

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **30 March 2021**

Report of: **Head of Environmental Health**

Subject: **FINAL REVIEW OF WORK PROGRAMME 2019/21 AND DRAFT
WORK PROGRAMME 2021/22**

SUMMARY

At the last meeting of the Committee held on 14 January 2021, Members reviewed the Work Programme for the current municipal year and also considered a draft Work Programme for 2021/22. The Committee is now invited to carry out a further review of the current Work Programme and finalise a proposed, draft Work Programme for 2021/22.

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 14 January 2021, attached as Appendix A to this report;
- (b) reviews the Work Programme for the 2019/21 municipal year, attached as Appendix B to this report;
- (c) approves the proposed draft Work Programme for 2021/22, attached as Appendix C to this report; and
- (d) agrees to submit the proposed draft Work Programme for 2021/22 to Council for approval.

INTRODUCTION

1. At the meeting of the Committee on 14 January 2021, Members reviewed the Work Programme for the current municipal year and were invited to consider items for a proposed Work Programme for the next municipal year.
2. Members are reminded that as a result of the Covid-19 pandemic, the Government has legislated that Councillors' Terms of Office be extended for one year. References to "the remainder of the municipal year" therefore mean the extended year past May 2020 and will last until May 2021.
3. This is the last cycle of meetings in the current municipal year and the Committee is invited to finalise its review of this year's work and confirm the proposed draft Work Programme for 2021/22 for approval by Council.

WORK PROGRAMME FOR THE 2019/21 MUNICIPAL YEAR

4. At the Committee meeting on 14 January 2021, the Work Programme for 2019/21 was reviewed. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A to this report.
5. The Work Programme for 2019/21 agreed at the last meeting is attached as Appendix B to this report.

WORK PROGRAMME – NEXT YEAR 2021/22

6. The proposed draft Work Programme for the 2021/22 municipal year is attached to this report as Appendix C.
7. Members are requested to note the addition of an item entitled 'Update on Boundary Commission Review 2018' to the agenda of the meeting scheduled to take place on 28 September 2021.
8. Members are now invited to consider and agree any further items to be added to the proposed draft Work Programme prior to it being submitted to Council for approval.

RISK ASSESSMENT

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

CONCLUSION

10. The Licensing and Regulatory Affairs Committee is invited to note the progress on actions arising from the meeting of the Committee held on 14 January 2021, review the Work Programme for the 2019/21 municipal year and approve a proposed draft Work Programme for 2021/22 for recommendation to full Council for approval.

APPENDICES:

APPENDIX A – Progress on Actions since the last meeting.

APPENDIX B – Licensing and Regulatory Affairs Committee Work Programme 2019/21

APPENDIX C – Proposed draft Licensing and Regulatory Affairs Committee Work Programme for the 2021/22.

Background Papers:

None

Reference Papers:

None

Enquiries:

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

LICENSING AND REGULATORY AFFAIRS COMMITTEE

PROGRESS ON ACTIONS FROM LAST MEETING – 14 January 2021

Subject	ACTUAL REVENUE EXPENDITURE 2019/20
Type of Item	Report
Action by Committee	Members received and considered a report by the Deputy Chief Executive Officer which provided details of the actual revenue expenditure for 2019/20 in respect of the services for which the Committee is responsible. RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.
Outcome	Complete
Link Officer	Neil Wood
Subject	SPENDING PLANS 2021/22
Type of Item	Report
Action by Committee	Members received and considered a report by the Deputy Chief Executive Officer which detailed the overall level of revenue spending on the Committee's services and sought agreement for the revised revenue budget for 2020/21 and the base budget for 2021/22. RESOLVED that the Licensing and Regulatory Affairs Committee:- (a) agrees the revised budget for 2020/21; (b) agrees the base budgets for 2021/22; and (c) recommends the budget to Council for approval.

Outcome	Approved by Council 26 February 2021
Link Officer	Neil Wood
Subject	FEES AND CHARGES 2021/22
Type of Item	Report
Action by Committee	<p>Members considered a report by the Deputy Chief Executive Officer which detailed the level of fees and charges for the Committees' services.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:-</p> <p>(a) agrees the fees and charges for 2021/22; and</p> <p>(b) recommends the fees and charges to Council for approval.</p>
Outcome	Approved by Council 26 February 2021
Link Officer	Neil Wood
Subject	REVIEW OF STATEMENT OF LICENSING POLICY
Type of Item	Report
Action by Committee	<p>Members received a report by the Head of Environmental Health which presented a revised, draft Statement of Licensing Policy for consideration following a 12-week period of consultation.</p> <p>It was noted and agreed that at paragraph 2.9 of the revised draft policy, the planned date for the first homes to be occupied at Welborne should be checked with the Planning department and amended if it is no longer correct.</p> <p>During the discussion of this item, it was agreed that at paragraph 5.9 of the revised draft policy the term "Coronavirus" should be replaced with "Covid-19" and that, in the same paragraph, the phrase "is still an issue" should be re-worded to provide greater clarity of meaning.</p> <p>It was discussed and agreed that at paragraph 5.16 of the revised draft policy, the reference to "plastic" drinking vessels</p>

