

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Tuesday, 30 January 2024

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

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

To confirm as a correct record the minutes of the meeting of the Licensing & Regulatory Affairs Committee held on 05 October 2023.

(2) Minutes of meeting Wednesday, 11 October 2023 of Licensing Panel
(Pages 9 - 12)

To confirm as a correct record the minutes of the meeting of the Licensing Panel held on Wednesday 11 October 2023.

(3) Minutes of meeting Tuesday, 7 November 2023 of Licensing Panel (Pages 13 - 16)

To confirm as a correct record the minutes of the meeting of the Licensing Panel held on Tuesday 07 November 2023.

(4) Minutes of meeting Tuesday, 5 December 2023 of Licensing Panel (Pages 17 - 20)

To confirm as a correct record the minutes of the meeting of the Licensing Panel held on Tuesday 05 December 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. Actual Revenue Expenditure 2022/23 (Pages 21 - 26)

To consider a report by the Assistant Chief Executive Officer which provides details of actual expenditure for 2022/23 in respect of the services for which the Committee is responsible.

7. Spending Plans 2024/25 (Pages 27 - 34)

To consider a report by the Assistant Chief Executive Officer which outlines the Committees spending plans for 2024/25.

8. Fees and Charges 2024/25 (Pages 35 - 46)

To consider a report by the Assistant Chief Executive Officer which sets out the

proposed level of Fees and Charges for 2023/24.

9. Preliminary Review of Licensing and Regulatory Affairs Committee Programme 2023/24 and draft Work Programme 2024/25 (Pages 47 - 54)

To consider a report by the Head of Environmental Health which invites members to carry out a preliminary review of the Committee's Work Programme for 2023/24 and a review of the draft Work Programme for 2024/25.



A WANNELL
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
22 January 2024

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FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Thursday, 5 October 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, M J Ford, JP, S Ingram,
Mrs K K Trott and Mrs K Mandry (deputising for Mrs P Hayre)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N R Gregory, D J Hamilton, Mrs P Hayre, Ms S Pankhurst and Mrs S M Walker.

2. MINUTES

RESOLVED that the minutes of the meeting held on 04 September 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman put forward her thanks to Officers involved in delivering the election training session on the 'grass skirts' counting method which took place prior to the meeting and commented that it had been very useful and informative.

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. UPDATE TO POLLING DISTRICTS AND POLLING PLACES

The Committee received a report by the Assistant Director (Democracy) which provided Members with an update on changes to Polling Districts and Polling Places.

In presenting the proposed changes, the Assistant Director (Democracy) reported that final decisions need to be taken in respect of a few remaining polling places and advised members that, where this is the case, she would consult with ward members before finalising arrangements. A further report will be brought to the Committee meeting in March to advise members of the final arrangements which will be in place for local and Police and Crime Commissioner elections in May 2024. Following the May elections, a further review will take place, which will involve a public consultation, to determine if any further changes to polling place arrangements need to be made.

RESOLVED that the Licensing & Regulatory Affairs Committee notes the progress of the polling district and polling place review as set out in the report.

7. UPDATE ON THE IMPLEMENTATION OF RANDOM DRUG TESTING FOR TAXI AND PRIVATE HIRE LICENCE HOLDERS

The Committee received a report by the Head of Environmental Health which updated Members 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.

RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report and the progress made with the introduction of drug testing.

8. UPDATE ON THE IMPLEMENTATION OF THE USE OF THE NATIONAL DATABASE OF REFUSALS AND REVOCATIONS (NR3)

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

RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.

9. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

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

In discussing this item, it was agreed that a report on the Statutory Review of Parliamentary Polling Districts and Polling Places be added to the agenda for the meeting scheduled to take place in March.

RESOLVED 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, as attached at Appendix A to the report; and
- (b) subject to the inclusion of the item detailed above, agrees the updated Work Programme for the 2023/24 Municipal Year, as attached at Appendix B to the report.

(The meeting started at 6.01 pm
and ended at 7.05 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing Panel

(to be confirmed at the next meeting)

Date: Wednesday, 11 October 2023

Venue: Council Chamber - 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. REVIEW OF A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE DRIVING LICENCE

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

The Licensing Officer presented the circumstances of the case, as supported by the documentary evidence. There were no questions or points for clarification raised by the Licence Holder or Members of the Panel.

The Licence Holder presented the circumstances of his case, as detailed in the documentary evidence, and answered questions thereon from Members of the Panel.

The Licence Holder was invited to make a closing statement in respect of the circumstances of the case but declined to do so.

The Licensing Officer and the Licence Holder left the room whilst the Panel considered its decision in private.

Following the Panel's deliberations, the Licensing Officer and the Licence Holder returned to the meeting to hear the Chairman announce the Panel's Decision as follows:

The Panel has considered very carefully the report of the Licensing Officer and all the evidence presented today. It has given due regard to the Local Government (Miscellaneous Provisions) Act 1976 ("the Act") and the guidelines relating to the application of the "fit and proper person" test and other considerations of character. The Human Rights Act has been borne in mind whilst making the decision.

