

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **27 March 2018**

Report of: **Head of Environmental Health**

Subject: **FINAL REVIEW OF WORK PROGRAMME 2017/18 AND DRAFT
WORK PROGRAMME 2018/19**

SUMMARY

At the last meeting of the Committee held on 23 January 2018, Members reviewed the existing Work Programme for 2017/18 and also considered a draft Work Programme for 2018/19. The Committee is now invited to further review the Work Programme for the current year and finalise a draft Work Programme for 2018/19.

RECOMMENDATION

It is recommended that the Committee:-

- (a) reviews the Work Programme for the current year 2017/18, as attached as Appendix A to this report;
- (b) approves the proposed Work Programme for 2018/19 as attached as Appendix C to this report; and
- (c) submits the proposed Work Programme for 2018/19 to the Council for endorsement.

INTRODUCTION

1. At the meeting of the Committee on 23 January 2018, Members reviewed the 2017/18 Work Programme and were invited to consider items for a proposed Work Programme for the next municipal year. This is the last cycle of meetings for this municipal year and the Committee is invited to finalise its review of this year's work and confirm the draft Programme for 2018/19.

THE CURRENT WORK PROGRAMME 2017/18

2. Appendix A to this report sets out details of the current year's Work Programme for review by the Committee.
3. For Member's information Appendix B contains details of the outcomes from matters considered at Committee meetings during the current municipal year.

REVISIONS TO THE CURRENT WORK PROGRAMME 2017/18

4. There are no revisions to the current Work Programme.

DRAFT WORK PROGRAMME FOR 2018/19

5. A draft Work Programme for 2018/19 is attached as Appendix C to this report and Members' views are requested on any issues or items that they would like to consider over the coming year.

RISK ASSESSMENT

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

CONCLUSION

7. To summarise, the Committee is now invited to:-
 - (i) review the Committee's Work Programme for the current year 2017/18;
 - (ii) agree a proposed Work Programme for 2018/19; and
 - (iii) submit the proposed Work Programme for 2018/19 to Council for endorsement.

APPENDICES:

Appendix A – Current Work Programme for 2016/17

Appendix B – Work Programme 2016/17 – Outcomes

Appendix C – Draft Work Programme for 2017/18

Background Papers:

none

Reference Papers:

Enquiries:

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

APPENDIX A

LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2017/18

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
13 JUNE 2017	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Review of Work Programme 2016/17 Update on Taxis and Wheelchair Accessibility	
11 JULY 2017	MEETING CANCELLED	
19 SEPTEMBER 2017	Setting of Taxi Tariff Review of Work Programme 2017/18 Police Update – Jason Pearce Polling Place Review	Training
28 NOVEMBER 2017	Review of Work Programme 2017/18 2018 Parliamentary Constituency Boundary Review Response to Government Consultation on proposals for changes to Gaming Machines and Social Responsibility Measures	
23 JANUARY 2018	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	
27 MARCH 2018	Update on Fareham & Gosport Environmental Health Partnership – Presentation Online Gambling Report Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19	

Deferred Items

Taxis and Wheelchair Accessibility Report

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Progress on Actions from 2017/18

Date of Meeting	11 May 2017
Subject	Appointment of Licensing Panel
Type of Item	Review
Action by Committee	RESOLVED that:- (a) a Licensing Panel be appointed for 2017/18 with those terms of reference and delegated powers previously determined by the Committee on 01 February 2005, as amended on 23 January 2007 and subsequently confirmed by the Council on 15 February 2007; (b) Councillor Mrs P M Bryant be appointed Chairman of the Licensing Panel for 2017/18; and (c) Members of the Licensing and Regulatory Affairs Committee be appointed to the Licensing Panel, such that it comprises the Chairman and two Members of the Committee, appointed on a rotating basis subject to their having completed the necessary training.
Outcome	Complete
Link Officer	Ian Rickman
Subject	Appointment of Trading Concessions Panel
Type of Item	Review
Action by Committee	The Committee was reminded that it had decided to appoint a Trading Concessions Panel to deal with occasional issues arising from the grant of concessions in West Street, Fareham. The Committee was invited to appoint the Panel for 2017/18. RESOLVED that:- (a) Councillors Miss S M Bell, Mrs P M Bryant, T M Cartwright, L Keeble and Mrs K Mandry be appointed to the Licensing Trading Concessions Panel for 2017/18; and (b) Councillor Mrs P M Bryant be appointed Chairman of the Licensing Trading Concessions Panel for 2017/18.

