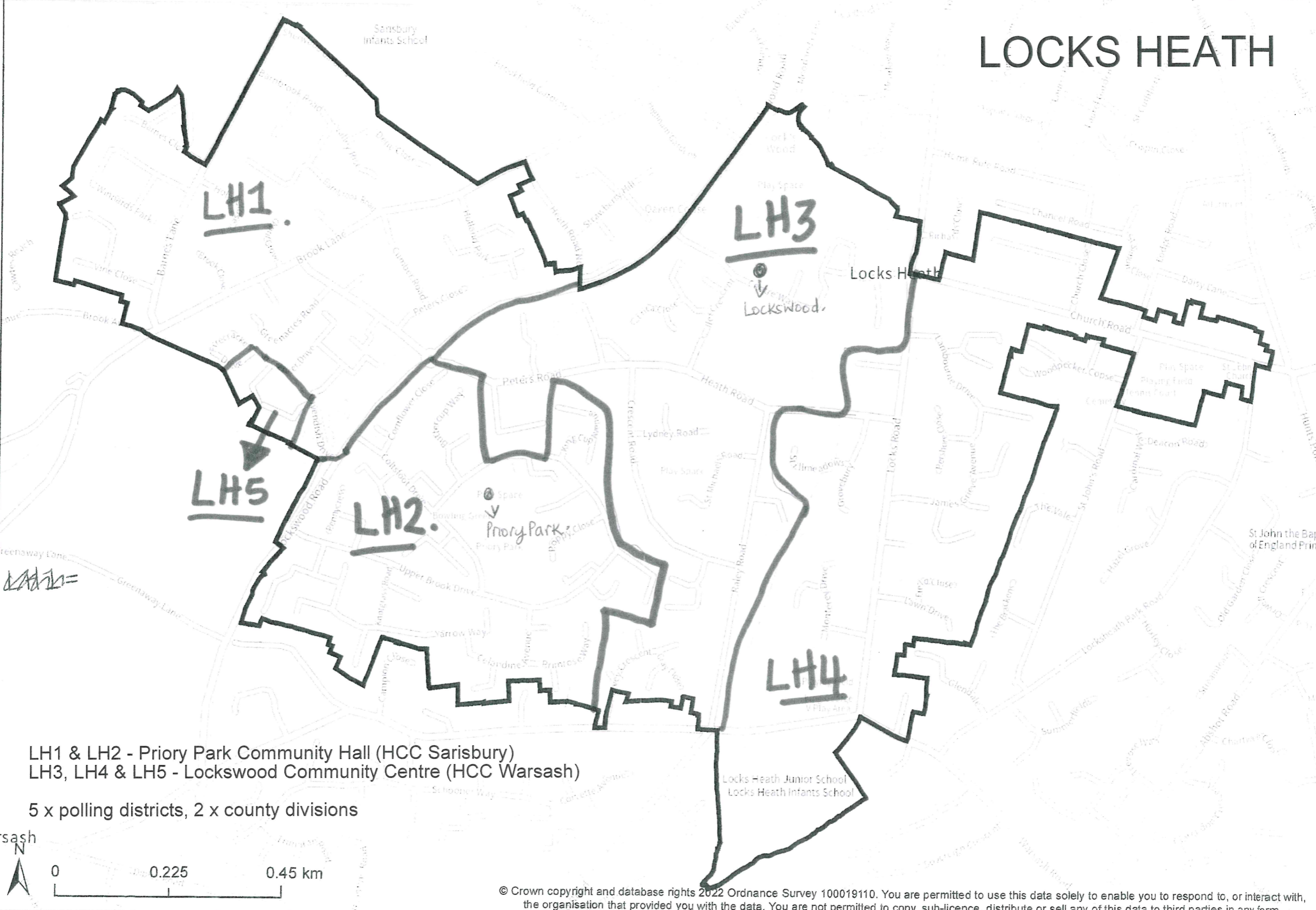
Four
Polling Districts.

- HW1 - 1544.
- HW2 - 1862 (incls large Brook Lane / Greenaway Dev)
- HW3 - 1784.
- HW4 - 1542

6732

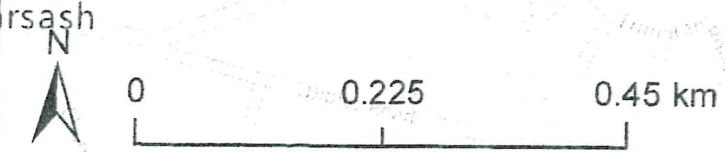


LOCKS HEATH



LH1 & LH2 - Priory Park Community Hall (HCC Sarisbury)
LH3, LH4 & LH5 - Lockswood Community Centre (HCC Warsash)

