

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **27 September 2016**

Report of: **Head of Environmental Health**

Subject: **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK
PROGRAMME 2016/17**

SUMMARY

At the Committee meeting in May, the Work Programme for 2016/17 was reviewed. Members are now invited to note the actions from the last meeting and to further review the Work Programme for 2016/17.

RECOMMENDATION

- (a) that the progress on actions arising from the meeting of the Committee held on 31 May 2016, as shown in Appendix A to the report be noted; and

- (b) that the Work Programme for 2016/17, attached as Appendix B to the report, be reviewed.

INTRODUCTION

1. At the Committee meeting on 31 May 2016, the progress on the Work Programme for 2016/17 was reported.

REVISIONS TO THE WORK PROGRAMME 2016/17

Members are asked to note the following changes to the Work Programme 2016/17:

- (i). the meeting of the Licensing & Regulatory Affairs committee scheduled for the 5 July 2016 was cancelled;
- (ii). a presentation on the Boundary Commission for England be added to the work programme for the 27 September meeting;
- (iii). the report titled 'Spending Plans 2017/18' scheduled for the meeting on 22 November 2016 has been moved to the meeting on 24 January 2017;
- (iv). a report titled 'Fees and Charges' be added to the Work Programme to the 24 January 2017 meeting

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 2016/17

3. The Work Programme for 2016/17 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

5. The Committee is invited to:-
 - (i). note the 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 2016/17, as set out in Appendix B.

Appendices

Appendix A – Licensing & Regulatory Affairs – Progress on Actions since the last meeting.

Appendix B – Licensing & Regulatory Affairs – Work Programme 2016/17.

Background Papers: None.

Reference Papers: None.

Enquiries:

For further information on this report please contact Ian Rickman. (Ext 4773)

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 27 September 2016

Progress on Actions from last meeting

Date of Meeting	31 May 2016
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 Head of Environmental Health on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee. These services included; General Licensing, Taxi Licensing, Health & Safety, and the Safety Advisory Group.</p> <p>The Committee also received a presentation from the Head of Democratic Services on Election Services, as changes to electoral boundaries also falls under the Committee's responsibility.</p> <p>RESOLVED that the Head of Environmental Health and the Head of Democratic Services be thanked for their presentations.</p>
Outcome	Complete
Link Officer	Ian Rickman and Leigh Usher
Subject	Licensing and Regulatory Affairs Committee Work Programme 2016/17
Type of Item	Programming
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Committee's work programme for 2016/17.</p> <p>Members were advised that an additional report titled 'Actual Revenue Expenditure 2015/16' needs to be added to the work programme and it was suggested that this be included into the September meeting.</p> <p>RESOLVED that the Committee:-</p>

	<p>(a) note the progress on action since the last meeting, as set out in Appendix A; and</p> <p>(b) subject to the addition of the report titled 'Actual Revenue Expenditure 2015/16' to the September meeting, the work programme for 2016/17 be agreed.</p>
Outcome	Progress on actions noted, and work programme updated.
Link Officer	Ian Rickman
Subject	Health & Safety Service Plan
Type of Item	Service Plan Review
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Health & Safety Service Plan.</p> <p>RESOLVED that the Committee approve the Section 18 Health & Safety Intervention Plan, as set out in Appendix A to the report.</p>
Outcome	Complete.
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2016/17

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
31 MAY 2016	<p>Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee</p> <p>Health & Safety Service Plan</p> <p>Review of Work Programme 2016/17</p>	Training for Members
5 JULY 2016	MEETING CANCELLED	
27 SEPTEMBER 2016	<p>Setting of Taxi Tariff</p> <p>Review of Work Programme 2016/17</p> <p>Police Update – Jason Pearce</p> <p>Actual Revenue Expenditure 2015/16</p> <p>Boundary Commission for England Review</p>	Training for Members
22 NOVEMBER 2016	Review of Work Programme 2016/17	
24 JANUARY 2017	<p>Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18</p> <p>Spending Plans 2017/18</p> <p>Fees and Charges</p>	
21 MARCH 2017	<p>Update on Fareham & Gosport Environmental Health Partnership – Presentation</p> <p>Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18</p>	