

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **25 January 2022**

Report of: **Head of Environmental Health**

Subject: **PRELIMINARY REVIEW OF WORK PROGRAMME 2021/22 AND
DRAFT WORK PROGRAMME 2022/23**

SUMMARY

At the Committee meeting on 29 March 2022, members will be asked to review the outcome of the Work Programme for the current municipal year. Also, at that meeting the Panel will need to finalise the draft Work Programme for the 2022/23 municipal year.

This report contains details of the position of the Committee's existing Work Programme for the current year, in order to allow an early assessment of progress. It also gives some background information to assist members in drawing up the Work Programme for 2022/23.

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 23 November 2021, attached as Appendix A to this report;
- (b) reviews the Work Programme for 2021/22, attached as Appendix B to this report; and
- (c) gives initial consideration to the draft Work Programme for 2022/23, attached as Appendix C to this report

INTRODUCTION

1. At the committee meeting on 23 November 2021, the Work Programme for 2021/22 was reviewed
2. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A to this report

WORK PROGRAMME FOR THE 2021/22 MUNICIPAL YEAR

3. The Work Programme for 2021/22 agreed at the last meeting is attached as Appendix B to this report.
4. Members are asked to note that, as agreed at the last meeting, the item entitled 'Review of Taxi and Private Hire Licensing Requirements' has been moved to the meeting scheduled to take place on 29 March 2022

WORK PROGRAMME – NEXT YEAR 2022/23

5. Members are now invited to consider items for the draft Work Programme for 2022/23. It has previously been suggested that a few items of major significance be chosen
6. At this stage, particular items which are known to be coming before the Committee during the next year are attached as Appendix C.
7. Other general items may arise during the year, such as responding to consultation requests by central Government.

RISK ASSESSMENT

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

CONCLUSION

9. The Licensing and Regulatory Affairs Committee is invited to note the progress on actions arising from the meeting of the Committee held on 23 November 2021, review the Work Programme for the 2021/22 municipal year and give initial consideration to the draft Work Programme for 2022/23 attached as Appendix C to the report.

APPENDICES:

APPENDIX A – Progress on Actions since the last meeting.

APPENDIX B – Licensing and Regulatory Affairs Committee Work Programme 2021/22

APPENDIX C – Draft Licensing and Regulatory Affairs Work Programme for the 2022/23.

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 – 23 November 2021

Subject	Local Government Boundary Commission Review
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Democratic Services which presented the working draft of the Council Size Submission to the Local Government Boundary Commission for comment by the Committee prior to submission to full Council for approval.</p> <p>The Head of Democratic Services explained that the report provided the background to the review and described how this first part of the review requires the Council to submit a Council Size Proposal to the Local Government Boundary Commission which puts forward the total number of Councillors needed for Fareham Borough Council to run effectively over the next 15 – 20 years. Whilst the Commission has the final say in what that appropriate number is, the Council has the opportunity to present the case for how many Elected Members it wants to have.</p> <p>The Head of Democratic Services advised members that the working draft of the Council Size Submission was provided at Appendix A to the report and explained that it is currently a work in progress. The final draft of the document will be presented to the Council meeting on 16 December 2021 for approval.</p> <p>The Committee was invited to contribute to the working draft document by suggesting amendments or additional material they would like to see within the submission. Specifically, members were asked to consider the questions set out in paragraph 10 of the report.</p> <p>Members discussed the changes that resulted from the 2002 review and commented that, on its current size, the Council has become a very high achieving Council delivering many large and exciting projects. It was noted however that since the 2002 review, there has been significant, ongoing development across the Borough and if the number of councillors were to be reduced it could have an impact on the Council's ability to continue delivering high achieving projects whilst still providing help and support to residents. It was also noted during discussion that a large increase in the number of Councillors would bring a cost implication to the budget.</p>