Mr A attended the hearing before the Panel and reiterated his written statement which was contained in the pack and provided information regarding the circumstances and answered questions from the panel.

Mr A stated that he has a Fareham Borough Council (FBC) private hire taxi licence but works in Reading as this is nearer to his home and it is more convenient for him to work in the Reading area. He has a licence from Fareham Borough Council due to the fact that he works through Uber and their processes do not enable him to have a Reading Borough Council taxi licence if he wants to work with them.

He stated that he is aware of his responsibilities as a taxi driver and the requirements of him. He stated that the taxi licence plate was not displayed on his vehicle as he had had his vehicle washed and the tyres changed that morning and the licence plate had become detached from the vehicle during this time. He then did one or two taxi driver jobs before attending Reading festival later the same day where he was spoken to by a Reading Borough Council licensing officer who pointed out the fact that he did not have the plate displayed on his vehicle and nor was he wearing his badge. Mr A explained to the officer that he was not working and had had his car washed that morning and that the plate had become detached from his vehicle.

Mr A stated that he used to have a taxi licence with Reading Borough Council but does not anymore as he is able to drive and operate using Uber with a licence from FBC but is not able to drive through Uber with a licence from Reading Borough Council.

Mr A stated he had no points and had a good record and he was asked for further information in this respect by the panel as an email from Reading Borough Council stated he had three penalty points on his PH VDL for not displaying the licence plate on his vehicle. Mr A stated he did not know anything about that but stated that when he did work for Reading BC previously there were rules about not needing to display the plate if you had an executive vehicle. Mr A referred to changing his vehicle to one that was an executive vehicle shortly before he stopped working under the Reading taxi licence. The documentation within the licensing pack stated that the licence plate appeared very clean, as though it had never been displayed.

The panel considered all the facts and has decided that Mr A is a fit and proper person in accordance with the Act and therefore his private hire taxi drivers licence should remain in place. The panel considered that should a similar incident happen again the outcome/decision of a panel could be different and could result in the revocation of his private hire drivers licence.

Reasons for Decision

The panel considered the information they had received in detail and decided that Mr A is a fit and proper person to hold a private hire taxi licence. It was considered that although there was a suggestion that the plate had never been displayed on the vehicle there was not sufficient evidence to prove that it had never been displayed and the only evidence at this time was from Mr A who stated that it had been displayed but had become detached that morning when he had his car cleaned.

With regards to the penalty points Reading Borough Council informed FBC about but Mr A did not have knowledge of it was considered that there was insufficient evidence or information to properly consider this as very limited and scant information generally had been provided by Reading Borough Council regarding this matter. It was also questioned whether those penalty points referred to by Reading Borough Council were even valid/still in force in view of the fact that Mr A no longer had a licence with Reading Borough Council.

Mr A came across as being genuine and it was noted that although Mr A had done one or two taxi driver jobs before attending the reading festival

after the plate had become detached, Mr A, when he was spoken to by the Reading Borough Council officer for not having the license plate displayed, was not working in his capacity as a private hire taxi driver. It was considered there is not sufficient evidence to suggest that he is not fit and proper as a result of the information received from Reading Borough Council at this time. In future, it would be helpful if Reading Borough Council could provide much more detailed information regarding such incidents.

RESOLVED that the Licensing Panel considers the Licence Holder to be a fit and proper person to hold a private hire vehicle driving licence and that the licence should remain in force.

(The meeting started at 10.30 am
and ended at 12.10 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing Panel

(to be confirmed at the next meeting)

Date: Tuesday, 7 November 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Pamela Bryant (Chairman)

Councillors: I Bastable and M J Ford, JP



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 A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE DRIVING LICENCE(S)

The Applicant was accompanied to the hearing by his union representative.

The Panel considered a report by the Licensing Officer which contained exempt information in respect of a private hire vehicle driving licence application. A copy of the report was circulated to all parties in advance of the meeting. A written statement by the Applicant, received after publication of the agenda pack, was also circulated to all parties in advance of the hearing.

The Licensing Officer presented the circumstances of the case, as supported by the documentary evidence. There were no questions or points for clarification raised by the Applicant or Members of the Panel.

The Applicant presented the circumstances of his case, as detailed in the documentary evidence, and answered questions thereon from Members of the Panel.

The Applicant was invited to make a closing statement in respect of the circumstances and did so accordingly.

The Licensing Officer, the Applicant and the Applicant's representative left the room whilst the Panel considered its decision in private.

Following the Panel's deliberations, the Licensing Officer, the Applicant and the Applicant's representative returned to the meeting to hear the Chairman announce the Panel's Decision as follows:

DECISION OF THE MEETING HELD ON 07 NOVEMBER 2023 **PRIVATE HIRE TAXI DRIVER'S LICENCE APPLICATION**

The Panel has considered very carefully the report of the Licensing Officer and all the evidence presented today.

