

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

**Date:** Monday, 26 June 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,  
N R Gregory, D J Hamilton, Mrs K K Trott and Mrs S M Walker

**Also  
Present:**



## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs P Hayre, S Ingram and Ms S Pankhurst.

## **2. MINUTES**

### **(1) Minutes of the Licensing and Regulatory Affairs Committee**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 14 March 2023 be confirmed and signed as a correct record.

### **(2) Minutes of the meeting of the Licensing Panel - 26 April 2023**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 26 April 2023 be confirmed and signed as a correct record.

### **(3) Minutes of the meeting of the Licensing Panel - 31 May 2023**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 31 May 2023 be confirmed and signed as a correct record.

## **3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that Licensing training has been arranged for Monday 4<sup>th</sup> September from 2pm to 5pm and that members should all have received an invitation to attend.

The Chairman reminded Members that they are required to complete this training every year so that they are aware of the Licensing Objectives and are able to apply them at a hearing. The Chairman stated that it is important that as many members as possible are trained to sit on panel hearings as it is often necessary to hold them at short notice. The Chairman also stated that Panel hearings take place during the daytime rather than in the evenings. This is because depending on the complexity of the matters involved, they could easily take more than half a day to be heard.

## **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. OPPORTUNITIES PLAN 2023-2027**

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.

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.

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

## **7. BOUNDARY REVIEWS AND ELECTION ACT 2022**

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.

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.

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.

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

## **8. 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.

The Head of Environmental Health was pleased to advise members that a Police Licensing Officer has now been appointed for Fareham.

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.

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:

- (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.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (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.

(The meeting started at 6.02 pm  
and ended at 7.40 pm).

# OPPORTUNITIES PLAN

## 2023-2027

### Update June 2023

# Agenda

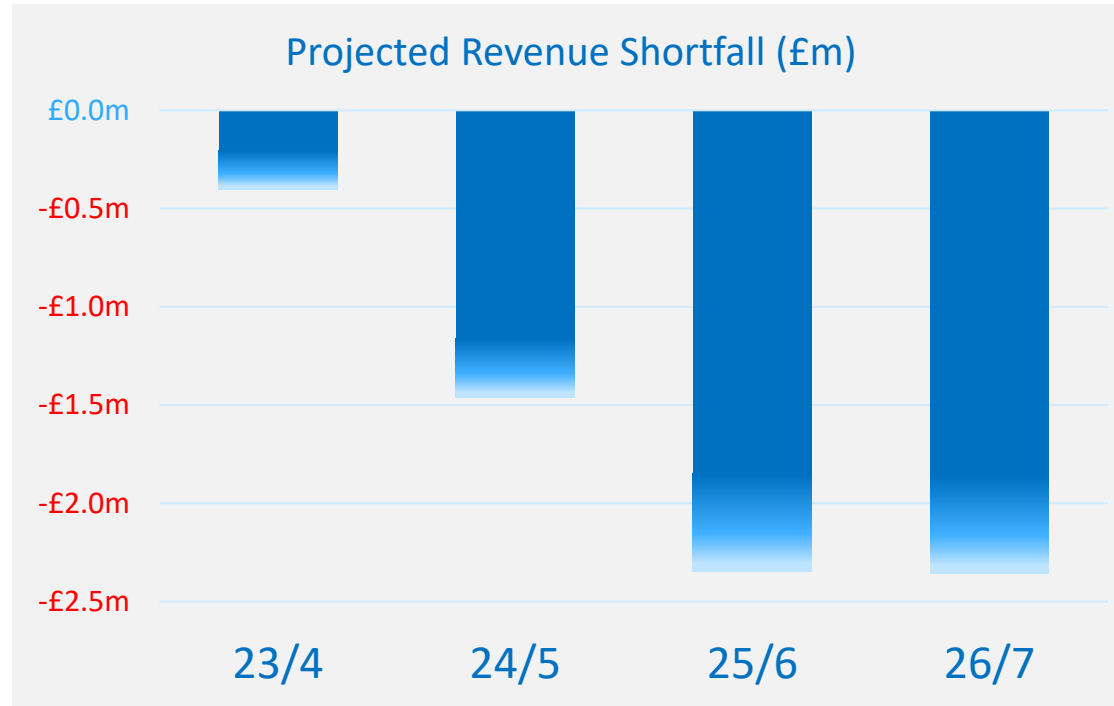
1. Opportunities Plan background reminder
2. Overview of Opportunities Plan development
3. Significant project proposals by Scrutiny Panel area
4. Next steps

# Background

# MTFS Five Year Outlook

- Shortfall of £401k this year, rising to £2.4m by 2026
- Known and quantifiable variables allowed for
- New priorities (e.g. Climate Change, Town Centre Regeneration) not allowed for