	<p>Following discussion on whether population, demographic and BAME data was relevant for inclusion in the submission, it was felt that it should be included but that the term 'BAME' should be changed to 'ethnically diverse'.</p> <p>Several members expressed frustration that the ongoing development across the Borough and the increase in population it will bring cannot be taken into account in determining the proposed size of the Council.</p> <p>Following discussion of the working draft, it was agreed that there was a consensus that whilst the Committee could understand why an increase in the number of councillors to 32 was being proposed it was difficult to see how the data and methodology of the submission correlates to the proposal. It was felt that a summary at the end of each section would help to strengthen and support the proposal.</p> <p>As the submission is still a working document, members were invited to submit any suggested narrative for inclusion in the submission to the Head of Democratic Services. It was agreed that further drafts would be shared with Committee members as it progresses.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee reviewed the draft Size Submission as set out in Appendix A to the report and:</p> <ul style="list-style-type: none"> (a) considered options for what the appropriate Council Size should be which will come into effect from 2024 and be for the next 15 to 20 years; (b) considered reasons for and against a future Council Size of 32 Councillors; and (c) recommended amendments to the wording contained in the Council Size Submission before it is presented to Council for approval at its meeting on 10 December 2021 as the final submission to the Local Government boundary Commission for England.
Outcome	Fareham Borough Council's Council Size Submission approved by Full Council on 16 December 2021 for submission to the Boundary Commission.
Link Officer	Leigh Usher

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 which provided an opportunity for Members to review the Work Programme for 2021/22.</p> <p>During the discussion of this item, it was agreed that in order to enable consultation with the Trade to take place on the use of CCTV in private hire and hackney carriage vehicles, the item scheduled for the January meeting entitled Review of Taxi and Private Hire Licensing requirements be moved to the meeting scheduled to take place in March. At the request of the Committee, it was agreed that this item should cover disability requirements of taxi licensing and that the training video shown to the trade be provided for Committee members to view.</p> <p>RESOLVED that, subject to the amendment outlined above, the Licensing and Regulatory Affairs Committee:</p> <p>(a) notes the progress on actions arising from the meeting of the Committee held on 28 September 2021, as shown at Appendix A to the report; and</p> <p>(b) agrees the updated Work Programme for 2021/22, as attached at Appendix B to the report.</p>
Outcome	Complete
Link Officer	Ian Rickman

LICENSING AND REGULATORY AFFAIRS COMMITTEE – WORK PROGRAMME 2021/22

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
08 June 2021 MEETING CANCELLED		
20 JULY 2021	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee 2023 Boundary Commission for England Review of Parliamentary Constituencies Review of Work Programme 2021/22	
28 SEPTEMBER 2021	Update on the Local Government Boundary Commission Review Street Trading Consent Conditions Review of Work Programme 2021/22	
22 OCTOBER 2021		Licensing Training
23 NOVEMBER 2021	Local Government Boundary Commission Review Review of Work Programme 2021/22	
25 JANUARY 2022	Actual Revenue Expenditure 2020/21 Spending Plans 2022/23 Fees and Charges 2022/23 Gambling Policy Review Preliminary Review of Work Programme 2021/22 and Draft Work Programme 2022/23	
29 MARCH 2022	Update on Fareham & Gosport Environmental Health Partnership – Presentation Update on Police Licensing Matters Review of Taxi and Private Hire Licensing Requirements Final Review of Work Programme 2021/22 and Draft Work Programme 2022/23	

**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2022/23**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
13 June 2022	Review of current Work Programme Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee	
25 July 2022	Review of current Work Programme	
04 October 2022	Review of current Work Programme	
TBC		Licensing Training
29 November 2022	Review of current Work Programme	
31 January 2023	Actual Revenue Expenditure 2021/22 Spending Plans 2023/24 Fees and Charges 2023/24 Preliminary Review of current Work Programme and Draft Work Programme 2023/24	
14 March 2023	Police Update on Licensing Matters Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of current Work Programme and Draft Work Programme 2023/24	