It has given due regard to the Local Government (Miscellaneous Provisions) Act 1976 ("the Act") and the guidelines relating to the application of the "fit and proper person" test and other considerations of character. The Human Rights Act has been borne in mind whilst making the decision.

The Applicant attended the hearing with his union representative. A letter dated 25th April 2023 was also provided from his union representative in support of the Applicant's application.

On questioning, the Applicant explained that all/some of the speeding convictions related to one particular camera and that he only found out about them in April 2022. He stated that had he known about the speeding tickets he would have adjusted his driving behaviour/speed before he had acquired so many. The Applicant also stated that the points related to him driving only slightly over the 30 mph speed limit and referred to the excess speed being either 34 mph or 36 mph. He said he was a person of good character, loved his job and his trade.

The panel considered all the facts and has decided that the Applicant is not a fit and proper person in accordance with the Act and therefore his application for a private hire taxi driver's licence should not be granted.

Reasons for Decision

The panel considered all of the information within the document pack, the letter from the Applicant and the letter from his union representative as well as the representations he and his union rep made in person at the hearing. The panel were concerned about the fact that the Applicant referred to the fact that he had not adjusted his driving behaviour due to not having become aware of the speeding points until April 2022 which meant that he acquired numerous speeding points during the period between January to April 2022. The panel considered he should have known about speed limits as a driver, and as a taxi driver, and shouldn't have needed to become aware of the fact that he had been speeding through the notification of speeding points from the police. In addition, the panel noted that despite the Applicant having become aware of the speeding points in April 2022 there were further speeding points in July 2022.

The panel considered the guidance in detail and applied this to the circumstances of this matter and noted the following in particular at 4.39:

'Hackney carriage and private hire drivers are professional drivers charged with the responsibility of carrying the public. Any motoring conviction demonstrates a lack of professionalism and will be considered seriously. It is accepted that offences can be committed unintentionally, and a single occurrence of a minor traffic offence would not prohibit the grant of a licence or may not result in action against an existing licence. Subsequent convictions reinforce the fact that the licensee does not take their professional responsibilities seriously and is therefore not a safe and suitable person to be granted or retain a licence.'

In addition, the panel also noted the following paragraph of the guidance at 4.42:

'A minor traffic or vehicle related offence is one which does not involve loss of life, driving under the influence of drink or drugs, driving whilst using a mobile phone, and has not resulted in injury to any person or

damage to any property (including vehicles). Where an applicant has 7 or more points on their DVLA licence for minor traffic or similar offences, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.'

It was noted that the Applicant has in excess of 7 points as per the guidance at 4.42 as evidenced by the fact that the Applicant has 18 points. In relation to 4.42 the panel noted that a licence will not be granted until a period of 5 years has elapsed since the completion of any sentence imposed.

Accordingly, the panel considers that the Applicant is not a fit and proper person to have a private hire taxi licence from Fareham Borough Council and the application is not granted.

There is a statutory right of appeal to the Magistrate's Court of the decision which must be made within 21 days of formal notice.

RESOLVED that the Licensing Panel does not consider the Applicant to be a fit and proper person to hold a private hire vehicle driving licence and that accordingly, the licence be refused.

(The meeting started at 10.11 am
and ended at 11.42 am).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing Panel

(to be confirmed at the next meeting)

Date: Tuesday, 5 December 2023

Venue: Council Chamber - Civic Offices

PRESENT:

Councillor Pamela Bryant (Chairman)

Councillors: S Ingram 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. DETERMINATION OF A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE DRIVING LICENCE APPLICATION

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

The Licensing Officer presented the circumstances of the case, as supported by the documentary evidence. There were no questions or points for clarification raised by the Applicant or members of the Panel.

The Applicant presented the circumstances of his case as detailed in the documentary evidence and answered questions thereon from members of the Panel.

The Chairman declared a non-pecuniary interest in that she was the Council's representative for the Prague Junction Management Committee.

The Applicant was invited to make a closing statement in respect of his application and did so accordingly.

Following the submission and summation of the Applicant's representation, the Licensing Officer and the Applicant left the room whilst the Panel considered its decision in private.

Following the Panel's deliberations, the Licensing Officer and the Applicant returned to the hearing to hear the Chairman announce the Panel's decision.

DECISION OF THE MEETING HELD ON 5 DECEMBER 2023
PRIVATE HIRE TAXI DRIVER'S LICENCE APPLICATION

The panel has considered very carefully the report of the Licensing Officer and all the evidence presented today.

It has given due regard to the Local Government (Miscellaneous Provisions) Act 1976 ("the Act") and the guidelines relating to the application of the "fit and proper person" test and other considerations of character. The Human Rights Act has been borne in mind whilst making the decision.

