

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **15 October 2019**

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

**Subject:**              **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK  
PROGRAMME 2019/20**

#### **SUMMARY**

At its meeting in June, the Licensing and Regulatory Affairs Committee reviewed the progress of the Work Programme for 2019/20 and agreed a revised Work Programme for the remainder of the municipal year.

Members are now invited to note the actions from the meeting in June and to further review the Work Programme for 2019/20.

#### **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 18 June 2019, as shown in Appendix A to the report; and
- (b) agrees the Work Programme for 2019/20, as attached as Appendix B to the report.

## **INTRODUCTION**

1. At the Committee meeting held on 18 June 2019, the Committee reviewed the progress on actions since the last meeting and agreed a revised Work Programme for the 2019/20 municipal year.

## **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 2019/20**

3. The Committee's Work Programme for 2019/20 is attached as Appendix B to this report for further consideration.

## **REVISIONS TO THE WORK PROGRAMME 2019/20**

4. Members are asked to note the following revisions to the Work Programme for 2019/20 that were agreed at the last meeting:
  - (i) the report entitled 'Final Polling District and Polling Places Review' scheduled for the meeting to take place on 30 July 2019 to be deferred to a later date;
  - (ii) the cancellation of the meeting scheduled to take place on 30 July 2019; and;
  - (iii) the removal of the Licensing training scheduled for September as a result of Member training provided at Eastleigh Borough Council in July.
5. Members are also asked to note that, with the agreement of the Chairman, the following revisions have also been made to the Work Programme:
  - (i) the deferment of the item entitled 'Setting of Taxi Tariff' from the meeting scheduled to take place on 24 September 2019 to a meeting scheduled to take place later in the municipal year;
  - (ii) the deferment of the item entitled 'Police Licensing Officer Update' from the meeting scheduled to take place on 24 September 2019 to a meeting scheduled to take place later in the municipal year.
  - (iii) the removal of the item entitled 'Air Quality Taxi Incentive Scheme Update' from the agenda of the meeting due to take place on 24 September 2019;
  - (iv) the rescheduling of the meeting due to take place on 24 September 2019 to take place on 15 October 2019;
  - (v) the addition of the item entitled 'Air Quality Taxi Incentive Scheme Update' to the agenda of the meeting scheduled to take place on 15 October 2019; and

(vi) the addition of the item entitled 'Final Polling District and Polling Places Review' to the agenda of the meeting scheduled to take place on 15 October 2019;

6. Further Revisions to the Work Programme for the remainder of the current municipal year are set out below for Members' consideration and approval:
- (i) the item entitled 'Setting of Taxi Tariff to be added to the agenda of the meeting scheduled to take place on 28 January 2020;
  - (ii) the item entitled 'Police Licensing Officer Update' to be added to the agenda of the meeting scheduled to take place on 31 March 2020; and
  - (iii) the cancellation of the meeting scheduled to take place on 19 November 2019.

### **RISK ASSESSMENT**

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

### **CONCLUSION**

8. 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 2019/20, as set out in Appendix B.

### **APPENDICES:**

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

**Appendix B** – Updated Work Programme 2019/20

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

## LICENSING AND REGULATORY AFFAIRS COMMITTEE

## Progress on Actions from last meeting

<b>Date of Meeting</b>	<b>18 June 2019</b>
<b>Subject</b>	<b>DRAFT POLLING DISTRICTS AND POLLING PLACES REVIEWS</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Panel considered a report by the Head of Democratic Services which provided the Licensing and Regulatory Affairs Committee with a review of Polling Districts and Polling Places.</p> <p>The Head of Democratic Services advised Members of amendments to pages 32 and 38 of the report in order to illustrate that property 2a The Hillway falls within the boundary of Polling District PE1 and not Polling District PW1.</p> <p>In discussing the use of Portchester Community Centre at the last round of local elections, Members raised concern that the relocation of the PW3 polling district from Wicor Primary School to Portchester Community Centre resulted in confusion for electors which could have been better managed at the site. Members also raised concerns that other community groups using the Community Centre on polling day presented issues that need to be addressed. The head of Democratic Services reassured Members that discussions are taking place with the Community Centre to ensure that a solution is found to address the issues raised.</p> <p>In discussing the issues raised by one of the ward councillors for the PG2 polling district, it was agreed that data analysis carried out to assess the impact of the increasing population in Park Gate on over-out would be brought to the next meeting for Members information.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> <li>(a) considered the proposals set out in the report; and</li> <li>(b) subject to the amendments to pages 32 and 38 outlined above, the draft scheme, as attached as Appendix B to the report, be approved for consultation.</li> </ul>

