

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **2 June 2015**

Report of: **Director of Community**

Subject: **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME 2015/16**

SUMMARY

At the Committee meeting in March, the progress of the Work Programme for 2014/15 was considered and a Work Programme for 2015/16 was agreed. Members are now invited to note the actions from the last meeting and to review the work programme for 2015/16.

RECOMMENDATION

- (a) that the progress on actions arising from the meeting of the Committee held on 17 March 2015, as shown in Appendix A to the report, be noted; and
- (b) that the Work Programme for 2015/16, attached as Appendix B to the report, be reviewed.

INTRODUCTION

1. At the Committee meeting on 17 March 2015, the progress on the Work Programme for 2014/15 was reported.

MONITORING

2. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A for members' information.

WORK PROGRAMME FOR 2015/16

3. The work programme for 2015/16 agreed at the last meeting is attached as Appendix B.

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 at its last meeting, as shown in Appendix A; and
- (ii) review the Licensing and Regulatory Affairs Committee Work Programme for 2015/16, as set out in Appendix B.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

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

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 2 June 2015

Progress on Actions from last meeting

Date of Meeting	17 March 2015
Subject	Review of Implementation of IER
Type of Item	monitoring
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources reviewing the progress made since the introduction of Individual Electoral Registration (IER) on 10 June 2014.</p> <p>The Democratic Services Manager presented the report and showed members examples of some of the forms, envelopes and leaflets connected with the process.</p> <p>RESOLVED that:-</p> <p>(a) the progress made to date in relation to the transition to IER be noted; and</p> <p>(b) the Democratic Services Manager be congratulated, thanked and requested to pass on the Committee's congratulations and thanks to the officers concerned for all the work they had done and were continuing to do in connection with IER.</p>
Outcome	complete
Link Officer	Elaine Wildig
Subject	Licensing and Regulatory Affairs Committee Work Programme – Review of 2014/15 and Draft for 2015/16
Type of Item	programming
Action by Committee	The Committee considered a report by the Director of Community reviewing its work programme for 2014/15 and on a proposed work programme for 2015/16.

	<p>RESOLVED that:-</p> <p>(a) the progress report on the Committee’s work programme for 2014/15, as shown in Appendix A to the report, be noted;</p> <p>(b) the ‘Annual Taxi Vehicle Renewals’ item be removed from the draft 2015/16 work programme for 7 July 2015 and, instead, the information concerned be incorporated in the ‘Annual Monitoring Report on Applications Received’ item on 2 June 2015;</p> <p>(c) members be invited to notify the Chairman or the Director of Community of any possible additional items to the 2015/16 work programme;</p> <p>(d) it be noted that the officers had been requested to arrange a members’ training session in the autumn, possibly on the same day as a scheduled meeting of the Committee;</p> <p>(e) an item updating the Committee on the progress of the Fareham and Gosport Environmental Health Partnership, with particular reference to those areas of work that were the Committee’s responsibility, be added to the work programme for 22 March 2016; and</p> <p>(f) subject to (b) to (e) above, the draft work programme for 2015/16, as shown in Appendix B to the report, be approved.</p>
Outcome	Work programme amended accordingly
Link Officer	Martyn George
Subject	Environmental Health Partnership Update
Type of Item	monitoring
Action by Committee	<p>The Committee considered a report by the Director of Community on the progress of the Fareham and Gosport Environmental Health Partnership, in particular following the TUPE (Transfer of Undertakings Protection of Employment Regulations) transfer of employees to Fareham in April 2014 and the subsequent introduction of a single staffing structure.</p> <p>RESOLVED that:-</p>

	(a) the progress of the Fareham and Gosport Environmental Health Partnership be noted; and (b) the Head of Environmental Health and the Partnership officers be thanked for all their efforts.
Outcome	Further progress report to be submitted to the meeting of the Committee on 16 March 2016.
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	<p>Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee</p> <p>Committee work programme 2015/16</p> <p>Annual Monitoring Report on Applications Received</p>	
7 JULY 2015	<p>Committee work programme 2015/16</p> <p>Actual Revenue Expenditure 2014/15</p> <p>Annual Health and Safety Service Plan</p> <p>Licensed Premises and Community Safety</p> <p>Advertising on Hackney Carriage Vehicles</p>	
22 SEPTEMBER 2015	<p>Committee work programme 2015/16</p> <p>Taxi Tariff</p>	
17 NOVEMBER 2015	<p>Spending Plans 2016/17</p> <p>Committee work programme 2015/16</p>	
26 JANUARY 2016	<p>Committee work programme 2015/16</p>	
22 MARCH 2016	<p>Committee work programme 2015/16 and draft for 2016/17</p> <p>Update on Fareham & Gosport Environmental Health Partnership</p>	

--	--	--

To be assigned:

In-house Licensing Training Sessions (2) - (one to be held in Autumn 2015?)