

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **17 March 2015**

Report of: **Director of Community**

Subject: **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME - REVIEW OF 2014/15 AND DRAFT FOR 2015/16**

SUMMARY

At the last Committee meeting, in November, the Work Programme for 2014/15 was updated. Members are now requested to give consideration to the draft Work Programme for 2015/16 and identify any items the Committee may wish to be added.

RECOMMENDATION

- (a) that the progress report on the Licensing and Regulatory Affairs Committee Work Programme for 2014/15, attached as Appendix A to the report, be noted; and
- (b) that consideration be given to the proposed draft Work Programme for 2015/16, attached as Appendix B to the report.

INTRODUCTION

1. At the Committee meeting on 20 January 2015, the Work Programme for 2014/15 was updated.

MONITORING

2. Details of progress on actions arising from matters considered at previous committee meetings in 2014/15 are shown in Appendix A, for members' information

DRAFT WORK PROGRAMME FOR 2015/16

3. A draft work programme for 2015/16 is attached as Appendix B and Members' views are requested on any issues or items that they would like to consider over the coming year.

RISK ASSESSMENT

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

CONCLUSION

The Committee is invited to:-

- (i) note progress on matters considered by the Committee during 2014/15, as shown in Appendix A; and
- (ii) give consideration to formulating a draft Licensing and Regulatory Affairs Committee Work Programme for 2015/16, as set out in Appendix

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Martyn George (Ext 4400).

APPENDIX A – Progress on Actions from 2014/15

APPENDIX B – Draft Work Programme 2015/16

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 17 March 2015

Progress on Actions from 2014/15

Date of Meeting	8 July 2014
Subject	Policy Statements Relating to the LGPS 2014 Regulations
Type of Item	Financial
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on policy statements relating to the LGPS 2014 Regulations.</p> <p>RECOMMENDED that:-</p> <ul style="list-style-type: none"> (a) the changes to the Local Government Pension Scheme (LGPS) from 1 April 2014 be noted; (b) the proposed policy statements for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014 be approved; and (c) the proposed policy statements for those members who continue in the scheme or join it from 1 April 2014 be approved.
Outcome	Approved at the Council meeting on 24 July 2014.
Link Officer	Neil Wood
Subject	Licensed Premises and Community Safety
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Community on incidents of crime and disorder and the control of licensed premises. Copies of Appendix B to the report were circulated at the meeting, together with a revised version of Appendix A to the report.</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete

Link Officer	Narinder Bains
Subject	Actual Revenue Expenditure 2013/14
Type of Item	Financial
Action by Committee	The Committee considered a report by the Director of Finance and Resources on the Actual Revenue Expenditure for 2013/14.
Outcome	Complete
Link Officer	Neil Wood
Subject	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee
Type of Item	Presentation
Action by Committee	<p>The Committee received a presentation from the Director of Community on the responsibilities of the Licensing and Regulatory Affairs Committee. The presentation included details of the general and specific functions of the Committee and, in particular, Health and Safety, Licensing, General Licensing, Taxi Licensing, Safety Advisory Group, Election Services, Registration Services, Individual Electoral Registration (IER) and the Timetable of Elections.</p> <p>RESOLVED that the Director of Community be thanked for his presentation.</p>
Outcome	Complete
Link Officer	Martyn George
Subject	Annual Taxi Vehicle Renewals
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Community on the Annual Taxi Vehicle Renewals.</p> <p>RESOLVED that the content of the report and the work involved with the annual Hackney Carriage and Private Hire renewals be noted.</p>
Outcome	Complete

