

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Monday, 26 June 2023

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms F Burgess (Vice-Chairman)

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

Deputies: Mrs K Mandry



P Nother

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel: 01329 236100
democraticservices@fareham.gov.uk**

1. Apologies for Absence

2. Minutes

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

To confirm as a correct record the minutes of the meeting of the Committee held on 14 March 2023.

(2) Minutes of the meeting of the Licensing Panel - 26 April 2023 (Pages 9 - 10)

To confirm as a correct record the minutes of the meeting of the Licensing Panel held on 26 April 2023.

(3) Minutes of the meeting of the Licensing Panel - 31 May 2023 (Pages 11 - 12)

To confirm and sign as a correct record, the minutes of the meeting of the Licensing Panel held on 31 May 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. Opportunities Plan 2023-2027 (Pages 13 - 14)

To receive a presentation providing an overview of the Council's Opportunities Plan and how the Year 1 project proposals relate to the Licensing & Regulatory Affairs Committee.

7. Boundary Reviews and Election Act 2022 (Pages 15 - 16)

To receive a presentation from the Head of Democratic Services on the Local Government Boundary Commission review and on changes to election processes implemented by the Elections Act 2022.

8. Licensing and Regulatory Affairs Committee Work Programme (Pages 17 - 22)

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



A WANNELL
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
16 June 2023

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
democraticservices@fareham.gov.uk**

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 14 March 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms F Burgess (Vice-Chairman)

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

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs S M Bayford and D J Hamilton.

2. MINUTES

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 31 January 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

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 ON FAREHAM & GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP

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

Members enquired as to whether there was any scope to further increase the partnership with other Local Authorities, especially in light of the initial savings made when Fareham and Gosport first entered into the Partnership. The Head of Environmental Health explained that this would be harder to achieve with other local authorities due to a number of factors including distances required for staff to travel between Local Authority Areas and different working arrangements within other authorities.

Members noted that there has been an increase in customer expectations and a decrease in tolerance since the pandemic which has put an additional strain on employees. They enquired as to the support available to employees who may be experiencing more stressful work situations. The Head of Environmental Health confirmed that the Council offers a range of support services to its employees including a counselling service.

The Committee raised the issue of sub-standard rented properties, particularly in light of the recent national press coverage, and requested information on what powers the Council has to act against landlords who are not providing habitable accommodation for its tenants. The Head of Environmental Health confirmed that under the Housing Act 2004, the Council has some powers to force a landlord to bring properties up to a better standard, however the

Council's powers are limited and unfortunately, they do not always meet with customer expectations.

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

7. FINAL REVIEW OF WORK PROGRAMME 2022/23 AND DRAFT WORK PROGRAMME 2023/24

The Committee considered a report by the Head of Environmental Health which provided a final review of the Committee's Work Programme for 2022/23 and the draft Work Programme for 2023/24.

The Committee was asked to note that an item concerning "Briefing on Elections Act" will be added to the work programme for the November 2023 meeting.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) notes the progress on actions arising from the meeting of the Committee held on 31 January 2023, attached as Appendix A to the report;
- (b) reviewed the Work Programme for the 2022/23 Municipal year, attached as Appendix B to the report;
- (c) subject to the addition of an item entitled 'Briefing on Elections Act' being added to the November 2023 meeting, approves the proposed draft Work Programme for 2023/24, attached as Appendix C to the report; and
- (d) agrees to submit the proposed draft Work Programme for 2023/24 to Council for approval.

(The meeting started at 6.00 pm
and ended at 6.43 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing Panel

(to be confirmed at the next meeting)

Date: Wednesday, 26 April 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Pamela Bryant (Chairman)

Councillors: Mrs P Hayre and Ms S Pankhurst



1. EXCLUSION OF THE PUBLIC AND PRESS

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

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

The Panel considered a report by the Licensing Officer which contained exempt information in respect of a private hire driving licence application. A copy of the report was circulated to members 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 of clarification raised by Panel members or the Applicant.

The Applicant answered questions on the case put to him by Members of the Panel.

The Applicant was invited to make a closing statement in support of his application.

Following the submission and summation of the Applicant's representation, the Licensing Officer and the Applicant left the room whilst the Panel considered their 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.

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

(The meeting started at 10.05 am
and ended at 10.20 am).

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing Panel

(to be confirmed at the next meeting)

Date: Wednesday, 31 May 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Pamela Bryant (Chairman)

Councillors: S Dugan and Mrs S M Walker



1. EXCLUSION OF THE PUBLIC AND PRESS

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

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

The Panel considered a report by the Licensing Officer which contained exempt information in respect of a private hire 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 and the Legal Advisor.

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.

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

(The meeting started at 10.02 am
and ended at 10.41 am).

FAREHAM

BOROUGH COUNCIL

Presentation to Licensing & Regulatory Affairs Committee

Date: 26 June 2023
Report of: CHIEF EXECUTIVE OFFICER
Subject: OPPORTUNITIES PLAN 2023-2027

SUMMARY

The Executive Leader delivered the Budget presentation for 2023/2024 at the full Council meeting on 24 February 2023. During the presentation it was acknowledged that the Medium-Term Financial Strategy forecast a future funding gap of £2.4m by 2026/27.

Since this time, there has been considerable activity to develop a new Opportunities Plan of projects to close the gap.

This presentation provides an overview of the way in which the Opportunities Plan has been developed and the significant Year 1 project proposals that relate to the Scrutiny Panel area.

An update on the full Opportunities Plan and finalised Year 1 project proposals will be presented at the Executive on 4 September 2023 for their agreement.