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# Messages

- January Executive and All Member Briefing:
  - Approved Medium Term Financial Strategy and assumptions
  - Estimated budget gaps/reserves
  - Budget gap not a fixed figure and will regularly change
- Late February:
  - Briefing note to Members and Managers
  - Outlined approach to closing the budget gap

# Approach to Close the Gap

# Overall Plan Development Approach

Establishment Review

Procurement Review

Capital/Treasury Review (to start)

County and Discretionary Service Review

Manager Discussions

Other Member / employee Ideas

Previous Opp Plan – Projects Underway

Previous Opp Plan not used

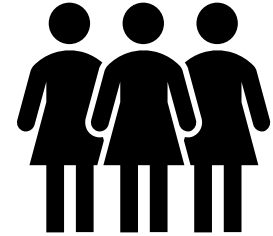
Service reviews

Opportunity Plan Long List

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# Establishment Review

- Strategic Council wide approach to review
- Identified a number of potential posts:
  - Currently vacant
  - Fixed term where funding has finished
  - Over filled posts compared to establishment
  - Service review suggestions
- Each assessed on a risk rating
- Possible additional 'invest to save' posts to support some Opportunities Projects



# Procurement Review

## Planned Market Testing (BAU)

- Large capital projects e.g. Fareham Live – will always explore value engineering opportunities
- Supplier contracts:
  - Are they good value for money?
  - Has the contract expired?
  - Can we do this another way or in house?
  - Test the market



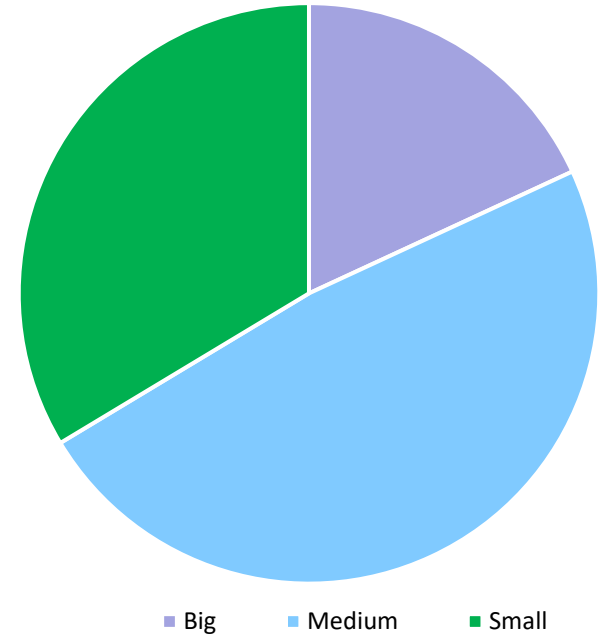
High Spend with no planned market testing

# Service Reviews

# Developing the Plan: Service Reviews

- Discussions with Directors, Heads of Service, service leads and CXMT
- Around 250 potential opportunities captured
- Projects vary greatly in scale
- Main focus of the plan is on year 1 projects
- Around 60 projects already started

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# Financial Projections

- Estimating for each project:
  - Cashable income and savings (GF/HRA/one off)
  - Officer time savings
- Challenging to accurately estimate for some projects
- 60% with figures at the moment
- Estimates are compared to what is in the 2023/24 base budget



# Opps Plan – Part 1

- Business as Usual
- Already Started

Projects proposed for Year 1

# Also...

- Projects planned for Year 2
- Projects not in plan

# Long List Value - Part 1

Scale of Project	No. of Ideas	No. with value	Annual Saving GF £'000s	Annual Saving HRA £'000s	Non-Annual £'000s	Non-Cashable £'000s
Business as usual	13	10	£401	£0	£175	£0
Already started	39	30	£800	£38	£3,855	£18
Projects proposed for Year 1	87	46	£414	£3	£330	£38
Total	139	86	£1,615	£41	£4,360	£56

# Part 1 Proposals

# Proposals

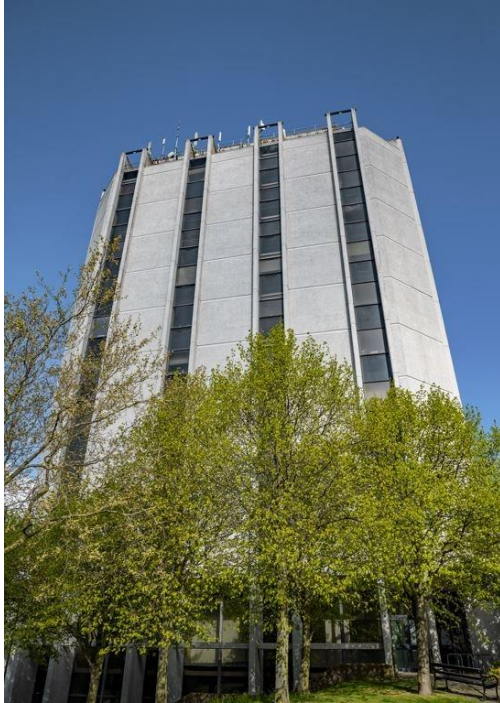
## Year 1:

- Lobby for increase in statutory licensing fees
- Electoral register software



# ALL

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- Legal Service costs
- Agency contract margin
- Overtime/ Allowance review
- Finance system automation
- Debt Recovery Vision
- Health and Safety Inspections
- Systems Thinking next steps

# Next Steps

# Next Steps

1. Finalise financial estimates for each bigger project where possible
2. June/July: Presentations to summer Scrutiny Panels/other Committees
  - Also key year 2 projects
  - Unplanned / unpalatable not included yet
  - Any priority changes / additional member ideas
3. Resourcing the Plan review / additional resources
4. September Executive: Update and confirm Year 1 Opportunities Plan
5. Refresh MTFS projections



# QUESTIONS & IDEAS





# Elections and Boundary Updates

Local Government Boundary Review  
Parliamentary Boundary Review  
Elections Act 2022

LRA Committee 26 June 2023

Leigh Usher – Head of Democratic Services & DRO  
Annette Rickman – Electoral Services Manager

# Local Government Boundary Review

Fareham's Electoral Review - what's happening?

[Details - SI 2023 - Statutory Instruments - UK Parliament](#)

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# Register Preparatory Activities

- New wards now available on [GIS layer](#)
- Drawing up polling districts for each new ward
- Checking existing polling stations against new wards
- Annual Canvass commences July 23
- Report back to LRA Oct 2023
- Publish new Register 1<sup>st</sup> December 2023

# 2024 Elections Prep

- All Member workshop on Grass-Skirts Nov 2023
- Early Candidate briefings Jan / Feb 2024
- New registers available for candidates March 2024
- All out Fareham local elections + Hampshire PCC elections – May 2024

# Parliamentary Constituencies

- Final report to Parliament due by 1 July 2023
- Proposed new constituencies on [GIS layer](#)
- Fareham & Waterlooville, Hamble Valley, Gosport
- RO to be confirmed by DLUHC Nov 2023
- Cross boundary agreements to be confirmed between ERO teams
  
- Statutory Polling Place Review Oct 2023 – Jan 2025
  - Constituency review – cross boundary consultation

# New Constituencies

## Fareham and Waterlooville County Constituency - 77,036

Ward	Local Authorities	Electorate		
Fareham East	Fareham	5,930	42,498	
Fareham North	Fareham	5,621		
Fareham North-West	Fareham	5,548		
Fareham South	Fareham	5,505		
Fareham West	Fareham	5,403		
Portchester East	Fareham	8,883		
Portchester West	Fareham	5,608		
Cowplain	Havant	7,434		
Hart Plain	Havant	7,657		23,254
Waterloo	Havant	8,163		
Denmead	Winchester	6,494	11,284	
Southwick & Wickham	Winchester	4,790		
		77,036		

## Hamble Valley County Constituency - 76,902

Ward	Local Authorities	Electorate		
Botley	Eastleigh	4,782	35,951	
Bursledon & Hound North	Eastleigh	6,908		
Hamble & Netley	Eastleigh	7,970		
Hedge End North	Eastleigh	7,501		
Hedge End South	Eastleigh	8,790		
Locks Heath	Fareham	5,648	36,317	
Park Gate	Fareham	7,137		
Sarisbury	Fareham	6,018		
Titchfield	Fareham	5,926		
Titchfield Common	Fareham	6,052		
Warsash	Fareham	5,536		
Whiteley & Shedfield	Winchester	4,634		4634
		76,902		

## Gosport Borough Constituency - 73,763

Ward	Local Authorities	Electorate	
Hill Head	Fareham	5,980	11,532
Stubbington	Fareham	5,552	
Alverstoke	Gosport	3,532	62,231
Anglesey	Gosport	2,998	
Bridgemary North	Gosport	3,453	
Bridgemary South	Gosport	3,556	
Brockhurst	Gosport	3,728	
Christchurch	Gosport	3,910	
Elson	Gosport	3,488	
Forton	Gosport	3,341	
Grange	Gosport	4,022	
Hardway	Gosport	4,211	
Lee East	Gosport	4,643	
Lee West	Gosport	4,123	
Leesland	Gosport	3,469	
Peel Common	Gosport	3,327	
Privett	Gosport	3,301	
Rowner & Holbrook	Gosport	3,256	
Town	Gosport	3,873	
		73,763	