Link Officer	Ian Rickman
Subject	Annual Health and Safety Service Plan
Type of Item	Service Plan Review
Action by Committee	The Committee considered a report by the Director of Community on the Annual Health and Safety Service Plan. RESOLVED that the Section 18 Health & Safety Intervention Plan, as shown in Appendix A to the report, be approved.
Outcome	Complete
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15. RESOLVED that:- (a) the progress on actions arising from the meeting of the Committee held on 18 March be noted, as shown in Appendix A to the report, be noted; (b) a members' training session in September/October be added to the work programme for 2014/15; and (c) subject to (b) above, the Work Programme for 2014/15, as shown in Appendix B to the report, be confirmed.
Outcome	Complete
Link Officer	Martyn George
Date of Meeting	16 September 2014
Subject	Review of Polling Districts and Polling Places
Type of Item	Policy Review

Action by Committee	<p>Councillors Mrs Mandry (Crofton Youth Centre), Miss Bell (Portchester Community Centre) and Ford (Victory Hall) all declared personal non-pecuniary interest in this item, indicating that they had connections with the management committees of the buildings in which the polling stations shown were located. Councillor Price declared that he was a member of Hampshire Fire and Rescue Authority but that all administrative responsibility concerning the use of Fareham Fire Station and Portchester Fire Station as polling stations lay with Hampshire Fire and Rescue Service.</p> <p>The Committee considered a report by the Director of Finance and Resources on the review of polling districts and polling places.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"> (a) a draft proposal, based on the comments in Appendix A, be approved to proceed for consultation; (b) it be noted that the results of the consultation would be reported to the next meeting of the Committee; and (c) the officers be requested to note the comments relating to: the use of Harrison Primary School; a possible change to the polling station for Craigbank Court; the possibility of a polling station being located at the new Collingwood Court; car parking at the Locks Heath District Centre; the relative suitability of Portchester Parish Hall and the Castle Street Centre; possible alternative polling stations for residents of Brook Lane; access to Wicor Primary School and general suitability of polling stations in the ward; the suitability of Crofton Youth Club and Crofton Community Centre; and the use of a Portakabin as a polling station.
Outcome	Report being submitted to the meeting of the Committee on 18 November 2014.
Link Officer	Leigh Usher
Subject	Response to Deputation to Council
Type of Item	Deputation to Council
Action by Committee	The Committee considered a report by the Director of Community on a matter raised in a deputation to the Council meeting on 24 July 2014, which was referred to the Licensing Officers for consideration. It was noted that Mr Rogerson, who had made the deputation at the Council meeting, had sent an e-mail to members of the Committee concerning the report it had before it.

	<p>The Head of Environmental Health presented the report, explaining the issues it referred to and which had been raised in Mr Rogerson's deputation to the Council and his subsequent message to members of the Committee.</p> <p>RESOLVED that:-</p> <p>(a) Mr Rogerson be thanked for his comments;</p> <p>(b) the content of the report be noted;</p> <p>(c) the Committee was satisfied with the current licensing procedures in place in respect of taxi and private hire driver applications;</p> <p>(d) the Head of Environmental Health be thanked for his most informative report and explanation of the circumstances; and</p> <p>(e) It be noted that the Council's licensing procedures were continually under review and that Mr Rogerson's help in some of the changes previously made to them be acknowledged.</p>
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Six Monthly Monitoring Report on Applications Received
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Community on licensing applications received.</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15.

	<p>RESOLVED that:-</p> <p>(a) the progress on actions arising from the meeting of the Committee held on 8 July 2014 be noted;</p> <p>(b) the to be assigned item 'Annual Health and Safety Service Plan' be considered at the beginning of 2015/16, in May or June 2015;</p> <p>(c) it be noted that the officers were in contact with Peter Savill about arranging a further training session for members, possibly in December 2014;</p> <p>(d) it be noted that an application had been received from the taxi trade for a tariff increase and, although the decision on this was now an Executive function, the Committee would be invited to consider the request and make a recommendation to the Executive;</p> <p>(e) with reference to (d) above, an item be added to the work programme for 18 November 2014; and</p> <p>(f) subject to (b), (c) and (e) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed.</p>
Outcome	Work programme amended accordingly.
Link Officer	Martyn George
Date of Meeting	18 November 2014
Subject	Review of Polling Districts and Polling Places
Type of Item	Policy Review
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on the review of polling districts and polling places.</p> <p>RECOMMENDED that:-</p> <p>(a) the further comments made on the review of polling districts and polling places as a result of the consultation on the draft scheme, as shown in Appendix A to the report, be noted;</p>