Mr M attended the hearing and explained the circumstances and answered questions from the panel.

Reasons for Decision

The panel considered all of the information within the document pack and the information provided by Mr M. The panel decided that Mr M is a fit and proper person for the purposes of holding a private hire taxi licence and the application is granted.

The panel considered that the Affray matter on his DBS certificate was a caution, rather than a conviction that had proceeded to court and that it did take place approximately 22 years ago and that nothing similar had occurred since then. The panel also noted that the caution for Affray happened due to a scuffle at a nightclub, namely Prague Junction which had a bad reputation at the time and has since been shut down. The panel noted that Mr M, despite having this caution on his record has passed the vetting/recruitment process for becoming a prison officer and so the prison service consider Mr M to be suitable to work in such capacity. The panel were reassured by this in terms of his suitability for holding a private hire taxi driver licence.

In terms of the speeding offence, it was noted by the panel that the speed for which he received 6 points was excessive. It was noted that Mr M has received 6 points for this and that if he had received anymore, he would have been prohibited from making this application and for applying for a taxi licence for a certain period of time. Mr M needs to be cautious and careful in this respect in future.

RESOLVED that the Licensing Panel considers the Applicant is a fit and proper person to hold a private hire driving licence and that licence therefore is granted.

(The meeting started at 10.00 am
and ended at 11.05 am).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **30 January 2024**

Report of: **Assistant Chief Executive Officer**

Subject: **ACTUAL REVENUE EXPENDITURE 2022/23**

SUMMARY

This report sets out for the information of Members details of the actual revenue expenditure for 2022/23 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 2022/23 for this Committee show that the actual expenditure of £700,043 represented an overspend of £60,843 compared with the revised budget of £639,200 that was approved by this Committee on 31 January 2023.
2. The actual revenue expenditure for the year analysed over the main service headings is shown in the following table:

	Revised Budget 2022/23	Actual 2022/23	Variation
	£	£	£
Hackney Carriage and Private Hire Vehicles	900	-34,252	-35,152
Licensing	4,900	-5,282	-10,182
Health and Safety	151,900	163,854	11,954
Election Services	481,500	534,300	52,800
	<u>639,200</u>	<u>658,621</u>	<u>19,421</u>
Accounting Adjustments In service	0	41,422	41,422
	<u>639,200</u>	<u>700,043</u>	<u>60,843</u>

3. The main variations reflect a total increased spending on employees as a result of a pension and leave adjustments. This is amended overall in the accounts so doesn't affect the bottom-line position of the council and is illustrated as a single accounting adjustment line in the table above.
4. Supplies and services was overspent and this is due to additional spend in Health & Safety and Elections, the reasons for this are outlined further in the report.
5. 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.
6. The income generated through sales, fees and charges and Grants was showing in line with the budget, a reduction in grant income was offset by an increase in fees and charges income.
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. The information above 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 £1,169,000 for the 2022/23 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 £28,894 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 £1,479,027 of which £812,219 was attributable to Fareham.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

11. This service was underspent by £35,200 for the financial year, this was due to payments for the 3 and 5 year cycles have been received during the year which have increased the income for the year. However, this will mean a reduction in future years until the cycle starts again.
12. The charges from the Environmental Health Partnership were lower than the budget by £7,800.

LICENSING

13. This service was underspent by £10,200 for the financial year. Charges from the Environmental Health Partnership were below budget by £8,200.

HEALTH AND SAFETY

14. This service was overspent by £12,000 for the financial year. The overspend was due to an increase in supplies and services of £23,400 compared to the budget, £19,500 will be reclaimed via a legal charge in future years. The charges from the Environmental Health Partnership were lower than the budget by £12,900.

ELECTION SERVICES

15. This service was overspent by £94,200 for the financial year. The overspend relates to increase in printing and postage and an employee cost as a result of a pension adjustment.
16. During this year there was just one election, a local election was held in May 2022.

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 £60,843 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 2022/23

Background Papers:

Reference Papers:

Enquiries:

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

Appendix A

<u>HACKNEY CARRIAGES & PRIVATE HIRE VEHICLES</u>	Revised Budget 2022/23 £	Actual 2022/23 £	Variation £
Transport	2,000	2,050	50
Supplies and Services	0	852	852
Third Party Payments	81,900	74,128	-7,772
GROSS EXPENDITURE	83,900	77,030	-6,870
Grants	-600	-5,243	-4,643
Sales	-900	-798	102
Fees and Charges	-81,500	-105,241	-23,741
GROSS INCOME	-83,000	-111,282	-28,282
NET EXPENDITURE	900	-34,252	-35,152

<u>LICENSING</u>	Revised Budget 2022/23 £	Actual 2022/23 £	Variation £
Supplies and Services	300	272	-28
Third Party Payments	86,900	78,657	-8,243
GROSS EXPENDITURE	87,200	78,929	-8,271
Fees and Charges	-75,200	-78,759	-3,559
Other Charges	-7,100	-5,452	1,648
GROSS INCOME	-82,300	-84,211	-1,911
NET EXPENDITURE	4,900	-5,282	-10,182