Outcome	Complete
Link Officer	Ian Rickman
Date of Meeting	13 June 2017
Subject	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. 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 Election Service. This included:-</p> <ul style="list-style-type: none"> • 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; • the organisation of all elections and referendums within the Borough on behalf of the appropriate Returning/Counting Officer; and • the undertaking of periodic reviews of boundary and electoral arrangements within the Borough. <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) 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	Taxis and Wheelchair Accessibility
Type of Item	Report
Action by Committee	The Committee received a report by the Head of Environmental Health on Taxis and Wheelchair Accessibility.

	<p>Members discussed and considered in detail whether the wheelchair accessible hackney carriage and private hire vehicles that serve the Borough are meeting the needs of people with disabilities. It was agreed that further evidence should be gathered from relevant parties to ensure that all issues are fully understood.</p> <p>RESOLVED that, having considered whether the current arrangements for wheelchair accessible vehicles are sufficient, officers be requested to:-</p> <p>(a) consult with local disability groups and Hackney Carriage/Private Hire Associations to gain a clearer picture of the issues faced by disabled residents; and</p> <p>(b) provide a further report on Taxis and Wheelchair Accessibility for consideration at a future meeting of the Committee.</p>
Outcome	Further report to be brought to the Committee meeting scheduled to take place on 19 June 2018
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Committee Work Programme for 2017/18</p> <p>RESOLVED that:-</p> <p>(a) as there are no items of business for the meeting on 11 July 2017, the meeting will be cancelled;</p> <p>(b) it be noted that Licensing training will be arranged and delivered on 19 September 2017 prior to the Committee meeting taking place;</p> <p>(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;</p> <p>(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</p> <p>(e) subject to (a) and (c) above, the Work Programme for 2017/18, attached as Appendix B to the report, be confirmed.</p>
Outcome	Complete.
Link Officer	Ian Rickman

Date of Meeting	11 July 2017
	MEETING CANCELLED
Date of Meeting	19 September 2016
Subject	Review of Hackney Carriage Fares
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Review of Hackney Carriage Fares.</p> <p>RESOLVED that the Committee:-</p> <ul style="list-style-type: none"> (a) considered the responses from the individuals who responded and the Hackney Carriage and Private Hire Association in respect of the changes to the tariff; (b) considered if a change is appropriate; and (c) recommends to the Executive that no increase to charges be made at the present time.
Outcome	Complete
Link Officer	Ian Rickman
Subject	Police Update
Type of Item	Verbal Update
Action by Committee	<p>The Committee received a verbal update from the Head of Environmental Health on Police Licensing arrangements.</p> <p>Members were reminded that staffing levels have reduced significantly in recent years. The number of Licensing Officers covering Fareham, Gosport Havant and Portsmouth has now reduced from 8 to 2 which is challenging given that the officers now cover the Victorious and Isle of Wight Festivals in addition to more routine areas of work. There is also an increasing number of alcohol and drug related issues to deal with in the Portsmouth Guildhall Walk area.</p>