5 x polling districts, 2 x county divisions

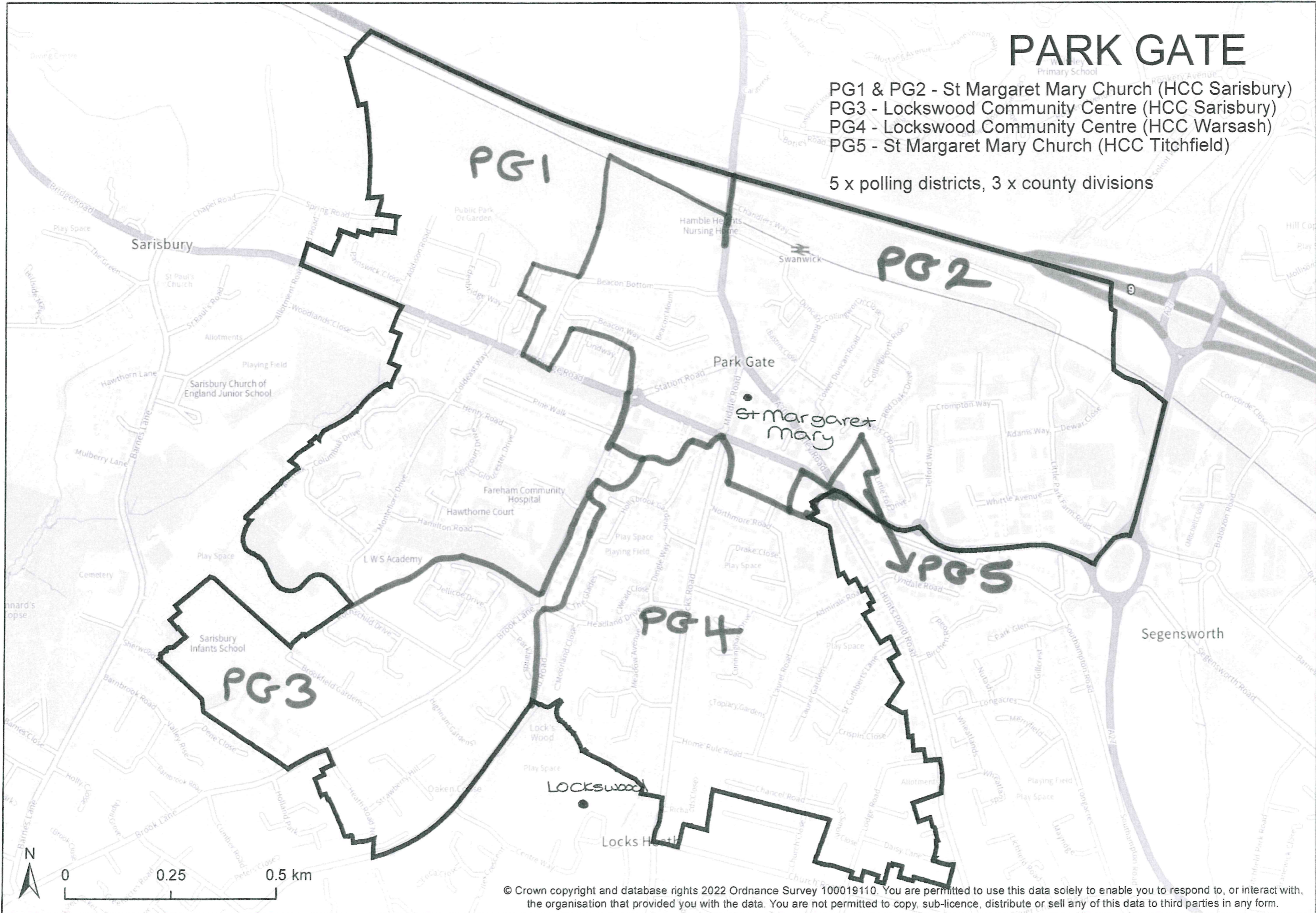


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PARK GATE

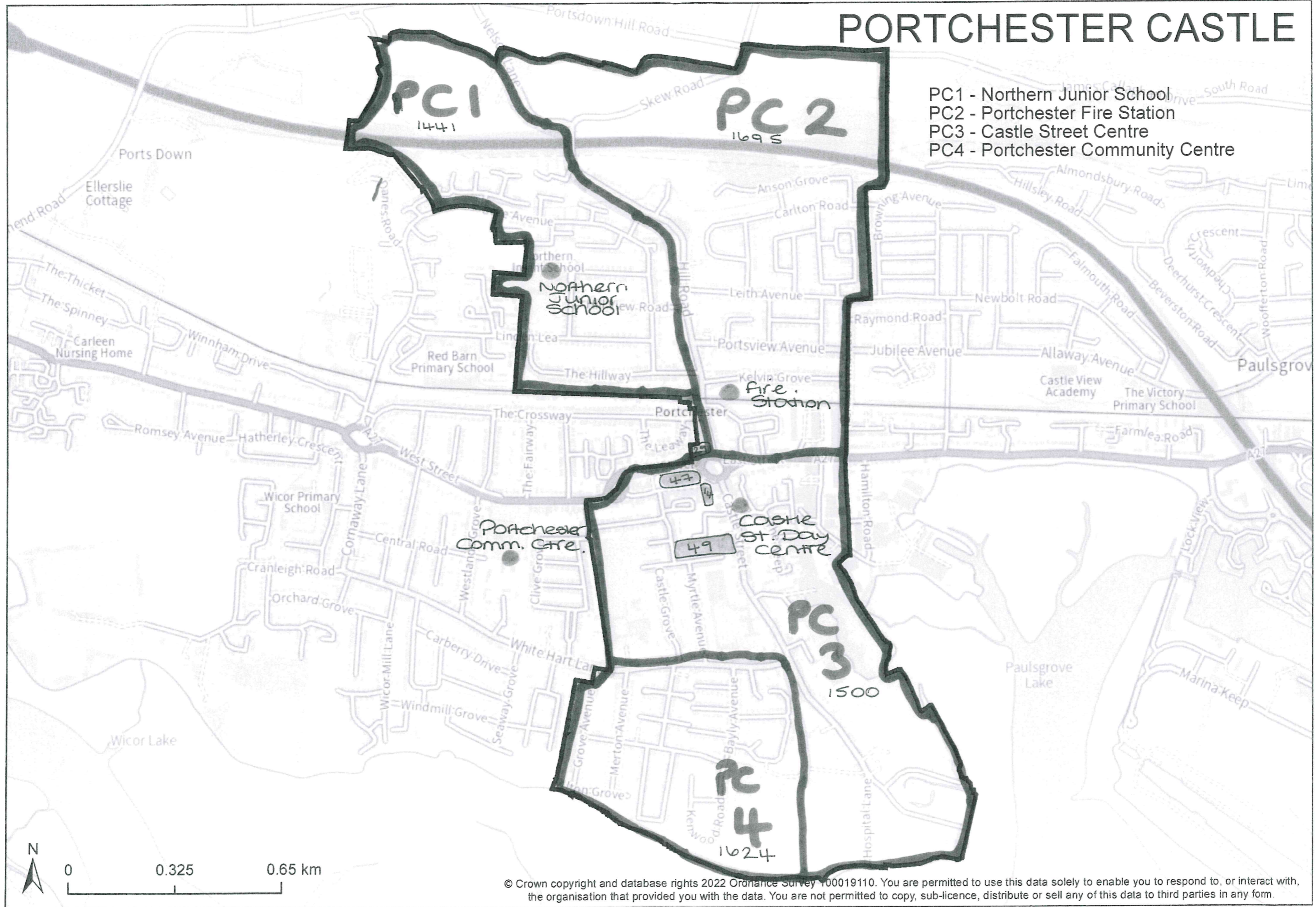
- PG1 & PG2 - St Margaret Mary Church (HCC Sarisbury)
- PG3 - Lockwood Community Centre (HCC Sarisbury)
- PG4 - Lockwood Community Centre (HCC Warsash)
- PG5 - St Margaret Mary Church (HCC Titchfield)