<u>HEALTH & SAFETY</u>	Revised Budget 2022/23 £	Actual 2022/23 £	Variation £
Employees	2,000	2,315	315
Supplies and Services	13,500	36,854	23,354
Third Party Payments	136,400	123,522	-12,878
GROSS EXPENDITURE	151,900	162,690	10,790
Fees and Charges	0	1,164	1,164
GROSS INCOME	0	1,164	1,164
NET EXPENDITURE	151,900	163,854	11,954

<u>ELECTIONS</u>	Revised Budget 2022/23 £	Actual 2022/23 £	Variation £
Employees	180,200	176,163	-4,037
Premises	5,700	4,969	-731
Transport	1,200	1,080	-120
Supplies and Services	259,500	286,737	27,237
Internal Recharges	66,400	68,311	1,911
Accounting Adjustments In Service	0	41,422	41,422
GROSS EXPENDITURE	513,000	578,681	65,681
Grants	-30,000	0	30,000
Sales	-1,500	-3,151	-1,651
Fees and Charges	0	192	192
GROSS INCOME	-31,500	-2,959	28,541
NET EXPENDITURE	481,500	575,722	94,222

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **30 January 2024**

Report of: **Assistant Chief Executive Officer**

Subject: **SPENDING PLANS 2024/25**

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 2023/24 and the base budget for 2024/25 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 2023/24;
- (b) reviews and agrees the base budgets for 2024/25; and
- (c) recommends the budget 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 8 January 2024 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 2023/24

5. The base budgets for 2023/24 were considered by this Committee in January 2023 and were confirmed by the Full Council on 24 February 2023. The base budget for 2023/24 amounted to £540,400.

Revised Budget 2023/24

6. The overall revised budget for 2023/24 is £495,700 a decrease of £44,700 or 8.3% from the base budget which is mainly due to reduced election costs.

Base Budget 2024/25

7. The overall base budget for 2024/25 is £699,100 an increase of £158,700 or 29.4% from the base budget for 2023/24.

Revenue Budget Comparisons

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

	Revised Budget 2023/24 £	Base Budget 2024/25 £
Base Budget 2023/24	540,400	540,400
Hackney Carriage & Private Hire Vehicles	-5,500	-5,400
Licensing	-5,900	-5,100
Health and Safety	-4,300	-4,000
Election Services	-29,000	173,200
TOTAL	495,700	699,100

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 2023/24 and the base budget for 2024/25.
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 2024/25 for the EHP has decreased by £2,600 in comparison the previous year to a total of £1,657,500.
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 £5,400, this is due to a small decrease in partnership costs and a small increase in fees and charges income.

Licensing

17. There has been a decrease in the budget for this service of £5,100, this is due to an increase in partnership costs. this is due to a small decrease in partnership costs and an increase in fees and charges income.

Health & Safety

18. There has been a decrease of £4,000, this due to a reduction in partnership costs.

Election Services

19. There has been an increase in the budget of £173,200 as there are local elections, police and crime commissioner election and a general election 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 2024/25 are considered.

APPENDICES

Appendix A: Revised budgets for 2023/24 and Base Budgets for 2024/25

Background Papers:

Reference Papers:

Enquiries:

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

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2024/25**LICENSING AND REGULATORY AFFAIRS COMMITTEE**

	Base Budget 2023/24	Revised Budget 2023/24	Base Budget 2024/25
	£	£	£
Hackney Carriage & Private Hire Vehicles	5,500	0	100
Licensing	9,400	3,500	4,300
Health and Safety	159,000	154,700	155,000
Election Services	366,500	337,500	539,700
	540,400	495,700	699,100

SUBJECTIVE ANALYSIS

	Base Budget 2023/24	Revised Budget 2023/24	Base Budget 2024/25
	£	£	£
Employee Expenditure	184,200	184,900	199,500
Premises Expenditure	0	500	20,500
Transport Expenditure	3,200	2,900	3,500
Supplies and Services Expenditure	131,700	123,600	390,500
Third Party Payments	321,000	311,600	312,100
Internal Recharges	66,700	48,500	49,900
Gross Expenditure	706,800	672,000	976,000
Government Grants	-600	-600	-600
Other Grants	0	-3,700	-105,000
Sales	-2,000	-2,000	-2,000
Fees and Charges	-163,800	-170,000	-169,300
Gross Income	-166,400	-176,300	-276,900
Net Expenditure	540,400	495,700	699,100