# Elections Act 2022

Elections Act 2022 brings changes to electoral law surrounding:

- Voter ID
- Accessibility
- Voting system used at PCC elections
- Online service for applying for an absent vote
- Postal & Proxy voting
- Overseas Electors
- Postal vote handling and absent vote secrecy
- EU Citizens Voting & Candidacy Eligibility

# Voter Identification

From May 2023, voters are required to show an approved form of photo ID before being issued with a ballot paper in a polling station. Applies to:

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- Local elections and by-elections
- Police & Crime Commissioner elections
- UK Parliamentary by-elections
- Recall petitions
- UK General Elections (from Oct 2023)

# Voter Identification

Acceptable forms of ID include:

- Passport
- Photographic driving licence
- Blue Badge
- Older Person's or Disabled Person's Bus Pass
- Biometric immigration document
- PASS card
- Ministry of Defence form 90
- National identity card issued by an EEA state
- Voter Authority Certificate (or Anonymous Elector's Document)

# Voter Identification

## Resources required to support voter ID:

- Separate area for the checking of photo id in private (privacy screen/separate room?)
- `Meeters and greeters' at entrance to polling station to check whether voters have photo id with them

# Voter Authority Certificate

Electors without suitable photo id can apply online or in person for a free Voter Authority Certificate (VAC). This is an A4 sized paper document, showing the voter's full name and photograph.

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Approx 100 VAC applications received by FBC between Jan – May 23

# EC Analysis 4 May 2024

- 99.75% attending polling stations were able to vote
  - 0.25% = approx. 14,000 unable to vote
  - 92% aware of need to bring ID

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89,552 applications for VAC before deadline

- 25,000 VACs used as form of ID
- 0.7% initially turned away from polling station with no ID
  - 63% of these returned and were able to vote
  - 30% had an unacceptable form of ID

# Accessibility

New accessibility measures came into force in May, meaning RO's have a responsibility to:

- Improve the support in polling stations for people with a range of disabilities – consider the needs of disabled people and provide suitable equipment and staff to support them to vote
  - Voting device for use by blind or partially sighted voters; magnifiers; pencil grips etc.
- Be aware that anyone over the age of 18 can now act as a companion to assist a disabled voter in a polling station

# Voting System used at PCC Elections

The voting system for all Police and Crime Commissioner (PCC) elections has now changed from the Supplementary Vote System to the Simple Majority Voting System, also known as First Past the Post.

Came into force from 4 May 2023.



# Online Absent Vote Applications

An online absent vote application service will be introduced to allow electors to apply for a postal or proxy vote online. In addition, identity checking will be introduced for **all** absent vote applications (other than emergency proxies):

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- Electors will still be able to apply via a paper application
- Electors will have to provide their NINO during the application process.

These measures are expected to come into force from Oct 2023.

# Postal & Proxy Voting

Postal vote arrangements will be limited to a maximum of three years, following which the elector will need to make a fresh application.

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The total number of electors for whom a person may act as a proxy will be limited to four.

These measures are expected to come into force from Oct 2023.

# Postal Vote Handling and Absent Vote Secrecy

Changes to the handling of postal votes and secrecy requirements are expected to come into force from May 2024:

- Political campaigners will be banned from handling postal votes;
- A limit will be placed on the number of postal votes a person can hand in;
- Secrecy requirements will be extended to postal and proxy votes.

# Overseas Electors

The 15 year limit on expatriates' right to vote in UK Parliamentary elections will be removed:

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All British Citizens overseas who were previously **registered** or **resident** in the UK will be entitled to register to vote in respect of the last UK address at which they were registered or resident

- The registration period for overseas electors will be extended from one year to up to three years
- Electors will be able to reapply for their absent vote arrangements at the same time as renewing their overseas declaration

# Overseas Electors

- Renewals will be linked to a fixed point of 1 November.

These measures are expected to come into force from January 2024.

# EU Citizens Voting & Candidacy Eligibility

The automatic right of European citizens to register to vote, to vote, and to stand in local elections will be removed.

Two groups of EU citizens will retain their voting and candidacy rights, and therefore remain on the relevant register.

# EU Citizens Voting & Candidacy Eligibility

- **Qualifying EU citizens** – citizens of a country with which the UK has bilateral voting and candidacy rights treaties (currently Poland, Spain, Portugal and Luxembourg)
- **EU citizens with retained rights** – those who were already resident in the UK at the end of the Implementation Period following our exit from the EU (31/12/20)

Expected to come into force **after** May 2024 polls

# LRA Work Programme items

5 October - Update report on polling districts and polling stations

28 November – All Member briefing on Grass Skirts  
Kick off Polling Place Review