	<p>Significant work has been done in reducing street drinkers in all areas of the Borough. As a result of a long running campaign, all but one of the stores licensed to sell alcohol in the town centre has stopped selling the higher strength beer and ciders. There are, however, emerging alcohol related issues around the shops in the Highlands Road area that will now need to be addressed.</p> <p>The Pubwatch scheme remains a strong and active organisation in the Borough. The organisation, which is voluntarily managed and supported by the Council and the Police, aims to achieve a safer drinking environment in licenced premises.</p> <p>Crime rates in the Borough's night-time economy remain low compared to other areas. The lack of a nightclub is a key factor in this respect, however liaison work with HMS Collingwood in managing the behaviour of new trainee military personnel has also had a positive impact.</p> <p>The most recent test purchase results were disappointing, with 7 out of 10 tests resulting in failure – a significant drop on previous performance. Members enquired whether this is as a result of carrying out test purchases less frequently and, if so, whether this is leading to complacency in some stores. The head of Environmental Health advised that this is a possibility but that it is too early to say at present whether this set of data represents a reducing trend in performance. If, however, the next set of results are poor, further action will need to be taken.</p> <p>Work continues to be done in identifying people who are vulnerable to abuse. Ongoing operations with immigration services are taking place to help people identify signs that vulnerable people are being held at licenced premises against their will.</p> <p>The Head of Environmental Health was thanked for providing his verbal update.</p>
Outcome	Complete
Link Officer	Ian Rickman
Subject	Polling Place Review
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Democratic Services on a review of Polling Places.</p> <p>Members discussed a number of polling places that have issues with parking, in particular the use of the Fire Station in Portchester, where it was suggested other venues such as the Parish Hall and the Methodist church might be more suitable. The Head of Democratic Services advised that electoral legislation places a duty on the Local Authority to ensure that polling</p>

	<p>places are positioned within the heart of the community and that any natural or obvious boundaries such as major roads are avoided. However, there will be an opportunity to review alternative venues with more adequate parking facilities as part of the full consultation that will take place by 2020.</p> <p>Members commended the Electoral Services team for the work it has done in securing alternative venues as polling places which mean that schools no longer need to be used.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee agrees the revised polling place designations from May 2018, as set out in Appendix A to the report, subject to the full statutory polling district and polling place review being carried out, with full consultation, by 2020 and recommends these revisions to Council for approval.</p>
Outcome	Complete
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2017/18. It was noted that the agenda for the November meeting is very light and it is therefore likely that this meeting will be cancelled.</p> <p>RESOLVED that the Committee:-</p> <p>(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</p> <p>(b) agrees the Work Programme for 2017/18 attached as Appendix B to the report.</p>
Outcome	Complete
Lead Officer	Ian Rickman
Date of Meeting	28 November 2018
Subject	2018 Parliamentary Constituency Boundary Review
Type of Item	Report
Action by	The Committee considered a report by the Head of Democratic Services which outlines the Boundary Commission for

Committee	<p>England's revised proposals for new Parliamentary constituency boundaries, following the initial consultation exercise.</p> <p>RESOLVED that the Committee:-</p> <p>(a) notes that the revised proposals for new Parliamentary constituency boundaries have no further implications for the Fareham Constituency; and</p> <p>(b) agrees that no further consultation response on the revised proposals should be submitted.</p>
Outcome	Complete
Lead Officer	Leigh Usher
Subject	Response to Government Consultation on proposals for changes to Gaming Machines and Social Responsibility Measures
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which outlines the Government consultation on proposals for changes to gaming machines and social responsibility measures and puts forward a suggested response to the consultation.</p> <p>Members raised concerns that the regulation of time limits on individual players using gaming machines is inadequate and requested that the consultation response be amended to reflect these concerns.</p> <p>RESOLVED that:-</p> <p>(a) the draft response be amended to reflect concerns that the regulation of time limits on individual players using gaming machines is inadequate; and</p> <p>(b) subject to the inclusion of (a) above, the draft consultation be recommended to the Executive for approval.</p>
Outcome	Complete
Lead Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Report
Action by Committee	The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2017/18.