<b>Outcome</b>	Further report to Committee
<b>Link Officer</b>	Leigh Usher
<b>Subject</b>	<b>NATIONAL REGISTER OF TAXI LICENCE REVOCATIONS AND REFUSALS</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 provides details of the introduction of a national register of taxi licence revocations and refusals.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee agrees to:</p> <p>(a) the introduction of the National Register of Taxi Licence Revocations and Refusals (NR3) into the Licensing process; and</p> <p>the amendment of the Private Hire and Hackney Carriage Handbook and application forms to reflect the change.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>ADOPTION OF INSTITUTE OF LICENSING GUIDANCE ON DETERMINING THE SUITABILITY OF APPLICANTS AND LICENSEES IN THE HACKNEY AND PRIVATE HIRE TRADES</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	The Committee considered a report by the Head of Environmental Health which informed Members of the newly published guidance by the Institute of Licensing on determining the suitability of Applicants and Licensees in the Hackney and Private Hire Trades.
<b>Outcome</b>	<p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) approves the adoption of the Guidance published by the Institute of Licensing to replace the Council's current guidance on convictions included in the Hackney Carriage/Private Hire Licensing Conditions and Procedure Handbook; and</p> <p>(b) agrees that the handbook is amended to reflect this change.</p>
<b>Link Officer</b>	Ian Rickman

<b>Subject</b>	<b>LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME</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 reviews the Licensing and Regulatory Affairs Committee's Work Programme for 2019/20.</p> <p>On reviewing the Work Programme for 2019/20, it was noted that annual licensing training will not be required in September if Members attend the joint training sessions being held at Eastleigh Borough Council in July.</p> <p>In view of the limited number of items for the agenda, it was agreed that consideration would be given to the cancellation of the meeting scheduled to take place on 30 July 2019.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> <li>(a) notes the progress on actions arising from the meeting of the Committee held on 26 March 2019, as shown in Appendix A to the report.</li> <li>(b) agrees that if the training being held at Eastleigh Borough Council on 19 July 2019 is attended by Members, the training scheduled for September be removed from the Work Programme;</li> <li>(c) agrees that consideration be given to the cancellation of the meeting scheduled to take place in July; and</li> <li>(d) subject to (b) and (c) above, agrees the updated Work Programme for 2019/20, as attached as Appendix B to the report.</li> </ul>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman

## LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2019/20

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
<b>18 JUNE 2019</b>	<p>Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee</p> <p>National Register of Taxi Licence Revocations and Refusals Report</p> <p>Adoption of Institute of Licensing Guidance on determining the suitability of Applicants and Licensees in the Hackney and Private Hire Trades Report</p> <p>Draft Polling District and Polling Places Review Report</p> <p>Review of Work Programme 2019/20</p>	
<b>30 JULY 2019</b>	<b>MEETING CANCELLED</b>	
<b>15 OCTOBER 2019</b>	<p>Final Polling District and Polling Places Review Report</p> <p>Air Quality Tax Incentive Scheme Update</p> <p>Review of Work Programme 2019/20</p>	
<b>19 NOVEMBER 2019</b>	<b>TO BE CANCELLED</b>	
<b>28 JANUARY 2020</b>	<p>Setting of Taxi Tariff</p> <p>Actual Revenue Expenditure 2019/20</p> <p>Spending Plans 2020/21</p> <p>Fees and Charges 2020/21</p> <p>Preliminary Review of Work Programme 2019/20 and Draft Work Programme 2020/21</p>	
<b>31 MARCH 2020</b>	<p>Police Licensing Officer Update</p> <p>Update on Fareham &amp; Gosport Environmental Health Partnership – Presentation</p> <p>Final Review of Work Programme 2019/20 and Draft Work Programme 2020/21</p>	