5 x polling districts, 3 x county divisions



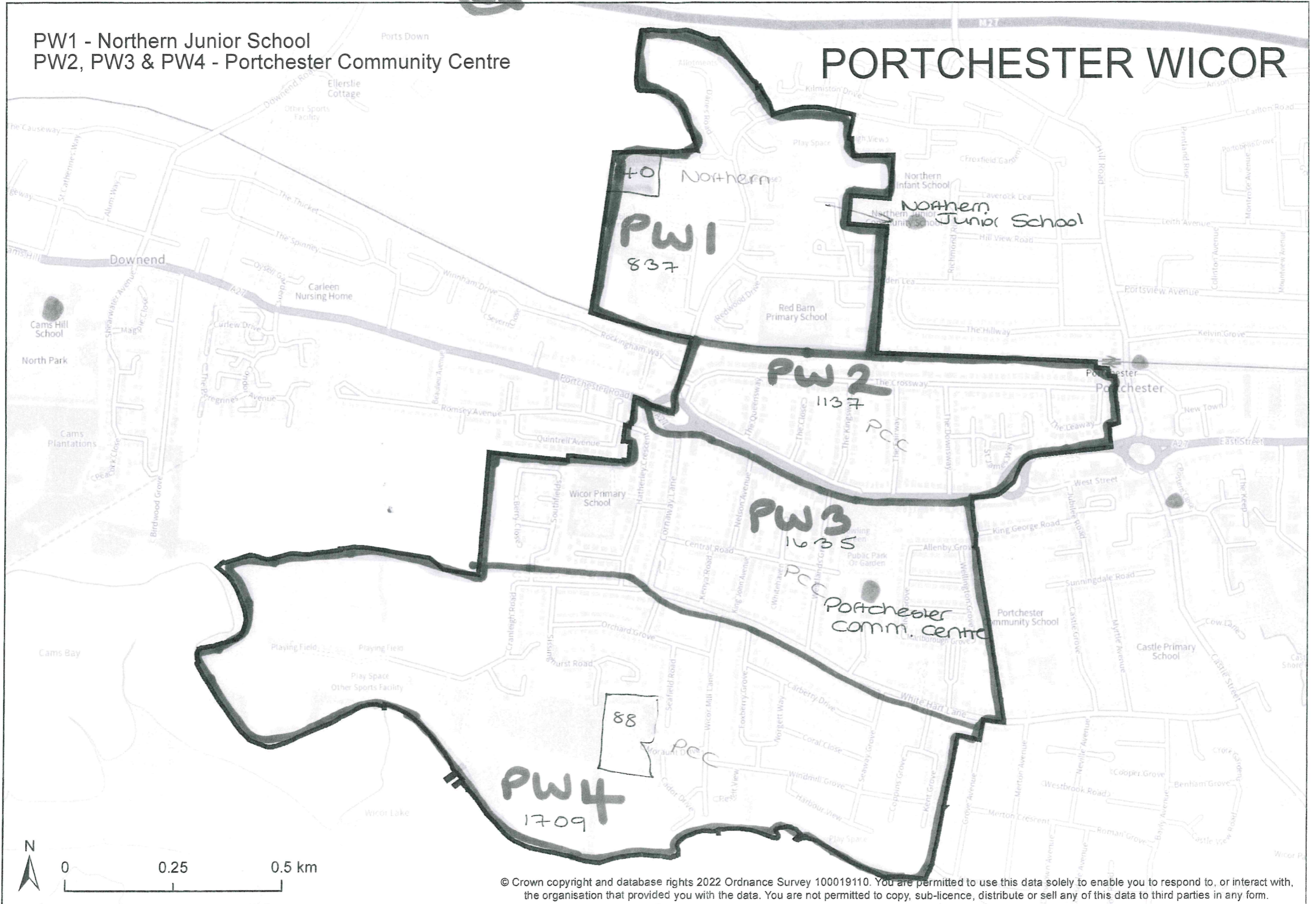
PORTCHESTER CASTLE

- PC1 - Northern Junior School
- PC2 - Portchester Fire Station
- PC3 - Castle Street Centre
- PC4 - Portchester Community Centre



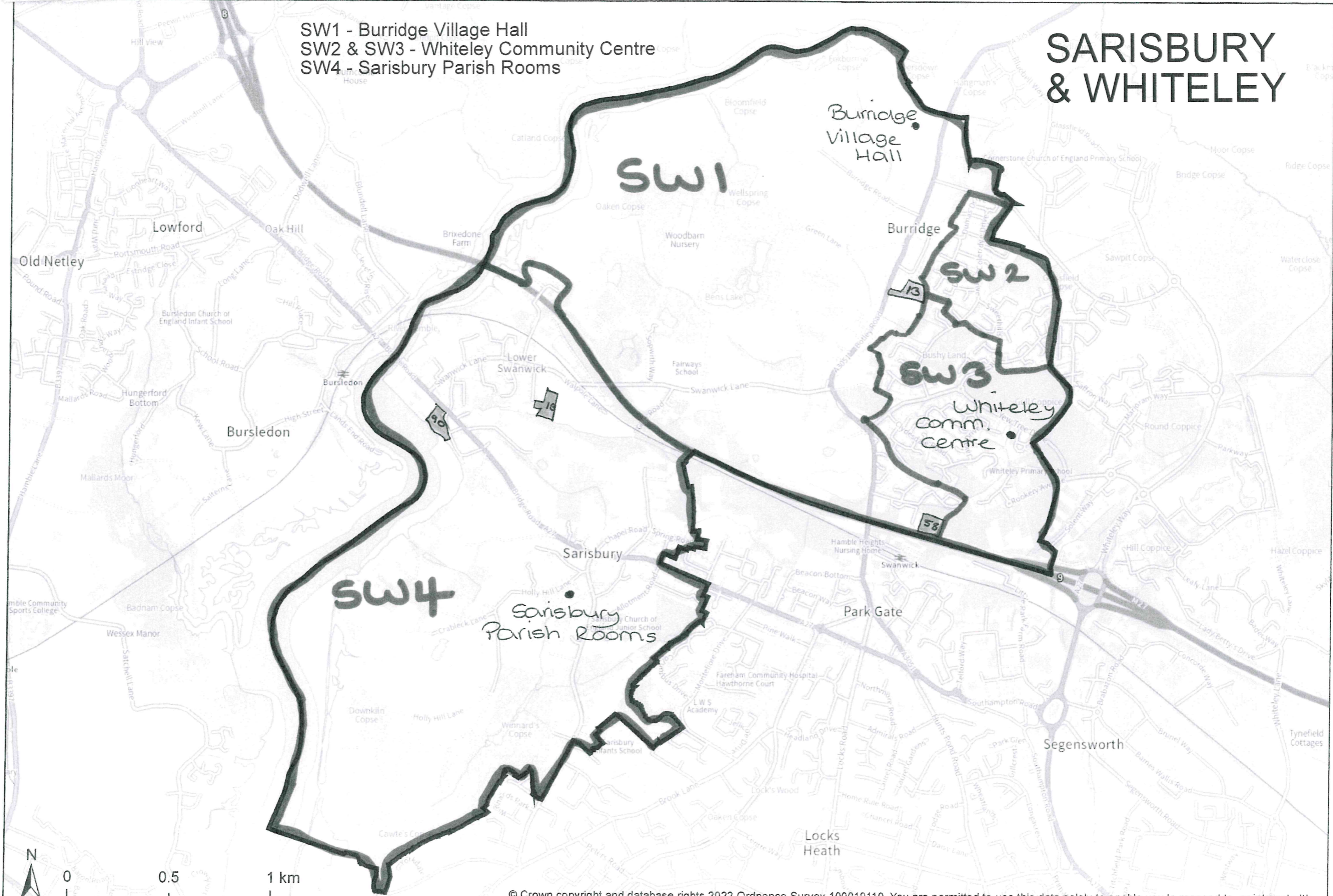
PW1 - Northern Junior School
PW2, PW3 & PW4 - Portchester Community Centre

