

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

**(to be confirmed at the next meeting)**

**Date:** Tuesday, 12 March 2024

**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,  
N R Gregory, D J Hamilton, Mrs P Hayre, Mrs K K Trott and  
Mrs S M Walker

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S Ingram and Ms S Pankhurst.

**2. MINUTES**

**(1) Minutes of meeting of the Licensing & Regulatory Affairs Committee**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 30 January 2024 be confirmed and signed as a correct record.

**(2) Minutes of meeting Friday, 2 February 2024 of Licensing Panel**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 02 February 2024 be confirmed and signed as a correct record.

**(3) Minutes of meeting Wednesday, 28 February 2024 of Licensing Panel**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 28 February 2024 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST**

Councillor Mrs S Walker declared disclosable pecuniary interests in respect of item 6 on the agenda as she is a Council appointed representative on the Board of Trustees of Portchester Community Centre, Portchester Parish Hall and BurrIDGE Community Centre.

Councillor M J Ford, JP declared a disclosable pecuniary interest in respect of item 6 on the agenda as he is a Council appointed representative on the Board of Trustees at Victory Hall in Warsash.

Councillor Mrs S M Bayford declared a non-pecuniary interest in respect of item 6 on the agenda as she is a Council appointed representative at the Lockwood Community and Sports Association.

Councillor Mrs P Hayre declared a disclosable pecuniary interest in respect of item 6 on the agenda as she is a Council appointed deputy representative on the Board of Trustees at Crofton Community Association.

Councillor S Dugan declared a disclosable pecuniary interest in respect of item 6 on the agenda as he is a Council appointed representative on the Board of Trustees at Crofton Community Association.

Councillor Mrs K K Trott declared a non-pecuniary interest in respect of item 6 on the agenda as she is a Council appointed representative at Wallington Community Association.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. STATUTORY REVIEW OF PARLIAMENTARY POLLING DISTRICTS AND POLLING PLACES**

Councillor Mrs S Walker declared disclosable pecuniary interests in respect of this item as she is a Council appointed representative on the Board of Trustees of Portchester Community Centre, Portchester Parish Hall and Burridge Community Centre.

Councillor M J Ford, JP declared a disclosable pecuniary interest in respect of this item as he is a Council appointed representative on the Board of Trustees at Victory Hall in Warsash.

Councillor Mrs S M Bayford declared a non-pecuniary interest in respect of this item as she is a Council appointed representative at the Lockwood Community and Sports Association.

Councillor Mrs P Hayre declared a disclosable pecuniary interest in respect of this item as she is a Council appointed deputy representative on the Board of Trustees at Crofton Community Association.

Councillor S Dugan declared a disclosable pecuniary interest in respect of this item as he is a Council appointed representative on the Board of Trustees at Crofton Community Association.

Councillor Mrs K K Trott declared a non-pecuniary interest in respect of this item as she is a Council appointed representative at Wallington Community Association.

The Committee received a report by the Assistant Director (Democracy) which updated members on the Statutory Review of Parliamentary Polling Districts and Polling Places.

As there was no discussion nor debate about the use of specific community centres as polling stations listed above, all councillors remained in the room and took part in the decision.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) agrees the statutory notice, as set out in Appendix A to the report, and the timeline for the statutory review;
- (b) considered the proposed scheme of polling places, as set out in Appendix B to the report; and

- (c) delegates authority to the Assistant Director (Democracy), following consultation with the Chairman of the Licensing and Regulatory Affairs Committee and the Returning Officer, to make any minor amendments to the proposed timeline in order to meet the statutory review in the event of the UK Parliamentary General Election being called before the review is completed.

## **7. FAREHAM & GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP UPDATE**

The Committee received a presentation by the Head of Environmental Health which provided members with an update on the Fareham and Gosport Environmental Health Partnership. A copy of the slides is attached to these minutes as Appendix A.

In discussing this item it was noted that significant cost savings have been made for both Councils since the Partnership was established in 2012. However, the Head of Environmental Health advised that going forward, the ongoing pressure to deliver further cuts in expenditure will be much more difficult to achieve. There has been a recent resignation in the Food Safety team which will present challenges for the team if difficulties are encountered in recruiting a replacement.

The Committee noted the evident, and ongoing success, of the Partnership and enquired whether, in the light of the new administration at Gosport Borough Council and the recent dissolution of the Havant Borough Council and East Hampshire District Council Partnership, Gosport Borough Council is still committed to the continuation of the Partnership. The Head of Environmental Health advised the Committee that the new administration at Gosport is indeed committed to the Partnership and has recently resolved that it should continue. The Head of Environmental Health highlighted that there would be significant operational and cost implications for both Councils if the Partnership were to be dissolved.

During discussion on the scope and capacity of the Partnership, the Committee raised concern that there has been recent news coverage that Environmental Health Departments are not fulfilling their statutory duties due to budget cuts and staffing shortages. The Head of Environmental Health reported that Fareham is one of the better performing councils in terms of the key area of Food Inspections. The backlog that was created due to the Covid-19 Pandemic has been cleared and the team is currently achieving over 90% of inspections completed.

