

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **18 September 2018**

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

**Subject:**              **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK  
PROGRAMME 2018/19**

#### **SUMMARY**

At its meeting in June, the progress of the Work Programme for 2018/19 was reviewed and approved by the Committee. Members are now invited to note the actions from the last meeting and to further review the Work Programme for 2018/19.

#### **RECOMMENDATION**

It is recommended that the Licensing and Regulatory Affairs Committee:-

- (a) notes the progress on actions arising from the meeting of the Committee held on 19 June 2018, as shown in Appendix A to the report; and
  
- (b) approves the updated Work Programme for 2018/19, as attached as Appendix B to the report.,

## **INTRODUCTION**

1. At the Committee meeting on 19 June 2018, the Committee reviewed and approved a revised the Work Programme for 2018/19.

## **MONITORING**

2. The progress on actions since the last meeting of the Committee is attached as Appendix A to this report for information.

## **WORK PROGRAMME 2018/19**

3. The Committee's Work Programme for 2018/19 is attached as Appendix B to this report.

## **REVISIONS TO THE WORK PROGRAMME 2018/19**

4. Members are asked to note the following revisions to the Work Programme:
  - (i) as agreed at the meeting of the Committee held on 19 June 2018 an item entitled 'Taxis and Wheelchair Accessibility Update' has been added to the agenda of the meeting scheduled to take place on 26 March 2019.
  - (ii) With the agreement of the Chairman, the item entitled 'Actual Revenue Expenditure 2017/18' has been moved from the agenda of the meeting scheduled to take place on 18 September 2018 to the meeting scheduled to take place on 29 January 2019.
5. Members are also asked to note that with the permission of the Chairman, the July meeting of the committee was cancelled.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

7. To summarise, the Committee is now invited to note the progress on matters considered by the Committee at its last meeting, as shown in Appendix A to this report and agree the updated Licensing and Regulatory Affairs Committee Work Programme for 2018/19, as set out in Appendix B.

## **APPENDICES:**

**Appendix A** – Progress on actions since the last Committee Meeting

**Appendix B** – Updated Work Programme 2018/19

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

## LICENSING AND REGULATORY AFFAIRS COMMITTEE – 19 June 2018

## Progress on Actions from last meeting

<b>Date of Meeting</b>	<b>19 June 2018</b>
<b>Subject</b>	<b>Appointment of Trading Concessions Panel</b>
<b>Action by Committee</b>	<p>The Committee was reminded that at the meeting held on 10 May 2018, the annual appointments to the Trading Concessions Panel were deferred pending information regarding the political balance of seats to be allocated. The Head of Democratic Services advised the Panel that on a Panel membership of 3, the political balance of allocation of seats would be 2 Conservative seats to 1 Liberal Democrat seat. However, as the Trading Concessions Panel has not met since 2014, it was suggested that the process of appointing Panel Members on an annual basis be discontinued and that in the event of a meeting being required, a meeting of the Committee be convened based on minimum quorum requirements.</p> <p>RESOLVED that:-</p> <ul style="list-style-type: none"> <li>(a) the process of appointing Panel Members on an annual basis be discontinued; and</li> <li>(b) in the event of a meeting being required, a meeting of the committee be convened based on minimum quorum requirements.</li> </ul>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>Responsibilities of Licensing and Regulatory Affairs Committee</b>
<b>Type of Item</b>	Presentation
<b>Action by Committee</b>	<p>The Committee received a presentation by the Head of Environmental Health and the Head of Democratic Services on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee.</p> <p>The presentation gave an overview of the role of the sub-committees, the delegated powers to officers, responsibilities in respect of commercial health &amp; safety, alcohol licensing, general licensing and taxi licensing. It also covered the scope of the</p>

	<p>elections service which included individual electoral registration, an overview of the successful move to digital canvas arrangements, a breakdown of registration services and a summary of the elections timetable ranging from 2016 to 2021.</p> <p>Members asked that thanks be placed on record for the advice and support provided by the Elections team during the election period.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>Taxis and Wheelchair Accessibility</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Head of Environmental Health on Taxis and Wheelchair Accessibility.</p> <p>Members felt that it would be important for the Panel to receive a further update with regard to taxis and wheelchair accessibility later in the year to assess whether the measures suggested in the report have been successful om improving the provision of wheelchair accessible taxi services.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee agrees that:</p> <ul style="list-style-type: none"> <li>(a) the age limit for wheelchair accessible vehicles, when first plated as a licenced Hackney Carriage, be increased from 5 years to 10 years (but that the vehicle must still be in immaculate condition); and</li> <li>(b) an update on the position with regard to wheelchair accessible hackney carriages be brought to the meeting of the Licensing and Regulatory Affairs Committee scheduled to take place on 26 March 2019.</li> </ul>
<b>Outcome</b>	To be reviewed in March 2019
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>Taxi Replacement Incentive Scheme</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	The Committee considered a report by the Head of Environmental Health which detailed the Taxi Replacement Incentive Scheme approved by the Joint Air Quality Unit.

	<p>Members commented that due to its responsibilities for traffic flow and management, Hampshire County Council has a significant part to play in improving Air Quality. It was suggested that Officers should consider how Fareham can influence a move away from private cars to public transport and contribute to any Consultations that the County Council put forward.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>Licensing Conditions Update</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Head of Environmental Health which proposes changes to the title of the Licensing Conditions document and to the conditions relating to Air Quality, seating and e-cigarettes.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) approves the proposed changes to 'The Hackney Carriage and Private Hire Conditions and Requirements' in respect of the title of the document and the conditions relating to Air Quality, seating and e-cigarettes; and</p> <p>(b) delegates authority to the Head of Environmental Health to re-draft and publish the document to reflect these changes.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>Licensing and Regulatory Affairs Committee Work Programme 2018/19</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2018/19.</p> <p>As discussed at Item 8 of the agenda, it was agreed that the Work Programme be amended to include an update on Taxis and Wheelchair Accessibility to the agenda of the meeting scheduled to take place on 26 March 2019.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p>

	<p>(a) notes the progress on actions arising from the meeting of the Committee held on 27 March 2018, as shown in Appendix A to the report;</p> <p>(b) agrees that an item providing an Update on Taxis and Wheelchair Accessibility be added to the agenda of the meeting scheduled to take place on 26 March 2019; and</p> <p>(c) subject to (b) above, approves the update Work Programme for 2018/19 as attached as Appendix B to the report.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman

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

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