**HACKNEY CARRIAGE & PRIVATE
HIRE VEHICLES**

	Base Budget 2023/24	Revised Budget 2023/24	Base Budget 2024/25
	£	£	£
Transport Expenditure	2,000	2,000	2,000
Supplies and Services Expenditure	0	0	0
Third Party Payments	86,100	83,600	83,700
Gross Expenditure	88,100	85,600	85,700
Government Grants	-600	-600	-600
Sales	-500	-500	-500
Fees and Charges	-81,500	-84,500	-84,500
Gross Income	-82,600	-85,600	-85,600
Net Expenditure	5,500	0	100

LICENSING

	Base Budget 2023/24	Revised Budget 2023/24	Base Budget 2024/25
	£	£	£
Supplies and Services Expenditure	300	300	300
Third Party Payments	91,400	88,700	88,800
Gross Expenditure	91,700	89,000	89,100
Fees and Charges	-74,800	-83,500	-82,800
Other Charges	-7,500	-2,000	-2,000
Gross Income	-82,300	-85,500	-84,800
Net Expenditure	9,400	3,500	4,300

<u>HEALTH AND SAFETY</u>	Base Budget 2023/24	Revised Budget 2023/24	Base Budget 2024/25
	£	£	£
Employee Expenditure	2,000	3,600	3,600
Supplies and Services Expenditure	13,500	11,800	11,800
Third Party Payments	143,500	139,300	139,600
Internal Recharges	0	0	0
Gross Expenditure	159,000	154,700	155,000
Net Expenditure	159,000	154,700	155,000

<u>ELECTIONS</u>	Base Budget 2023/24	Revised Budget 2023/24	Base Budget 2024/25
	£	£	£
Employee Expenditure	182,200	181,300	195,900
Premises Expenditure	0	500	20,500
Transport Expenditure	1,200	900	1,500
Supplies and Services Expenditure	117,900	111,500	378,400
Internal Recharges	66,700	48,500	49,900
Gross Expenditure	368,000	342,700	646,200
Other Grants	0	-3,700	-105,000
Sales	-1,500	-1,500	-1,500
Gross Income	-1,500	-5,200	-106,500
Net Expenditure	366,500	337,500	539,700

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **30 January 2024**

Report of: **Assistant Chief Executive Officer**

Subject: **FEES AND CHARGES 2024/25**

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 2024/25; 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 8 January 2024 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 were increase from April 2023, prior to this 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 9th January 2023, for Licensing and Regulatory Affairs Committee services and the proposed charges for 2024/25 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 2024/25 takes into account the current impact of inflation, CPI was published in December 2023 at 4.0%.

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 2024/25; and
- (b) recommend the fees and charges to Council for approval

Appendices: A: Fees and Charges 2024/25

B: Fees and Charges Comparison 2023/24

Background Papers:

Reference Papers:

Enquiries:

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



LICENSING FEES

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

	Notes	Fee 2023/24 £	Fee 2024/25 £	% 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 (published in April 2012) 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 2024/25 £
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 2023/24 £	Fee 2024/25 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	105.00	112.00	6.7
Skin Piercers	Persons	88.00	94.00	6.8
Street Trading Consent	12 months	2,090.00	2,230.00	6.7
Street Trading Consent	6 months	1,155.00	1,232.00	6.7
Street Trading Consent	3 months	616.00	658.00	6.8
Street Trading - Tables & Chairs	New	330.00	352.00	6.7
Street Trading - Tables & Chairs	Renewal	204.00	218.00	6.9
Pavement License		31.00	31.00	0.0
Dangerous Wild Animal Licences	Plus any Veterinarian costs	165.00	176.00	6.7
Dog Breeders Licence	Plus any Veterinarian costs	209.00	223.00	6.7
Zoo: Initial Application (valid for 4 years)	Plus any Veterinarian costs	2,200.00	2,350.00	6.8
Zoo: Renewal (valid for 6 years)	Plus any Veterinarian costs	2,200.00	2,350.00	6.8
Sex Shops/Establishments	Initial Fee	2,200.00	2,350.00	6.8
Sex Shop/Establishment	Renewal Fee	2,200.00	2,350.00	6.8
Scrap Metal Dealer	New Application	286.00	305.00	6.6
Scrap Metal Dealer	Application Renewal	160.00	170.00	6.3
Mobile Collector	New Application	160.00	170.00	6.3
Mobile Collector	Application Renewal	116.00	124.00	6.9
Variation of Licence		152.00	162.00	6.6
Replacement Licence		25.00	27.00	8.0
Advice to commercial premises	Charge per hour or part thereof	52.00	55.00	5.8
Note: Legislation states the below fees need to be split out to show application costs and grant of license separately				
Riding Establishment Licences	New Application/Renewal/Variation Plus any Veterinarian costs	48.00	41.00	6.3
Riding Establishment Licences	Grant of License/Variation		10.00	
Animal Boarding Establishment Licences	New Application/Renewal/Variation Plus any Veterinarian costs	187.00	140.00	7.0
Animal Boarding Establishment Licences	Grant of License/Variation		60.00	
Home (Domestic) Animal Boarding Establishment Licences	New Application/Renewal/Variation Plus any Veterinarian costs	143.00	99.00	6.3
Home (Domestic) Animal Boarding Establishment Licences	Grant of License/Variation		53.00	
Home Boarding Fee Franchise (including Day Care for Dogs)	New Application/Renewal/Variation Plus any Veterinarian costs	176.00	128.00	6.8
Home Boarding Fee Franchise (including Day Care for Dogs)	Grant of License/Variation		60.00	
	Additional Dog Boarding Franchise property applied for	58.00	62.00	6.9
Pet Shop Licences	New Application/Renewal/Variation Plus any Veterinarian costs	143.00	115.00	6.3
Pet Shop Licences	Grant of License/Variation		37.00	