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

## **8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME**

The Committee received a report by the Head of Environmental Health which presented an opportunity for members to review the Work Programme for the current municipal year and to finalise a proposed draft Work Programme for 2024/25.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) notes the progress on actions arising from the meeting of the Committee held on 30 January 2024, attached as Appendix A to the report;
- (b) reviewed the Work Programme for the 2023/24 municipal year, attached as Appendix B to the report;
- (c) approves the proposed draft Work Programme for 2024/25, attached as Appendix C to the report; and
- (d) agrees to submit the proposed draft Work Programme for 2024/25 to Council for approval.

(The meeting started at 6.01 pm  
and ended at 6.53 pm).

..... Chairman

..... Date



# Fareham & Gosport Environmental Health Partnership Update

# Presentation Plan

1. Management arrangements and Scope
2. Current structure
3. Statistics
4. Structure
5. Financial information
6. Current issues



# EH Partnership 2011 -

- Agreement sets out Scope\*
- Head of EH – day to day management
- Partnership Panel – One Director & One elected member each Council & Head of EH (Finance/Legal as necessary)
- Councillors Pepper, Burton & Stephanie Lucking, Sarah Ward
- Finance reps as required
- Panel to meet twice a year

# EH Partnership so far

- 2011 – January started to share Head of EH (Gosport EH managers retired x5)
- 2011-2013 Mini restructures of each Councils EH staffing structures
- 2012 – MOU between Council signed
- 2014 – All staff TUPE to Fareham plus single IT platform– Single structure
- 2014 – System thinking review - customer focus/savings/removal of red tape
- 2015 – Restructure – Neighbour liaison officers
- 2015 – IESE Silver award for Efficiency and innovation
- 2015 – Agreement (5 years signed)
- 2016 & 2018 Mini Restructures – a lot of changes
- 2023 – Agreement renewed

# Scope

- **Licensing**
- **Health & Safety**
- Private Sector Housing
- Disabled Facilities Grants
- Environmental Protection
- Food Safety
- Animal Welfare
- Corporate H&S
- Dog Control
- Pest Control
- 24/7 OOH Service EH
- Air Quality
- Contaminated Land

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## Fareham only:-

- Community Safety and Safeguarding/Prevent
- Safety Advisory Group
- Car Parking and Enforcement
- General duty out of hours
- Emergency Planning
- Open Markets

## Gosport Only:-

- Car Parking and Enforcement

# Health & Safety at Work (Borough wide)

- Sits within Commercial Team in Environmental Health
- Officers mainly carry out Food Premises inspections (Exec Function)
- Accident investigations – RIDDOR
- Workplace complaints
- Occasionally project work
- Last year 3 x high profile issues:-
  - Scaffold collapse West Street Fareham
  - Fatality at Garden Nursery
  - Issue with an undertaker (Gosport)

# Licensing

- Alcohol and Entertainment
- Hackney Carriages and Private Hire
- Gambling Premises
- Lotteries
- Skin Piercing – premises and persons
- Animal Licensing

# Current Licences and registrations

		Fareham	Gosport				Fareham	Gosport
<b>Premises Licences</b>		246	233		<b>Home Boarding</b>		36	35
<b>Club Premises Licences</b>		26	30		<b>Dog Boarding</b>		16	5
<b>Gambling Premises</b>		8	11		<b>Dog Breeding</b>		8	1
<b>Personal Licences</b>		1835	1513		<b>Selling Animals</b>		5	3
<b>Hackney Drivers</b>		98	37		<b>Riding Establishmen</b>		6	0
<b>Dual Drivers</b>		45	40					
<b>Private Hire Drivers</b>		153	57		<b>Acupuncture</b>		41	8
<b>Private Hire Operators</b>		23	19		<b>Ear Piercing</b>		69	12
<b>Hackney Vehicles</b>		123	55		<b>Electrolysis</b>		21	2
<b>Private Hire Vehicles</b>		158	66		<b>Tattooing</b>		89	71
					<b>Tables and Chairs</b>		8	17
					<b>Pavement</b>		12	8

# Current Organisation within Environmental Health

- Lots of restructures to realise savings currently 28\* staff members and much wider scope
- 5 Teams - Head of EH, 1 Principal EHO Pollution/Housing and Pest Control, 1 Support Team Leader
- Reception in both councils
- ICT, mainly one system - Fareham, remote into it at Gosport/home
- Two Organisations, two sets of members and senior management – two organisational cultures / Council administration's / systems
- Each Council has different rules, different fees and charges
- Travel time

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Food Safety team 4.4 FTE	Pollution & Private Sector Housing & Neighbour Liaison 8.4 FTE	Pest Control & Dog Control 3 FTE	Support & Taxi Licensing 5 FTE	Licensing 2.7 FTE	Corporate H&S 1 FTE
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# Financial Information

- Kept simple
- Costs split 50/50
- Agreed by each Accountant start of year and each quarter
- Income retained by Council that generate it.
- Own Licensing Panels/sub-board
- Own Legal Services



# Financial Information 22/23

In recent cost of the Environmental Health Partnership are as follows:

2022/23 - £1,479,027 (£812,219 was attributable to Fareham)

2023/24 - £1,657,500

2024/25 - £1,654,900