RECOMMENDATION

Members are invited to note the contents of the presentation and make any comments or further proposals for consideration as part of the Opportunities Plan.

FAREHAM

BOROUGH COUNCIL

Presentation to Licensing & Regulatory Affairs Committee

Date: 26 June 2023

Report of: Head of Democratic Services

Subject: Boundary Reviews and Elections Act 2022

SUMMARY

To receive 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.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee Members note the contents of the presentation.

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **26 June 2023**

Report of: **Head of Environmental Health**

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

SUMMARY

At the Committee meeting on 14 March 2023, members agreed a draft Work Programme for 2023/24 which was submitted to Council for approval. The draft Work Programme was duly approved at the meeting of the Council held on 20 April 2023

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 14 March 2023, attached as Appendix A to this report; and
- (b) agrees the updated Work Programme for the 2023/24 municipal year as attached at Appendix B to this report.

INTRODUCTION

1. At the meeting of the Committee on 14 March 2023, members agreed a draft Work Programme for 2023/24 which was submitted to Council for approval. The draft Work Programme was duly approved at the meeting of the Council held on 20 April 2023.

MONITORING

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

WORK PROGRAMME 2023/24

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

CHANGES TO THE 2023/24 WORK PROGRAMME

4. Members are asked to note the following amendments to the Work Programme for 2023/24:
 - (i) With the permission of the Chairman, the meetings scheduled to take place on 12 June 2023 and 24 July 2023 have been cancelled;
 - (ii) Members are further asked to note the addition of a new meeting scheduled to take place on 26 June 2023; and
 - (iii) The addition of an item entitled 'Boundary Reviews and Election Act 2022 to the agenda for the meeting scheduled to take place on 20 June 2023.
 - (iv) The addition of an item entitled 'Opportunities Plan 2023-2027' to the agenda for the meeting scheduled to take place on 20 June 2023.
5. Members are now invited to consider and agree any further additions to the Work Programme for 2023/24.

RISK ASSESSMENT

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

CONCLUSION

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

APPENDICES:

APPENDIX A – Progress on Actions since the last meeting.

APPENDIX B – Current Work Programme 2023/24

Background Papers:

None

Reference Papers:

None

Enquiries:

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

LICENSING AND REGULATORY AFFAIRS COMMITTEE

PROGRESS ON ACTIONS FROM LAST MEETING – 14 March 2023

Subject	Update on Fareham & Gosport Environmental Health Partnership
Type of Item	Presentation
Action by Committee	<p>The Committee received a presentation by the Head of Environmental Health which provided an update on the Fareham and Gosport Environmental Health Partnership. A copy of the presentation is attached to these minutes.</p> <p>Members enquired as to whether there was any scope to further increase the partnership with other Local Authorities, especially in light of the initial savings made when Fareham and Gosport first entered into the Partnership. The Head of Environmental Health explained that this would be harder to achieve with other local authorities due to a number of factors including distances required for staff to travel between Local Authority Areas and different working arrangements within other authorities.</p> <p>Members noted that there has been an increase in customer expectations and a decrease in tolerance since the pandemic which has put an additional strain on employees. They enquired as to the support available to employees who may be experiencing more stressful work situations. The Head of Environmental Health confirmed that the Council offers a range of support services to its employees including a counselling service.</p> <p>The Committee raised the issue of sub-standard rented properties, particularly in light of the recent national press coverage, and requested information on what powers the Council has to act against landlords who are not providing habitable accommodation for its tenants. The Head of Environmental Health confirmed that under the Housing Act 2004, the Council has some powers to force a landlord to bring properties up to a better standard, however the Council's powers are limited and unfortunately, they do not always meet with customer expectations.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the presentation.</p>
Outcome	Complete
Link Officer	Ian Rickman

Subject	FINAL REVIEW OF WORK PROGRAMME 2022/23 AND DRAFT WORK PROGRAMME 2023/24
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which provided a final review of the Committee's Work Programme for 2022/23 and the draft Work Programme for 2023/24.</p> <p>The Committee was asked to note that an item concerning "Briefing on Elections Act" will be added to the work programme for the November 2023 meeting.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> (a) notes the progress on actions arising from the meeting of the Committee held on 31 January 2023, attached as Appendix A to the report; (b) reviewed the Work Programme for the 2022/23 Municipal year, attached as Appendix B to the report; (c) subject to the addition of an item entitled 'Briefing on Elections Act' being added to the November 2023 meeting, approves the proposed draft Work Programme for 2023/24, attached as Appendix C to the report; and (d) agrees to submit the proposed draft Work Programme for 2023/24 to Council for approval.
Outcome	Complete
Link Officer	Ian Rickman

APPENDIX B

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

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
12 June 2023 CANCELLED		
26 June 2023	Boundary Reviews and Elections Act 2022 Opportunities Plan 2023-27 Review of current Work Programme	
24 July 2023 CANCELLED		
September 2023		Licensing Training (date TBC)
05 October 2023	Update on the implementation of Random drug testing for taxi and private hire licence holders. Update on the implementation of the use of the National Database of Refusals and Revocations (NR3)	
28 November 2023	Review of current Work Programme Opportunities for increased fees for enhanced services Briefing on Elections Act	
30 January 2024	Actual Revenue Expenditure 2022/23 Spending Plans 2024/25 Fees and Charges 2024/25 Preliminary Review of current Work Programme and Draft Work Programme 2024/25	
12 March 2024	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of current Work Programme and Draft Work Programme 2024/25	