

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **14 March 2023**

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

**Subject:**             **FINAL REVIEW OF WORK PROGRAMME 2022/23 AND DRAFT  
WORK PROGRAMME 2023/24**

#### **SUMMARY**

At the last meeting of the Committee held on 31 January 2023, Members reviewed the Work Programme for the current municipal year and also considered a draft Work Programme for 2023/24. The Committee is now invited to carry out a further review of the current Work Programme and finalise a proposed, draft Work Programme for 2023/24.

#### **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 31 January 2023, attached as Appendix A to this report;
- (b) reviews the Work Programme for the 2022/23 municipal year, attached as Appendix B to this report;
- (c) approves the proposed draft Work Programme for 2023/24, attached as Appendix C to this report; and
- (d) agrees to submit the proposed draft Work Programme for 2023/24 to Council for approval.

## **INTRODUCTION**

1. At the meeting of the Committee on 31 January 2023, 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 2023/24 for approval by Council.

## **WORK PROGRAMME FOR THE 2022/23 MUNICIPAL YEAR**

3. At the Committee meeting on 31 January 2023, the Work Programme for 2022/23 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 2022/23, agreed at the last meeting, is attached as Appendix B to this report.

## **UPDATES TO THE WORK PROGRAMME 2022/23**

5. Members are asked to note that, as agreed at the meeting of the committee held on 31 January 2023, the item entitled 'Police Update on Licensing Matters' has been removed from the agenda of the meeting scheduled to take place on 14 March 2023.

## **WORK PROGRAMME – NEXT YEAR 2023/24**

6. The proposed draft Work Programme for the 2023/24 municipal year was reviewed at the meeting of the Committee held on 31 January 2023 and is attached to this report as Appendix C.

As agreed at the meeting of the Committee held on 31 January 2023, Members are asked to note and agree the following amendments to the proposed draft Work Programme for 2023/24:

- (i) the removal of the item entitled 'Police Update on Licensing Matters' from the agenda of the meeting scheduled to take place on 12 March 2023; and
  - (ii) the addition of an item entitled 'Increased fee opportunities for enhanced services' to the agenda for the meeting scheduled to take place on 28 November 2023.
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 31 January 2023, review the Work Programme for the 2022/23 municipal year and approve the proposed draft Work Programme for 2023/24 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 2022/23

**APPENDIX C** – Proposed draft Licensing and Regulatory Affairs Committee Work Programme for the 2023/24.

### **Background Papers:**

None

### **Reference Papers:**

None

### **Enquiries:**

For further information on this report please contact Ian Rickman. (01329 824773)

## LICENSING AND REGULATORY AFFAIRS COMMITTEE

## PROGRESS ON ACTIONS FROM LAST MEETING – 31 January 2023

<b>Subject</b>	<b>ARRANGEMENTS FOR DEALING WITH ADDITIONAL VOLUNTARY CONTRIBUTIONS IN THE LOCAL GOVERNMENT PENSION SCHEME</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Deputy Chief Executive Officer which put forward proposals to implement a salary sacrifice Shared Cost Additional Voluntary Contribution (Shared Cost AVC) pension arrangement for Local Government Pension Scheme (LGPS) members.</p> <p>Several members of the Committee felt that staff members considering setting up a shared cost AVC should be fully informed about all aspects of the scheme to ensure they understand any possible implications – particularly in respect of reduced national insurance contributions on state pension entitlement. Members were advised that one to one sessions with representatives from AVC Wise will be available to speak to anyone wishing to join the scheme. Information is also available from the Council's Finance Manager or representatives from the pensions department at Hampshire County Council.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee approves:</p> <ul style="list-style-type: none"> <li>(a) the implementation of a Shared Cost AVC pension scheme for LGPS members through a salary sacrifice arrangement;</li> <li>(b) that earnings related payments, such as overtime, pay increases, contractual allowances, occupational maternity pay, occupational sickness pay and redundancy are calculated on the notional salary before applying any salary sacrifice reduction as detailed in paragraph 8 of the report;</li> <li>(c) the inclusion of a new discretion in our LGPS Discretionary Pension Policy Statement to allow staff to participate in the Shared Cost AVC scheme as set out in paragraph 9 of the report; and</li> <li>(d) entering into a contract with AVC Wise to deliver a fully managed service covering Shared Cost AVCs as set out in paragraph 12 of the report.</li> </ul>