	<p>should be reworded to say “non-glass drinking vessels” so that the use of non-sustainable materials is not promoted.</p> <p>RESOLVED that, having considered the representations arising from the statutory consultation exercise and subject to the amendments outlined above, the Licensing and Regulatory Affairs Committee recommends to the Executive that the revised draft Statement of Licensing Policy 2021-2026 be approved and referred to Council for adoption.</p>
Outcome	Approved by Council 26 February 2021
Link Officer	Ian Rickman
Subject	PRELIMINARY REVIEW OF COMMITTEE WORK PROGRAMME 2019/21 AND DRAFT WORK PROGRAMME 2021/22
Type of Item	Report
Action by Committee	<p>The Committee received a report by the Head of Environmental Health which gave Members a preliminary review of the Committee’s Work Programme for 2019/21 and an opportunity to consider the draft Work Programme for 2021/22.</p> <p>It was discussed and agreed that, following the appointment of any newly elected members to the Committee at the start of the new municipal year, a presentation be given at the meeting scheduled to take place on 08 June 2021 to provide an overview of the Committees’ responsibilities.</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 29 September 2020, attached as Appendix A to the report; (b) reviewed the Work Programme for 2019/21, attached as Appendix B to the report; and (c) agrees that, in respect of the 2021/2022 draft Work Programme, a presentation on the Committee’s Responsibilities be added to the agenda for the meeting scheduled to take place on 08 June 2021.
Outcome	Ongoing
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE – WORK PROGRAMME 2019/21

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
18 JUNE 2019	<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>	
30 JULY 2019	MEETING CANCELLED	
15 OCTOBER 2019	<p>Final Polling District and Polling Places Review Report</p> <p>Air Quality Taxi Incentive Scheme Update</p> <p>Review of Work Programme 2018/19</p>	
19 NOVEMBER 2019	MEETING CANCELLED	
28 JANUARY 2020	<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>	
31 MARCH 2020 (Meeting cancelled due to Covid-19 Pandemic)	<p>Police Licensing Officer Update</p> <p>Verbal Update on the Ranchos Steakhouse Licence Appeal</p> <p>Verbal Update on the current position in respect of the 2018 Review of Parliamentary Constituency Boundaries</p> <p>Update on Fareham & Gosport Environmental Health Partnership – Presentation</p> <p>Final Review of Work Programme 2019/20 and Draft Work Programme 2020/21</p>	

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
16 JUNE 2020	Meeting cancelled due to Covid-19 pandemic	
28 JULY 2020	Meeting cancelled due to Covid-19 pandemic	
29 SEPTEMBER 2020	Update on 2018 Parliamentary Boundary Review Approval of Draft Revised Licensing Policy for Consultation Review of current Work Programme	
17 NOVEMBER 2020	Meeting cancelled	
26 JANUARY 2021	Approval of Draft Revised Licensing Policy for recommendation to full Council for adoption. Actual Revenue Expenditure 2020/21 Spending Plans 2021/22 Fees and Charges 2021/22 Preliminary Review of current Work Programme and Draft Work Programme 2021/22	
30 MARCH 2021	Police Update on Licensing Matters Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of current Work Programme and Draft Work Programme 2021/22	

**DRAFT LICENSING AND REGULATORY AFFAIRS COMMITTEE – WORK PROGRAMME
2021/22**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
08 June 2021	Presentation on Committee responsibilities Review of current Work Programme	
20 July 2021	Review of current Work Programme	
28 September 2021	Update on the Boundary Commission Review 2018 Review of current Work Programme	
23 November 2021	Review of current Work Programme	
25 January 2022	Actual Revenue Expenditure 2021/22 Spending Plans 2022/23 Fees and Charges 2022/23 Preliminary Review of current Work Programme and Draft Work Programme 2022/23	
29 March 2022	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of current Work Programme and Draft Work Programme 2022/23	