

# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date**                    **19 September 2017**

**Report of:**            **Head of Environmental Health**

**Subject:**              **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK  
PROGRAMME 2017/18**

#### **SUMMARY**

At its meeting in June, the progress of the Work Programme for 2016/17 was considered by the Licensing and Regulatory Affairs Committee and a Work Programme for 2017/18 was agreed.

Members are now invited to note the actions from the last meeting and to agree the Work Programme for 2017/18.

#### **RECOMMENDATION**

It is recommended that the Committee:-

- (a) notes the progress on actions considered at the meeting of the Committee held on 13 June 2017, as shown in Appendix A to the report; and
- (b) agrees the Work Programme for 2017/18, attached as Appendix B to the report.

## **INTRODUCTION**

1. At the Committee meeting on 13 June 2017, the Committee reviewed and agreed the Work Programme for 2017/18.

## **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 2017/18**

3. The Work Programme for 2017/18 agreed at the last meeting is attached as Appendix B.

## **REVISIONS TO THE CURRENT WORK PROGRAMME 2017/18**

4. Members are asked to note the following amendments to the 2017/18 Work Programme:-
  - (i). as agreed at the meeting of the Committee held on 13 June 2017, the meeting scheduled to take place on 11 July 2017 was cancelled;
  - (ii). as agreed at the meeting of the Committee held on 13 June 2017, the addition of an agenda item entitled 'Taxi and Wheelchair Accessibility' to the Work Programme for the meeting scheduled to take place on 28 November 2017;
  - (iii). the deletion of the agenda item entitled 'Boundary Commission for England Review' from the meeting scheduled to take place on 19 September 2017;
  - (iv). the addition of an agenda item entitled 'Polling Place Review' to the Work Programme for the meeting scheduled to take place on 19 September 2017; and
  - (v). the deferment of the Actual Revenue Expenditure 2016/17 report from the meeting scheduled to take place on 19 September 2017 to the meeting on 23 January 2018.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

6. 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). agree the Licensing and Regulatory Affairs Committee Work Programme for 2017/18, as set out in Appendix B.

**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 – 12 September 2017

## Progress on Actions from last meeting

<b>Date of Meeting</b>	<b>13 June 2017</b>
Subject	<b>Responsibilities of the Licensing and Regulatory Affairs Committee</b>
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. This covered health and safety, alcohol licensing, general licensing/registration, taxi licensing and the Safety Advisory Group.</p> <p>The committee also received a presentation from the Head of Democratic Services on the scope of the Elections Service. This included:-</p> <ul style="list-style-type: none"> <li>• the responsibility to ensure that all residents within the Borough who are eligible to vote in local government, Parliamentary or European Parliamentary elections and UK Referendums are registered to vote.</li> <li>• the organisation of all elections and referendums within the Borough on behalf of the appropriate Returning /Counting Officer; and</li> <li>• the undertaking of periodic reviews of boundary and electoral arrangements within the Borough.</li> </ul>
Outcome	<p>RESOLVED that:-</p> <p>(a) the Head of Democratic Services and the Electoral Services Manager be thanked for all the work that has been done in managing the May 2017 County elections and the June 2017 Parliamentary General Election; and</p> <p>(b) that the Head of Environmental Health and the Head of Democratic Services be thanked for their presentations.</p>
Link Officer	Ian Rickman
Subject	<b>Licensing and Regulatory Affairs Committee Work Programme</b>
Type of Item	Report
Action by	The Committee considered a report by the Head of Environmental Health on the Committee Work Programme for 2017/18

Committee	
Outcome	<p>RESOLVED that:-</p> <ul style="list-style-type: none"><li>(a) as there are no items of business for the meeting on 11 July 2017, the meeting will be cancelled;</li><li>(b) it be noted that Licensing training will be arranged and delivered on 19 September 2017 prior to the Committee meeting taking place;</li><li>(c) a further report on Taxis and Wheelchair Accessibility be added to the Work Programme for the meeting to be held on 28 November 2017;</li><li>(d) progress on actions arising from the meeting of the Committee held on 21 March 2017, as shown in Appendix A to the report, be noted; and</li><li>(e) subject to (a) and (c) above, the Work Programme for 2017/18, attached as Appendix B to the report, be confirmed.</li></ul>
Link Officer	Ian Rickman

**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME  
2017/18**

<b><u>DATE</u></b>	<b><u>SUBJECT</u></b>	<b><u>TRAINING SESSION/WORKSHOP</u></b>
<b>13 June 2017</b>	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee  Review of Work Programme 2017/18  Update on Taxis and Wheelchair Accessibility	
<b>11 July 2017</b>	MEETING CANCELLED	
<b>19 September 2017</b>	Setting of Taxi Tariff  Review of Work Programme 2017/18  Police Update – Jason Pearce  Polling Place Review	Training
<b>28 November 2017</b>	Review of Work Programme 2017/18  Taxi and Wheelchair Accessibility	
<b>23 January 2018</b>	Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19  Actual Revenue Expenditure 2016/17  Spending Plans 2018/19  Fees and Charges 2018/19	
<b>27 March 2018</b>	Update on Fareham & Gosport Environmental Health Partnership – Presentation  Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19	