PORTCHESTER WICOR



SARISBURY & WHITELEY

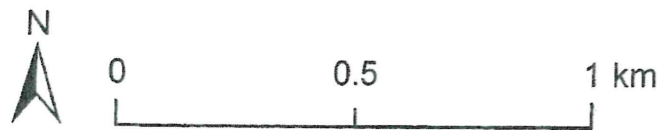
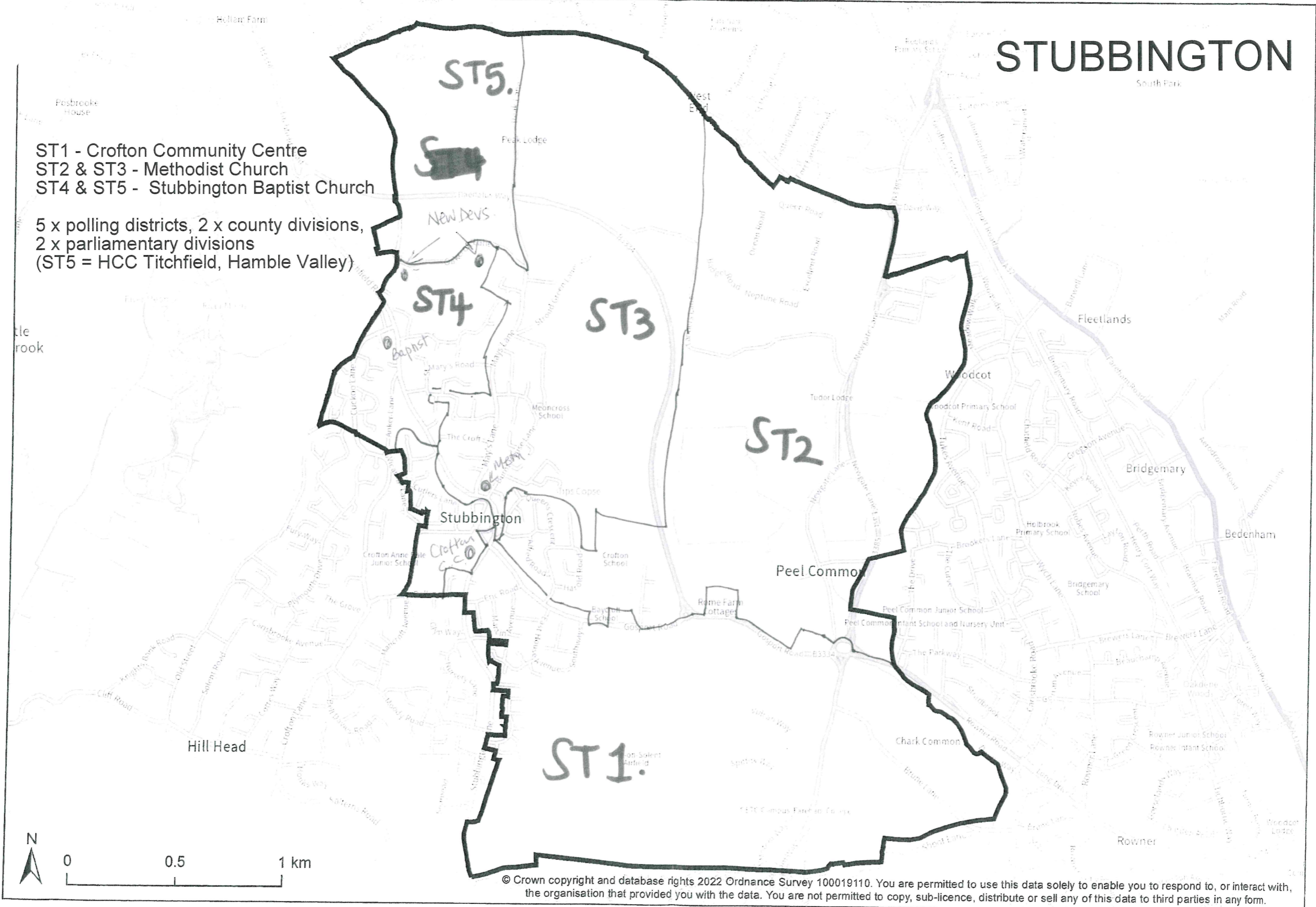
SW1 - Burrige Village Hall
SW2 & SW3 - Whiteley Community Centre
SW4 - Sarisbury Parish Rooms