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		215.00	215.00	NIL
Private Hire		215.00	215.00	NIL
Transfer of Licence	(Note 2)	215.00	215.00	NIL
Temporary Transfer	(Note 1)	215.00	215.00	NIL
Private Hire Operators Licence	1 year	215.00	215.00	NIL
Private Hire Operators Licence	3 years	520.00	520.00	NIL
Private Hire Operators Licence	5 years	945.00	945.00	NIL
Hackney Carriage Drivers Licence	1 Year	70.00	70.00	NIL
Hackney Carriage Drivers Licence	3 Years	175.00	175.00	NIL
Private Hire Drivers Licence	1 Year	70.00	70.00	NIL
Private Hire Drivers Licence	3 Years	175.00	175.00	NIL
Dual Drivers Licence	1 Year	95.00	95.00	NIL
Dual Drivers Licence	3 Years	230.00	230.00	NIL
Dual Upgrade		50.00	50.00	NIL
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		40.00	40.00	NIL
Replacement Licence		12.00	12.00	NIL
Transfer of Ownership		30.00	30.00	NIL
Per Test		70.00	70.00	NIL
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	NIL
Vehicles				
Replacement plates and fixings	Inclusive of VAT	25.00	25.00	NIL
Replacement brackets		17.00	17.00	NIL
Interior windscreen plate		26.00	26.00	NIL

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 covers the cost of temporary transfers due to the use of loan cars for insurance purposes. 2. This charge has been set at a level to cover the cost of administering transfers. 	

Other Licences and Fees	FBC £	GBC £	WCC £	HBC £	EBC £	PCC £
Skin Piercers: Premises	105.00	99.00	129.00	134.00	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	100 plus vet fees	526.00 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	281.00 plus vet fees	537.00 plus vet fees	305.00 plus £10 per horse	245.00 plus vet fees
Animal Boarding Establishment Licences	187.00 plus vet fees	220.00 plus vet fees	281.00	398.00	270.00	175.00
Home (Domestic) Animal Boarding Establishment Licences	143.00	85.00 plus vet fees	242.00	375.00	155.00	175.00
Home Boarding Fee Franchise (including Day Care for Dogs)	176.00	135.00 plus vet fees	N/A	375.00	122.50 plus £62 per host	N/A
Pet Shop Licences	143.00 plus vet fees	180.00 plus vet fees	242.00	444.00	410.00	175.00

Dog Breeders Licence	209.00 plus vet fees	198.00 plus vet fees	293.00 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	281.00	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	119.00	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	195.00	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	237.00	180.00	310.00
Private Hire	215.00	275.00	173.00	170.00	180.00	192.00
Transfer of Licence	215.00	N/A	N/A	43.00	60.00	132.00
Temporary Transfer	215.00	N/A	N/A	74.00	90.00	100.00
Operator's Licence						
Private Hire Operators Licence 1 Year	215.00	270.00	227.00	155.00	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	375.00	365.00	3,500.00

Driver's Licence						
Hackney Carriage Drivers Licence 1 Year	70.00	100.00	116.00	227.00	N/A	162.00
Hackney Carriage Drivers Licence 3 Year	175.00	240.00	245.00	162.00	182.00	380.00
Private Hire Drivers Licence 1 Year	70.00	100.00	117.00	227.00	N/A	110.00
Private Hire Drivers Licence 3 Year	175.00	240.00	245.00	162.00	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 30 January 2024

Report of: Head of Environmental Health

Subject: PRELIMINARY REVIEW OF LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2023/24 AND DRAFT WORK PROGRAMME 2024/25

SUMMARY

At the Committee meeting held on 12 March 2024, 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 2024/25 municipal year, prior to it being submitted to Council for approval.

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 draft Work Programme for 2024/25

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 05 October 2023, attached as Appendix A to this report;
- (b) reviews the Work Programme 2023/24 attached as Appendix B to this report; and
- (c) gives initial consideration to the draft Work Programme for 2024/25 attached as Appendix C to this report.

INTRODUCTION

1. At the Committee meeting on 05 October 2023, the Committee reviewed progress on actions since the last meeting and agreed the Work Programme for the remainder of the 2023/24 municipal year.