	<p>(b) the proposed change to the polling place for Fareham East District 2 as detailed in Appendix A to the report be rejected and the polling place remain as Harrison Road School (voting: 10 for, 1 against, 1 abstention);</p> <p>(c) subject to (b) above, the proposed final scheme, as shown in Appendix B to the report, be adopted for the next four years.</p>
Outcome	Matter submitted to Council for confirmation. At the meeting of the Council on 11 December 2014
Link Officer	Elaine Wildig
Subject	Review of Hackney Carriage Fares
Type of Item	Consultation from Executive
Action by Committee	<p>The Committee received the deputation referred to in minute 5 above.</p> <p>The Committee considered a report by the Director of Community on an application from the hackney carriage trade for an increase in fares.</p> <p>Copies of the existing Tariff Card were circulated to those present.</p> <p>It was noted that a revised Appendix C to the report had been circulated prior to the meeting and published on the Council's website and copies were made available to those present who required them.</p> <p>RESOLVED that:-</p> <p>(a) the Head of Environmental Health be requested to seek legal clarification concerning the requirement to display all charges on the tariff card and the situation concerning charges for using debit and credit card payments;</p> <p>(b) further consideration of the matter be deferred until the next meeting of the Committee, on 20 January 2015.</p>
Outcome	Item included on the agenda for the Committee meeting on 20 January 2015.
Link Officer	Ian Rickman

Subject	Spending Plans 2015-16
Type of Item	Financial
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on Spending Plans for 2015-16.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"> (a) the revised budget for 2014/15 as shown in Appendix B to the report be approved; (b) no reduction be made to the proposed fee for Home (Domestic) Animal Boarding Establishment Licences; (c) further to (b) above, whilst retaining the initial application fee of £115, a subsequent renewal fee of £75 be introduced for Home (Domestic) Animal Boarding Establishment Licences (voting: 5 for, 4 against); (d) subject to (c) above, the fees and charges for 2015/16 as shown in Appendix A to the report be approved; and (e) the base budget for 2015/16 as shown in Appendix B to the report be approved.
Outcome	Matter to be considered by the Council at its meeting on 20 February 2015.
Link Officer	Neil Wood
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	<p>The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"> (a) the progress on actions arising from the meeting of the Committee held on 8 July 2014 be noted; (b) the training session on 20 January 2015 (minute 3 above refers) be added to the work programme; (c) 'Review of Hackney Carriage Fares' be added to the work programme for 20 January 2015 (minute 7 above refers);

	<p>(d) 'Environmental Health Partnership Update' be added to the work programme for 20 January 2015;</p> <p>(e) 'Review of Implementation of IER' be moved from 20 January 2015 to 17 March 2015; and</p> <p>(f) subject to (b), (c), (d) and (e) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed.</p>
Outcome	Work programme amended accordingly. 'Environmental Health Partnership Update' item added to work programme for 17 March 2015 to enable it to include details of the meeting of the Environmental Health Partnership Joint Panel meeting that was being arranged.
Link Officer	Martyn George
Date of Meeting	20 January 2015
Subject	Spending Plans 2015-16 (minute 3)
Type of Item	Financial
Action by Committee	<p>With reference to minute 8 of the meeting held on 18 November 2015, Councillor Keeble reminded the Committee that, following his question during the consideration of the item at the meeting about what decision the Committee was empowered to make, the situation had subsequently been clarified at the meeting of the Council on 11 December 2014 (minute 12 (9) refers).</p> <p>It was NOTED that, with regard to budgetary matters, the Committee was invited to make recommendations to the Council, which was responsible for final decisions.</p>
Outcome	Complete
Link Officer	Neil Wood
Subject	Spending Plans 2015-16 (minute 7)
Type of Item	Financial
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources on the revised revenue budget for 2014/15 and the base budget for 2015/16 following the meeting of the Council on 11 December 2014.</p> <p>RESOLVED that the amended base budget for 2015/16 be agreed and recommended to Council for approval.</p>