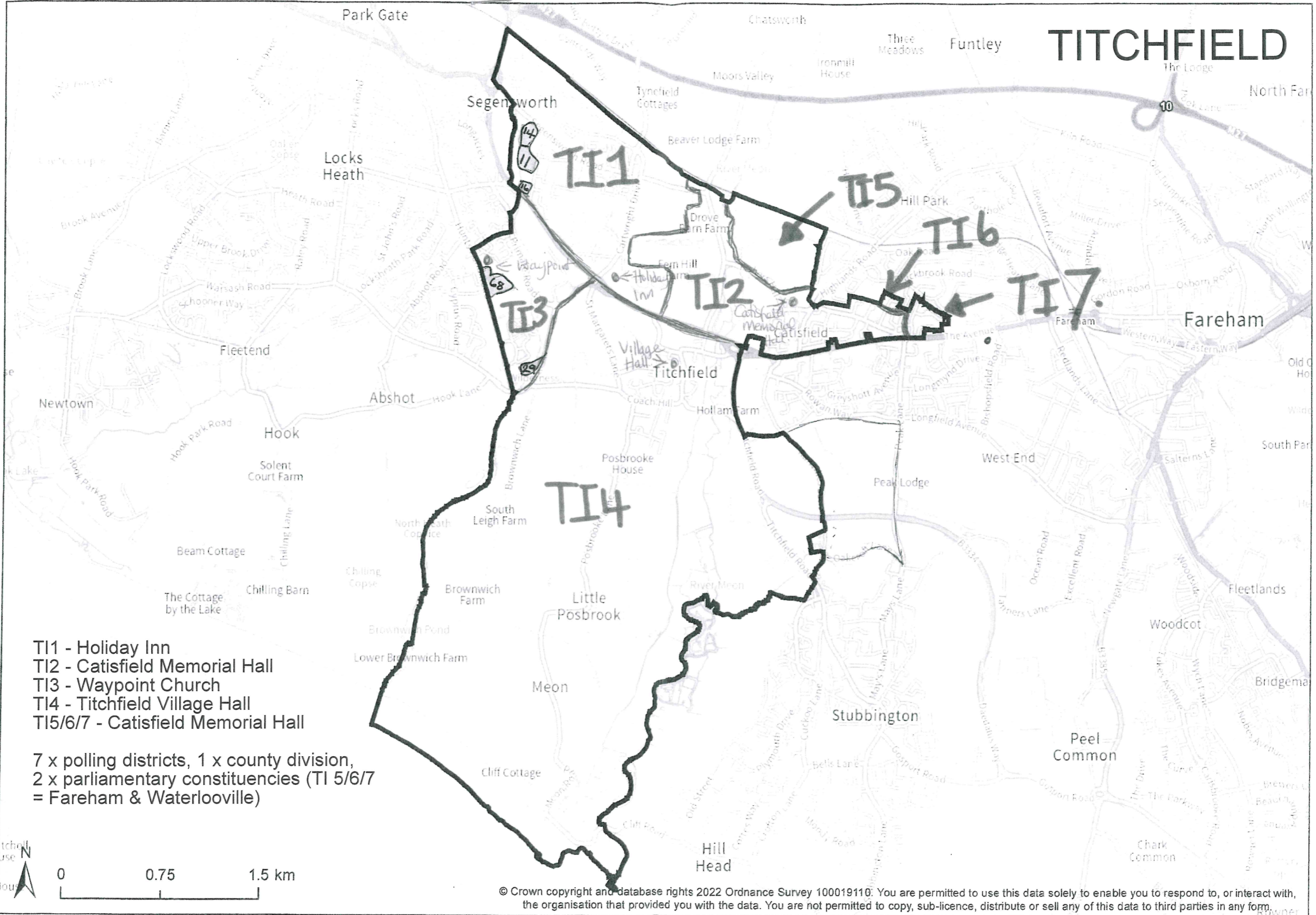
STUBBINGTON

ST1 - Crofton Community Centre
 ST2 & ST3 - Methodist Church
 ST4 & ST5 - Stubbington Baptist Church

5 x polling districts, 2 x county divisions,
 2 x parliamentary divisions
 (ST5 = HCC Titchfield, Hamble Valley)

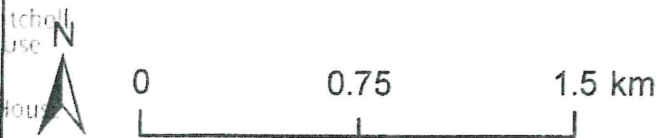


TITCHFIELD



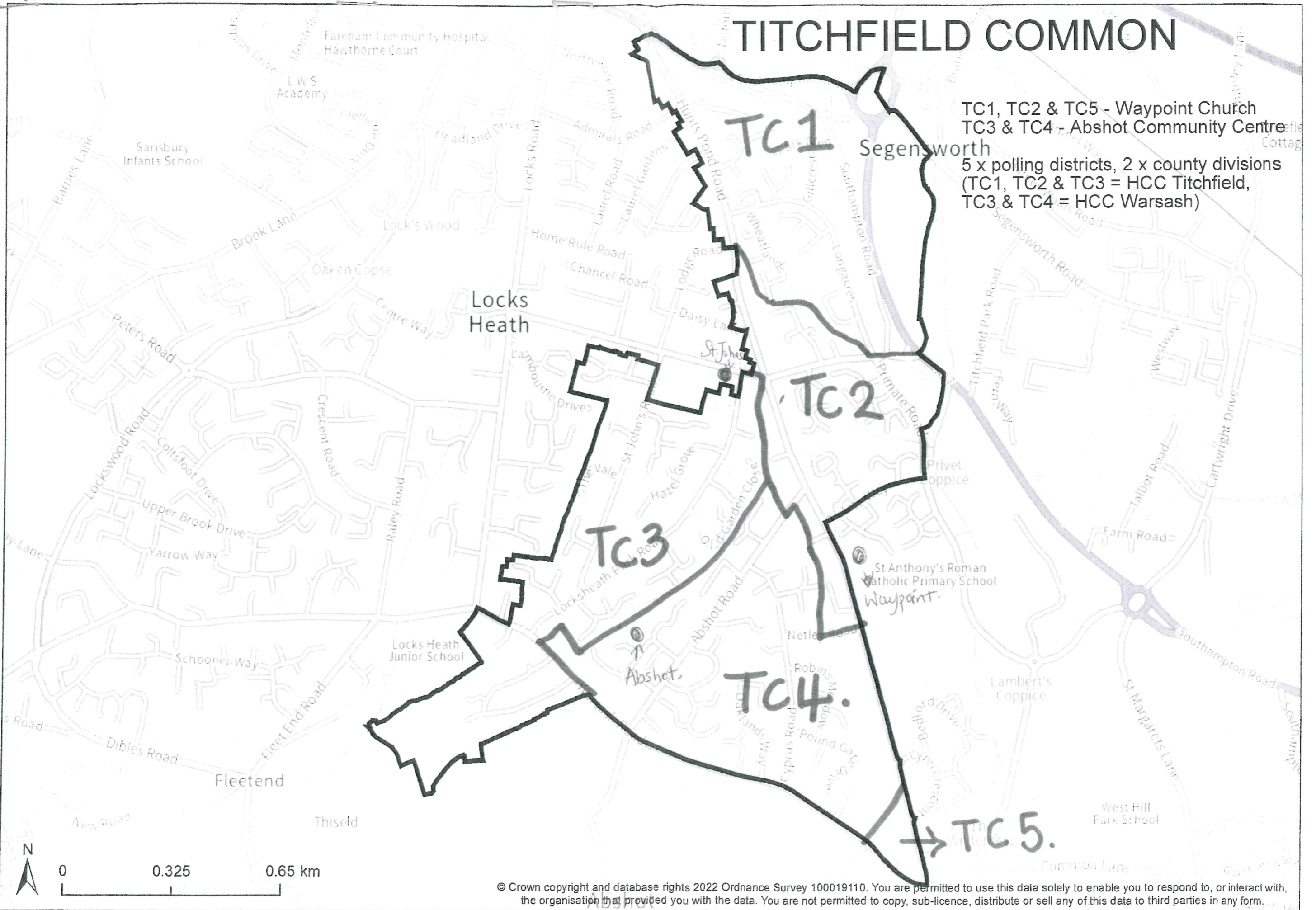
- TI1 - Holiday Inn
- TI2 - Catisfield Memorial Hall
- TI3 - Waypoint Church
- TI4 - Titchfield Village Hall
- TI5/6/7 - Catisfield Memorial Hall

