

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **29 March 2022**

Report of: **Head of Environmental Health**

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

SUMMARY

At the last meeting of the Committee held on 25 January 2022, Members reviewed the Work Programme for the current municipal year and also considered a draft Work Programme for 2022/23. The Committee is now invited to carry out a further review of the current Work Programme and finalise a proposed, draft 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 25 January 2022, attached as Appendix A to this report;
- (b) reviews the Work Programme for the 2021/22 municipal year, attached as Appendix B to this report;
- (c) approves the proposed draft Work Programme for 2022/23, attached as Appendix C to this report; and
- (d) agrees to submit the proposed draft Work Programme for 2022/23 to Council for approval.

INTRODUCTION

1. At the meeting of the Committee on 25 January 2022, 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. 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 2022/23 for approval by Council.

WORK PROGRAMME FOR THE 2021/22 MUNICIPAL YEAR

3. At the Committee meeting on 25 January 2022, the Work Programme for 2021/22 was reviewed. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A to this report.
4. The Work Programme for 2021/22, agreed at the last meeting, is attached as Appendix B to this report.

UPDATES TO THE WORK PROGRAMME 2021/22

5. Members are asked to note that, with the agreement of the Chairman, an item entitled 'Local Government Boundary Commission Review Update' has been added to the meeting scheduled to take place on 29 March 2022;

WORK PROGRAMME – NEXT YEAR 2022/23

6. The proposed draft Work Programme for the 2022/23 municipal year was reviewed at the meeting of the Committee held on 25 January 2022 and is attached to this report as Appendix C.

Members are asked to note and agree the following amendments to the proposed draft Work Programme for 2022/23:

- i. the addition of an item entitled 'Arrangements for Additional Voluntary Contributions within the Local Government Pension Scheme (LGPS)' to the meeting scheduled to take place on 13 June 2022; and
 - ii. the item entitled 'Review of Taxi and Private Hire Licensing Requirements' has been removed from the meeting scheduled to take place on 13 June 2022 and added to the meeting scheduled to take place on 25 July 2022.
7. 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

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 25 January 2022, review the Work Programme for the 2021/22 municipal year and approve the proposed draft Work

Programme for 2022/23 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 2021/22

APPENDIX C – Proposed draft Licensing and Regulatory Affairs Committee 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 – 25 January 2022

Subject	ACTUAL REVENUE EXPENDITURE 2020/2021
Type of Item	Report
Action by Committee	<p>The Committee received a report by the Deputy Chief Executive Officer which detailed the actual revenue expenditure for 2020/21 in respect of the services for which the Committee is responsible.</p> <p>In response to a query raised by members in respect of the actuals figures for 2020/21 as outlined on pages 10 and 14 of the report pack it was confirmed that the figure of £873 should read as 'Premises Related Expenditure' not 'Transport Related Expenditure'. This should then mean that the two Premises figures added together equal the -£1,522 as shown in the table at paragraph 1 on page 10 of the report. A copy of the revised table shown at page 14 of the agenda pack is attached to these minutes as Appendix A.</p> <p>In response to a query raised by members in respect of the credit figure of minus £2,395 for elections Premises Related Expenditure on page 14, it was confirmed that this relates to a number of refunds received from polling station bookings made for the May 2019 elections which were later cancelled due to the elections being postponed.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.</p>
Outcome	Complete
Link Officer	Neil Wood
Subject	SPENDING PLANS 2022/23
Type of Item	Report

Action by Committee	<p>The Committee 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 2021/22 and the base budget for 2022/23 before being recommended to Council for approval.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> (a) agrees the revised budget for 2021/22; (b) agrees the base budgets for 2022/23; and (c) recommends the budget to Council for approval.
Outcome	Approved by Council 25 February 2022
Link Officer	Neil Wood
Subject	FEES AND CHARGES 2022/23
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Deputy Chief Executive Officer which detailed the level of Fees and Charges for the Committee's services and sought agreement for them before being recommended to Council for approval.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> (a) agrees the Fees and Charges for 2022/23; and (b) recommends the Fees and Charges to Council for approval.
Outcome	Approved by Council 25 February 2022
Link Officer	Neil Wood
Subject	Gambling – Review of Statement of Principles
Type of Item	Report

Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which presented the revised draft Gambling Statement of Principles, together with Consultation responses, for approval and recommendation to the Executive before being presented to Council for adoption.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee;</p> <p>(a) considered the draft document, any amendments resulting from the statutory consultation exercise and whether any substantive amendments are required; and</p> <p>(b) recommends to the Executive that the final draft Gambling Act 2005 Statement of Principles 2022-2025, as attached as Appendix A to the report, be recommended for adoption by the Council.</p>
Outcome	Approved by Council 25 February 2022
Link Officer	Ian Rickman
Subject	PRELIMINARY REVIEW OF COMMITTEE WORK PROGRAMME 2021/22 AND DRAFT WORK PROGRAMME 2022/23
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health which detailed the position in respect of the Committee's existing Work Programme for the current year in order to allow an early assessment of progress. It also gave background information to assist members in drawing up the Work Programme for 2022/23.</p> <p>At the request of members, it was agreed that the item entitled 'Review of Taxi and Private Hire Licensing requirements', scheduled for consideration at the next meeting, should include an opportunity for members to view the training that is given to taxi drivers to help them assist disabled passengers.</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 23 November 2021, attached as Appendix A to the report;</p>

	<p>(b) agrees that, having reviewed the Work Programme for 2021/22, attached as Appendix B to the report, the item entitled 'Review of Taxi and Private Hire Licensing requirements', scheduled for consideration at the next meeting, should include an opportunity for members to view the training that is given to taxi drivers to help them assist disabled passengers; and</p> <p>(c) gave initial consideration to the draft Work Programme for 2022/23, attached as Appendix C to the report.</p>
Outcome	To be approved by Council April 2022
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 Update on Local Government Boundary Commission Review Final Review of Work Programme 2021/22 and Draft Work Programme 2022/23	

APPENDIX C

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

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
13 June 2022	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Arrangements for Additional Voluntary Contributions within the Local Government Pensions Scheme (LGPS) Review of current Work Programme	
25 July 2022	Review of Taxi and Private Hire Licensing Requirements 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	