	<p>Members requested that a report be brought to the Committee's meeting in March to provide updated information in respect of online gambling.</p> <p>Members also requested that the 'Taxis and Wheelchair Accessibility' agenda item to be presented at the meeting in January include the opportunity for Members to review the Accessibility guidance video that is given to taxi drivers.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"> (a) the Committee notes the progress on actions considered at the meeting held on 19 September 2017, as shown in Appendix A to the report; (b) a report be added to the March meeting of the 2017/18 Work Programme in respect of online gambling; (c) the 'Taxis and Wheelchair Accessibility' item on the agenda for the meeting in January include the opportunity for Members to view the Accessibility video guidance that is given to taxi drivers; and (d) subject to (b) and (c) above, the Committee agrees the Work Programme for 2017/18, attached as Appendix B to the report.
Outcome	Complete
Lead Officer	Ian Rickman
Date of Meeting	23 January 2018
Subject	Actual Revenue Expenditure 2016/17
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources which contained details of the actual revenue expenditure for 2016/17 in respect of the services for which the Committee is responsible.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.</p>
Outcome	Complete
Lead Officer	Neil Wood
Subject	Spending Plans 2018/19
Type of Item	Report
Action by Committee	The Committee considered a report by the Director of Finance and Resources which sets out the overall level of revenue spending on the Committee's services and seeks agreement for the revised revenue budget for 2017/18 and the base budget

	<p>for 2018/19 before being recommended to Council for approval.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) agrees the revised budget for 2017/18; (b) agrees the base budgets for 2018/19; and (c) recommends the budgets to Council for approval</p>
Outcome	To be referred to Council meeting on 23 February 2018
Lead Officer	Neil Wood
Subject	Fees and Charges 2018/19
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Director of Finance and Resources which sets out the level of fees and charges for this Committee's services and seeks agreement for them before being recommended to Council for approval.</p> <p>Members discussed the alignment of fees and charges in the Boroughs of Fareham and Gosport, commenting that some fees are now the same and many more are much closer. Officers were thanked for the progress made so far with this ongoing issue.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:-</p> <p>(a) agrees the fees and charges for 2018/19; and (b) recommends the fees and charges to Council for approval.</p>
Outcome	To be referred to Council meeting on 23 February 2018
Lead Officer	Neil Wood
Subject	Preliminary Review of Work Programme 2017/18 and draft Work Programme 2018/19
Type of Item	Report
Action by Committee	The Committee considered a report by the Head of Environmental Health which provides a preliminary review of the Work Programme for 2017/18 and a draft Work Programme for 2018/19.

	<p>Members discussed the Taxis and Wheelchair Accessibility Report item that is unallocated on the 2017/18 Work Programme and agreed that it be included on the agenda for the June meeting of the draft 2018/19 Work Programme.</p> <p>In discussing the draft 2018/19 Work Programme, Members agreed that the Police Update be moved to the November meeting in order that the Committee's workload is more evenly distributed.</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 28 November 2017, attached as Appendix A to the report; (b) agrees that, having reviewed the Work Programme for 2017/18 attached as Appendix B to the report, the unallocated item entitled 'Taxis and Wheelchair Accessibility' be carried forward to the June meeting of the draft 2018/19 Work Programme; and (c) agrees that, having reviewed the draft Work Programme 2018/19 attached as Appendix C to the report, the item entitled 'Police Update' be deferred to the meeting scheduled to take place on 27 November 2018.
Outcome	Complete
Lead Officer	Ian Rickman

**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2018/19**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
19 JUNE 2018	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Review of Work Programme 2018/19 Taxis and Wheelchair Accessibility Report	
31 JULY 2018	Review of Work Programme 2018/19	
18 SEPTEMBER 2018	Setting of Taxi Tariff Review of Work Programme 2018/19 Actual Revenue Expenditure 2017/18	
27 NOVEMBER 2018	Review of Work Programme 2018/19 Police Licensing Officer Update	
29 JANUARY 2019	Preliminary Review of Work Programme 2018/19 and Draft Work Programme 2019/20 Spending Plans 2019/20 Fees and Charges 2019/20	
26 MARCH 2019	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2018/19 and Draft Work Programme 2019/20	