7 x polling districts, 1 x county division,
 2 x parliamentary constituencies (TI 5/6/7
 = Fareham & Waterlooville)



TITCHFIELD COMMON

TC1, TC2 & TC5 - Waypoint Church
 TC3 & TC4 - Abshot Community Centre
 Segensworth
 5 x polling districts, 2 x county divisions
 (TC1, TC2 & TC3 = HCC Titchfield,
 TC3 & TC4 = HCC Warsash)



UPLANDS & FUNTLEY

UF1 - Funtley Social Club
UF2 & UF3 - Fareham Leisure Centre

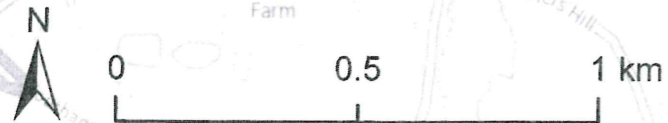
Welborne
1566

UF1

99 Funtley Social Club

UF2

UF3 Leisure Centre



WALLINGTON & DOWNEND

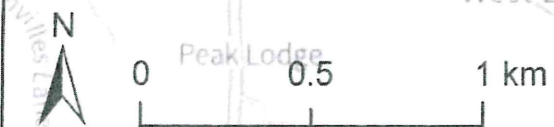
WD1 - Wallington Village Hall
 WD2 - Cams Hill School
 WD3 - Portchester Comm Ctre

3 x polling districts, 2 x county divisions (WD1 = Fareham Town
 WD2 & WD3 = Portchester)

WD1

WD3

WD2



Appendix B - List of proposed Polling Districts and Polling Stations

Polling District	Polling Places	No. of Polling Stations	Notes
AV1 & AV2	Heathfield Arms	2	6 x Polling Districts. 3 x County divisions (Fareham Town, Crofton, Titchfield). 2 x parliamentary constituencies (AV4 = Hamble Valley)
AV3, AV4, AV5, AV6	Philip Howard Church Hall	4	
FP1	North West Community Centre	1	Could reduce to 3 polling districts (2 polling places) by combining FP2 & FP4, removing the need for Y Scrap Store (to investigate re footfall at Scrap Store)
FP2 & FP3	Hill Park Working Mens Club	2	
FP4	Y Scrap Store	1	
FT1	Fareham Fire Station	1	Could reduce to 3 polling districts by combining FT1 & FT3. To also investigate a more suitable polling place for FT1
FT2 & FT3	United Reformed Church	2	
FT4	Fareham Baptist Church	1	
FF1 & FF2	West End Chapel	2	2 x county divisions (HCC Crofton & HCC Fareham Town)
FF3	St John's Church	1	
FF4	Fareham Social Club	1	
HH1, HH2 & HH3	Crofton Community Centre	3	3 x polling districts (reduction from 4)
HW1, HW2, HW3 & HW4	Victory Hall	4	Could reduce to 3 polling districts, but all electors still going to Victory Hall
LH1 & LH2	Priory Park Community Hall	2	Small register of 111 electors in LH5 which is Warsash County division, so will need to go to Lockwood, rather than Priory Park
LH3, LH4 & LH5	Lockwood Community Centre	3	
PG1, PG2 & PG5	St Margaret Mary Church Hall	3	Small register of 35 electors in PG5
PG3 & PG4	Lockwood Community Centre	2	
PC1	Northern Junior School	1	To also investigate other polling place options for PC2 & PC3
PC2	Portchester Fire Station	1	
PC3	Castle Street Centre	1	
PC4	Portchester Community Centre	1	

Polling District	Polling Places	No. of Polling Stations	Notes
PW1	Northern Junior School	1	
PW2, PW3 & PW4	Portchester Community Centre	3	
SW1	Burridge Village Hall	1	
SW2 & SW3	Whiteley Community Centre	2	
SW4	Sarisbury Parish Rooms	1	
ST1	Crofton Community Centre	1	
ST2 & ST3	Stubbington Methodist Church	2	ST5 - very small register (Ranvilles Lane) - Hamble Valley constituency
ST4	Stubbington Baptist Church	1	
ST5	Stubbington Baptist Church	1	
TI1	Holiday Inn	1	Possibility of polling districts TI 5/6/7 being combined into one (small combined electorate of 265), all of which are in Fareham & Waterlooville constituency, with the rest of the Titchfield ward in Hamble Valley. For parliamentary elections, TI 5/6/7 could go to Philip Howard, rather than Catisfield Memorial Hall
TI2	Catisfield Memorial Hall	1	
TI3	Waypoint Church	1	
TI4	Titchfield Village Hall	1	
TI5/6/7	Catisfield Memorial Hall	1	
TC1, TC2 & TC5	Waypoint Church	3	TC5 - very small register (HCC Titchfield). No longer a requirement to use St Johns Church
TC3 & TC4	Abshot Community Centre	2	
UF1	Funtley Social Club	1	3 polling districts (reduction from 4), to take into account Welborne. Fareham Leisure Centre new polling place (removing Xperience, which is now outside the ward)
UF2 & UF3	Fareham Leisure Centre	2	
WD1	Wallington Village Hall	1	3 x polling districts, 2 x county divisions (Fareham Town and Portchester)
WD2	Cams Hill	1	
WD3	Portchester Community Centre	1	
		68	

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **05 October 2023**

Report of: **Head of Environmental Health**

Subject: **UPDATE ON THE IMPLMENTATION OF RANDOM DRUG
TESTING FOR TAXI/PRIVATE HIRE LICENCE HOLDERS**

SUMMARY

The Licensing and Regulatory Affairs Committee agreed at the meeting of Monday 25 July 2022 to introduce drug testing for new applicants and randomly for licensed drivers.