Outcome	Matter considered by the Council at its meeting on 20 February 2015. Complete.
Link Officer	Neil Wood
Subject	Review of Hackney Carriage Fares
Type of Item	Consultation from Executive
Action by Committee	<p>The Committee considered a report by the Director of Community on the review of hackney carriage fares.</p> <p>RESOLVED that:-</p> <p>(a) the Executive be advised of the Committee's views as follows:</p> <p style="padding-left: 40px;">(i) that there should be no increase in the tariff at the present time (voting: 7 for, 2 against);</p> <p style="padding-left: 40px;">(ii) that there should be no reference to charges for paying by credit or debit card included on the tariff card at the present time; and that the hackney drivers' association be encouraged to make representations to the companies that supply the in car equipment for processing these transactions in an effort to establish a single uniform charge (voting: unanimous);</p> <p style="padding-left: 40px;">and</p> <p>(b) the Head of Environmental Health be requested to inform all hackney carriage operators of the Executive's decision on (i) and (ii) above.</p>
Outcome	<p>At its meeting on 2 March 2015 the Executive RESOLVED that the Executive:</p> <p>(a) agrees to freeze the Hackney Carriage Tariff for 2015/16 (as set out in Appendix B); and</p> <p>(b) does not agree to the introduction of a line to the Hackney Carriage Tariff permitting drivers to charge a fee for credit/debit card transactions.</p> <p>.</p>
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming

Action by Committee	<p>The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15.</p> <p>RESOLVED that:-</p> <p>(a) the progress on actions arising from the meeting of the Committee held on 18 November 2014 be noted;</p> <p>(b) the six monthly 'Monitoring Report on Applications Received' items be replaced by an annual item at the first meeting of each municipal year summarising the applications received during the previous year;</p> <p>(c) in view of similar reports submitted to the Public Protection Policy Development and Review Panel and the Scrutiny Board, the 'Annual Report on Licensed Premises and Community Safety' item be replaced by a simplified report summarising situations that had arisen relating to licensed premises and completed actions taken to address them during the previous municipal year, to be presented at the July meeting;</p> <p>(d) it be noted that the 'Environmental Health Partnership Update' item, on the work programme for 17 March 2015, might need to be carried over to the 2015/16 work programme, depending upon when the first meeting of the Environmental Health Partnership Board was arranged;</p> <p>(e) subject to (b), (c) and (d) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed; and</p> <p>(f) the officers be requested to note members' comments in relation to the venue for the members' training session held on 20 January 2015 when arranging future training sessions.</p>
Outcome	Complete
Link Officer	Martyn George
Date of Meeting	17 March 2015
Subject	Review of Implementation of IER
Type of Item	
Action by Committee	

Outcome	
Link Officer	Elaine Wildig
Subject	Licensing and Regulatory Affairs Committee Work Programme – Review of 2014/15 and Draft for 2015/16
Type of Item	
Action by Committee	
Outcome	
Link Officer	Martyn George
Subject	Environmental Health Partnership Update
Type of Item	
Action by Committee	
Outcome	
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2015/16

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
2 JUNE 2015	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Committee work programme 2015/16 Annual Monitoring Report on Applications Received	
7 JULY 2015	Committee work programme 2015/16 Annual Taxi Vehicle Renewals Actual Revenue Expenditure 2014/15 Annual Health and Safety Service Plan Licensed Premises and Community Safety	
22 SEPTEMBER 2015	Committee work programme 2015/16 Taxi Tariff	
17 NOVEMBER 2015	Spending Plans 2016/17 Committee work programme 2015/16	
26 JANUARY 2016	Committee work programme 2015/16	
22 MARCH 2016	Committee work programme 2015/16 and draft for 2016/17	

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To be assigned:

In-house Licensing Training Sessions (2)