MONITORING

2. Details of progress on actions arising from matters considered at the meeting held on 05 October 2023 are attached as Appendix A to this report for information.

WORK PROGRAMME FOR THE 2023/24 MUNICIPAL YEAR

3. The Committee's Work Programme for 2023/24, agreed at the last meeting is attached as Appendix B to this report for consideration.

REVISIONS TO WORK PROGRAMME FOR THE 2023/24 MUNICIPAL YEAR

4. Members are asked to note that, with the agreement of the Chairman, the following revisions to the 2023/24 Work Programme have been made since the meeting of the Committee held on 05 October 2023:
 - (i) The removal of the item entitled 'Opportunities for increased fees for enhanced services' from the Work Programme.
 - (ii) Alternative arrangements to be made for Members to be briefed on the Elections Act 2022.
 - (iii) The cancellation of the meeting that was scheduled to take place on 28 November 2023.
 - (iv) The addition of a report entitled 'Statutory Review of Parliamentary Polling Districts and Polling Places' to the agenda of the meeting scheduled to take place on 12 March 2024.

WORK PROGRAMME FOR THE 2024/25 MUNICIPAL YEAR

5. Members are now invited to consider items for the draft Work Programme for 2024/25. 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 05 October 2023, as shown in Appendix A to this report, review the Work Programme for the 2023/24 municipal year, as set out in

Appendix B to this report and give initial consideration to the draft Work Programme for 2024/25 attached as Appendix C to this report.

APPENDICES:

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

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

Appendix C – Draft Licensing & Regulatory Affairs Committee Work Programme 2024/25

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	05 October 2023
Subject	UPDATE TO POLLING DISTRICTS AND POLLING PLACES
Type of Item	Reports
Action by Committee	<p>The Committee received a report by the Assistant Director (Democracy) which provided Members with an update on changes to Polling Districts and Polling Places.</p> <p>In presenting the proposed changes, the Assistant Director (Democracy) reported that final decisions need to be taken in respect of a few remaining polling places and advised members that, where this is the case, she would consult with ward members before finalising arrangements. A further report will be brought to the Committee meeting in March to advise members of the final arrangements which will be in place for local and Police and Crime Commissioner elections in May 2024. Following the May elections, a further review will take place, which will involve a public consultation, to determine if any further changes to polling place arrangements need to be made.</p> <p>RESOLVED that the Licensing & Regulatory Affairs Committee notes the progress of the polling district and polling place review as set out in the report.</p>
Outcome	Report on the Statutory Review of Parliamentary Polling Districts and Polling Places be added to the agenda for the meeting scheduled to take place in March.
Link Officer	Leigh Usher
Subject	UPDATE ON THE IMPLEMENTATION OF RANDOM DRUG TESTING FOR TAXI AND PRIVATE HIRE LICENCE HOLDERS
Type of Item	Report
Action by Committee	<p>The Committee received a report by the Head of Environmental Health which updated Members 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.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report and the progress made with the introduction of drug testing.</p>
Outcome	Complete
Link Officer	Ian Rickman

Subject	UPDATE ON THE IMPLEMENTATION OF THE USE OF THE NATIONAL DATABASE OF REFUSALS AND REVOCATIONS (NR3)
Type of Item	Report
Action by Committee	The Committee received a report by the Head of Environmental Health which provided Members with an update on the use of the National Database of Refusals and Revocations (NR3) in respect of Taxi and Private Hire driving licences. RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.
Outcome	Complete
Link Officer	Ian Rickman
Subject	LICENSING & REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME
Type of Item	Report
Action by Committee	The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2023/24. In discussing this item, it was agreed that a report on the Statutory Review of Parliamentary Polling Districts and Polling Places be added to the agenda for the meeting scheduled to take place in March. RESOLVED 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, as attached at Appendix A to the report; and (b) subject to the inclusion of the item detailed 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

LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2023/24

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
12 June 2023	CANCELLED	
26 June 2023 (NEW)	Opportunities Plane 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 Places 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) Review of current Work Programme	All Member Briefing – “Grass Skirt” Electoral Counting System
28 November 2023	CANCELLED	
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 Statutory Review of Parliamentary polling Districts and Polling Places Final review of current Work Programme and Draft Work Programme 2024/25	

**DRAFT LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME
2024/25**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
10 June 2024	Presentation on the Role and Responsibilities of the Licensing & Regulatory Affairs Committee	
22 July 2024	Review of current Work Programme	
24 September 2024	Review of current Work Programme	Licensing Training
26 November 2024	Review of current Work Programme	
28 January 2025	Actual Revenue Expenditure 2023/24 Spending Plans 2025/26 Fees and Charges 2025/26 Preliminary Review of current Work Programme and Draft Work Programme 2025/26	
11 March 2025	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of current Work Programme and Draft Work Programme 2025/26	

UNALLOCATED

- Update on Police Licensing Matters