RECOMMENDATION

It is recommended that the Committee note the contents of the report and the progress made with the introduction of drug testing.

INTRODUCTION

1. Initially we spoke to several companies that specialise in providing drug testing services for organisations. We then selected the company that best met our requirements. This company came in and provided comprehensive training to the Support and Licensing staff to enable them to become competent in supervising the self-administered drug tests.
2. The oral fluid swab is administered by the applicant who must hold it in their mouth for 10 minutes. Following this, it is placed into a pot whereby the following are then looked for:
 - Alcohol
 - Amphetamine (speed)
 - Barbiturates (sedative)
 - Benzodiazepines (Diazepam, Temazepam)
 - Cannabis (THC)
 - Cocaine and Crack Cocaine
 - Ketamine (veterinary tranquiliser)
 - Khat (plant)
 - MDMA (including ecstasy)
 - Methadone (heroin substitute drug)
 - Opiates (including morphine and heroin)
 - Phencyclidine (PCP, angel dust)
 - Propoxyphene (painkillers)

Within the pot is a strip for each of the above. On each drug strip a procedural control line should appear to show that the strip has worked correctly, and sufficient oral fluid has been collected. For the alcohol strip there should be a slight colouration at the bottom of the strip.

For a successful test, another line will appear on each strip. A non-negative result is where a pink line is missing. A negative alcohol strip is shown by no colour change to the strip. A non-negative for alcohol is shown by the strip changing to green/blue.

If a non-negative result is displayed for alcohol, the applicant is advised not to drive home and return at a later date for a further test.

If a non-negative result is displayed for drugs, a further swab test is undertaken in a similar way as the first, however this test is then sent to the Hampton Knight laboratory.

Details results are received back from the lab within 3 working days. By the Licensing Officers.

3. We wrote to all existing drivers and application packs issued on or after 1 July 2023, now contain the guidance document for drug testing. This means that these applicants are now subject to drug testing as part of the application process. The guidance document states which drugs the test is screening for, the procedure and the current cost (£30, to cover the testing cost).
4. Existing licence holders were contacted on 28 June 2023 to confirm that policies had been updated, including the introduction of random drug testing for licence holders. As well as the policy, licence holders were sent a link to the drug testing procedure which includes information on the drugs that will be tested for, the process.

TRAINING

5. On Friday 2 June members of the Admin and Licensing Team, as well as the Head of Environmental Health successfully attended and passed the drug testing training provided by the drug testing kit provider, Hampton Knight.
6. The training consisted of theory and practical and ensured that all members of the team are competent to administer the testing.

TEST DATA

7. To date, there have been 5 number of tests carried out on applicant licence holders.
8. All tests have been successfully passed.
9. There have been no reasons to offer tests to current licence holders at present, although this facility has been made aware to the Police as part of joint working.

RISK ASSESSMENT

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

CONCLUSION

11. The successful implementation of this committee's resolution to introduce drug testing has helped further protect public safety.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Ian Rickman 01329 824773.

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **05 October 2023**

Report of: **Head of Environmental Health**

Subject: **UPDATE ON THE IMPLMENTATION OF THE USE OF THE
NATIONAL DATABASE OF REFUSALS AND REVOCATIONS
(NR3)**

SUMMARY

The Licensing and Regulatory Affairs Committee agreed at the meeting of Monday 25 July 2022 to introduce the usage of the National Database of Refusals and Revocations (NR3) for taxi and private hire drivers.

RECOMMENDATION

It is recommended that the Licensing & Regulatory Affairs Committee note the contents of the report.

INTRODUCTION

1. The previously named NR3 (National register of Refusals and Revocations), was rebranded as NR3S (National Register for Revocations, Refusals and Suspensions) in April 2023. This change contains provisions that require licensing authorities to record information relating to drivers' licensing histories onto the National Register.
2. The Licensing Department have been using this database to search and record applicants and licence holders since January 2023.

SEARCHING NR3S

3. The Licensing Team have carried out 87 searches of the NR3S database, of which, 2 have returned a record of a revocation, refusal, or suspension.
4. Where an applicant shows a return on the system, this is referred to our Licensing Officers who contact the authority who logged the record on NR3S. Once the application is complete and ready for determination, it is referred to the Licensing Panel for that determination. Each application has to be judged on its own merit and the Panel will consider the circumstances around the other authority's decision and decide if the individual is a fit and proper person to become a licensed driver with Fareham.
5. The Licensing Panel have met 1 applicant who was seeking to become a license holder with Fareham Borough Council who returned a record on the NR3S database (dishonesty). This application was refused.
6. The second applicant who has appeared on the NR3S database has not completed their application, when they do, they will be referred to the Licensing Panel.

RECORDS ENTERED IN NR3S

7. In addition to the above, the Licensing Officers have refused 2 applications (dishonesty) and the Licensing Panel have refused 1 application (prosecution) since the implementation of NR3S. These three refusals appear on the database.
8. The Licensing Officers have revoked 0 licences, but should they do so, these would appear on the NR3S database.
9. The Licensing Officers have suspended 0 licences, but should they do so, these would be expected to appear on the NR3S database.

RISK ASSESSMENT

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

CONCLUSION

11. By implementing the committee's resolution to use NR3S, this further enhances public safety.

Background Papers: None

Reference Papers: None

Enquiries:

For further information on this report please contact Gemma Knipe 01329 824539.

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **05 October 2023**

Report of: **Head of Environmental Health**

Subject: **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME**

SUMMARY

At the Committee meeting on 26 June 2023, the Licensing and Regulatory Affairs Committee reviewed the progress of the Work Programme for 2023/24 and agreed a revised Work Programme for the remainder of the municipal year.

Members are now invited to note the actions from the last meeting and to further review 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 26 June 2023, attached as Appendix A to this report; and
- (b) agrees the updated Work Programme for the 2023/24 municipal year as attached at Appendix B to this report.

INTRODUCTION

1. At the meeting of the Committee on 26 June 2023, the Committee reviewed progress on actions since the last meeting and agreed a revised Work Programme for the remainder of the 2023/24 municipal year.

MONITORING

2. The progress on actions since the last meeting of the Committee is attached as Appendix A to this report for information.

WORK PROGRAMME 2023/24

3. The Committee's Work Programme for 2023/24 is attached as Appendix B to this report for consideration.

CHANGES TO THE 2023/24 WORK PROGRAMME

4. Members are asked to note that, as agreed at the last meeting, the following amendments to the Work Programme for 2023/24 have been made:
 - (i) The addition of an item entitled 'Update to Polling Districts and Polling Stations' to the agenda of the meeting scheduled to take place on 05 October 2023; and
 - (ii) The addition of an All Member briefing in respect of the Grass Skirt electoral counting system to take place ahead of the meeting scheduled to take place on 28 November 2023.
5. Members are now invited to consider and agree any further additions to the Work Programme for 2023/24.

RISK ASSESSMENT

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

CONCLUSION

7. To summarise, Members are now invited to note the progress on matters considered by the Committee at its last meeting, as shown in Appendix A to this report and agree the Licensing and Regulatory Affairs Committee Work Programme for 2023/24, as set out at Appendix B.

APPENDICES:

APPENDIX A – Progress on Actions since the last meeting.

APPENDIX B – Current Work Programme 2023/24

Background Papers:

None

Reference Papers:

None

Enquiries:

For further information on this report please contact Ian Rickman. (01329 824773)

LICENSING AND REGULATORY AFFAIRS COMMITTEE

PROGRESS ON ACTIONS FROM MEETINGS 26 June 2023 & 04 September 2023

Subject	Opportunities Plan 2023-2027
Type of Item	Presentation
Action by Committee	<p>The Committee received a presentation which provided an overview of the way in which the Opportunities Plan has been developed and the significant year 1 project proposals that relate to the Licensing and Regulatory Affairs area. A copy of the presentation slides is attached as Appendix A to these minutes.</p> <p>The Committee was supportive of the plan to lobby central government for an increase in statutory licensing fees, particularly as it was noted that there has never been an increase in the fees since they were first introduced.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the presentation.</p>
Outcome	Complete
Link Officer	Ian Rickman
Subject	Boundary Reviews and Elections Act 2022
Type of Item	Presentation
Action by Committee	<p>The Committee received a presentation by the Head of Democratic Services and the Electoral Services Manager on the Local Government Boundary Commission review and on changes to elections processes implemented by the Elections Act 2022. A copy of the presentation slides is attached as Appendix B to these minutes.</p> <p>Members were advised that a link to the software that illustrates the old ward boundaries and compares them to the new ones would be circulated to members for information so that they can make detailed comparisons of the changes.</p> <p>During the presentation it was noted that it was proposed that amendments be made to the Committee's current Work Programme to provide a further update in respect of polling districts and polling stations at the October meeting and to provide an All Member Briefing ahead of the November meeting to explain how the Grass Skirts counting system works.</p>

	RESOLVED that the Licensing and Regulatory Affairs Committee notes the contents of the presentation.
Outcome	Complete
Link Officer	Leigh Usher
Subject	Review of Work Programme 2023/24
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2023/24.</p> <p>The Head of Environmental Health was pleased to advise members that a Police Licensing Officer has now been appointed for Fareham.</p> <p>The Head of Environmental Health also advised that a recent Hackney Carriage/Private hire licence review that was considered by the Licensing Panel and refused has been taken to appeal with a date for the hearing likely to be in August.</p> <p>It was noted and agreed that, as outlined at item 7 on the agenda, the following items would be added to the current Work Programme:</p> <ul style="list-style-type: none"> (i) An update on Polling Districts and Polling Stations to the agenda for the meeting scheduled to take place on 05 October 2023 (ii) An All Member Briefing to be held ahead of the start of the meeting scheduled to take place on 28 November 2023 which will provide details of how the grass skirt counting system works and start the process of the Polling Place Review. <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> (a) notes the progress on actions arising from the meeting of the Committee held on 14 March 2023, attached as Appendix A to the report; and (b) subject to the additions outlined above, agrees the updated Work Programme for the 2023/24 municipal year as attached at Appendix B to the report.

Outcome	Complete
Link Officer	Ian Rickman
Subject	Review of CCTV in Taxi/Private Hire Vehicles
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which reviewed the statutory Taxi and Private Hire Vehicle Standards in respect of CCTV.</p> <p>During the discussion and debate of this item, the Committee noted its responsibility for the safety of taxi drivers as well as members of the public. Concern was raised that the proposed date by which existing Taxi and Private Hire vehicles must be fitted with CCTV equipment was not soon enough.</p> <p>Concern was also raised that for many taxi drivers, the cost of installing the equipment might not be affordable. It was suggested that as this is an initiative that has been brought forward by the Police and Crime Commissioner, she may be willing to make funding available for those taxi drivers who are unable to meet the cost.</p> <p>An amendment to the recommendation was proposed by Councillor Mrs S M Walker, and seconded by Councillor Mrs S M Bayford, that at recommendation (b) all existing Taxi and Private Hire vehicles must be fitted with CCTV equipment by 31 December 2024 and that an additional recommendation (c) be added that the Council write to the Police and Crime Commissioner to see if funding can be made available to help those drivers who are unable to meet the installation costs.</p> <p>On being put to the vote, recommendation (a) was carried unanimously. The proposed revised recommendation (b) was carried with 10 members voting in favour and 1 voting against. The proposed additional recommendation (c) and recommendation (d) were carried unanimously.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee agrees that the following amendments be made to the Taxi and Private Hire Vehicle Conditions of Licensing:</p> <p>(a) that Taxi and Private Hire vehicles plated for the first time are required to be fitted with an approved CCTV system;</p> <p>(b) that existing Taxi and Private Hire vehicles are required to be fitted with an approved CCTV system by 31 December 2024;</p>

	<p>(c) that the Council write to the Police and Crime Commissioner to see whether funding can be made available to those taxi drivers who are unable to meet the cost of installing CCTV equipment; and</p> <p>(d) that the Head of Environmental Health be given the delegated Authority to determine the CCTV specification that would need to be met for a system to be approved.</p>
Outcome	Complete
Link Officer	Ian Rickman

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

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
12 June 2023 CANCELLED		
26 June 2023	Opportunities Plan 2023-27. Boundary Reviews and Elections Act 2022. Review of current Work Programme.	
24 July 2023 CANCELLED		
04 September 2023 (special)	Review of CCTV in Taxi/Private Hire Vehicles	Licensing Training
05 October 2023	Update to Polling Districts and Polling Stations. 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).	All Member Briefing – “Grass Skirt” Electoral Counting System
28 November 2023	Review of current Work Programme. Opportunities for increased fees for enhanced services. Briefing on Elections Act.	
30 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.	
12 March 2024	Update on Fareham & Gosport Environmental Health Partnership – Presentation. Final Review of current Work Programme and Draft Work Programme 2024/25.	