<b>Outcome</b>	Complete
<b>Link Officer</b>	Neil Wood
<b>Subject</b>	<b>ACTUAL REVENUE EXPENDITURE 2021/22</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Deputy Chief Executive Officer which set out, for information, details of the actual revenue expenditure for 2021/22 in respect of the services for which the Committee is responsible.</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>	Neil Wood
<b>Subject</b>	<b>SPENDING PLANS 2023/24</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Deputy Chief Executive Officer which sets out the overall level of revenue spending on the Committee's services and seeks agreement for the revised revenue budget for 2022/23 and the base budget for 2023/24.</p> <p>Members enquired what the cost of the Portchester East by-election in October 2022 had been to the Council. As this information was not to hand, the Finance Manager agreed to circulate the information outside of the meeting.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> <li>(a) agrees the revised revenue budget for 2022/23;</li> <li>(b) agrees the base budgets for 2023/24; and</li> <li>(c) recommends the budget to Council for approval.</li> </ul>

<b>Outcome</b>	Approved by Council 24 February 2023
<b>Link Officer</b>	Neil Wood
<b>Subject</b>	<b>FEES AND CHARGES 2023/24</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Deputy Chief Executive Officer which sets out the level of fees and charges for the Committee's services and seeks agreement for them before being recommended to Council for approval.</p> <p>At the request of the Head of Environmental Health, the Committee considered and agreed that there should be an amendment to the fee to be charged for carrying out drug testing on new applicants and licensing taxi drivers. The cost of the oral swab to carry out an initial test is £14. If a non-negative result is achieved, the swab is sent to a laboratory where a further test is conducted to identify if any illegal substance is present. This incurs a further cost of £12. The Committee agreed that the fee should be set at £25 so that it covers those tests that need further investigation.</p> <p>Some concern was raised at the suggested level of increase in fees and charges as there is evidence to suggest that the rate of inflation has now peaked and is starting to fall. It was noted however that all members have recently been made aware of the need to increase revenue if the Council wishes to continue to deliver the current level of services. It was also noted that a significant proportion of the income generated comes from fees under the Licensing Act which have not increased since the Act was implemented several years ago.</p> <p>RESOLVED that, subject to an amendment to the fee for a random drug test as outlined above, the Licensing and Regulatory Affairs Committee;</p> <p>(a) agrees the fees and charges for 2023/24, as set out at Appendix A to the report; and</p> <p>(b) recommends the fees and charges to full Council for approval.</p>
<b>Outcome</b>	Approved by Council 24 February 2023
<b>Link Officer</b>	Neil Wood

<b>Subject</b>	<b>PRELIMINARY REVIEW OF COMMITTEE WORK PROGRAMME 2022/23 AND DRAFT WORK PROGRAMME 2023/24</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 outcome of the Work Programme for the current municipal year and invites the Committee to consider the draft Work Programme for the 2023/24 municipal year.</p> <p>The Head of Environmental Health advised the Committee that there is no local Police Licensing Officer in post at the moment and that it is unclear at present whether an appointment will be made going forward. It was therefore suggested and agreed that the updates on Police Licensing matters be removed from the 2022/23 Work Programme and the 2023/24 Draft Work Programme until further notice.</p> <p>Members suggested that an item be brought forward on the draft Work Programme for 2023/24 to feed into next year's proposed fees and charges which looks at ways revenue can be generated by increasing fees in return for enhanced services.</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 11 October 2022, attached as Appendix A to the report;</li> <li>(b) agrees that, until further notice, the update on Local Police Matters be removed from the Work Programme 2022/23 as attached at Appendix B to the report;</li> <li>(c) agrees that, until further notice, the update on Local Police Matters be removed from the draft Work Programme for 2023/24 as attached at Appendix C to the report; and</li> <li>(d) agrees that an item in respect of increased fees for enhanced services be added to the draft Work Programme for 2023/24 as attached as Appendix C to the report.</li> </ul>
<b>Outcome</b>	To be approved by Council April 2023
<b>Link Officer</b>	Ian Rickman

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

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
<b>27 June 2022</b>	<p>Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee</p> <p>Local Government Boundary Commission Review Update</p> <p>Review of current Work Programme</p>	
<b>25 July 2022</b>	<p>Review of Taxi and Private Hire Licensing Requirements</p> <p>Review of Hackney Carriage Tarif</p> <p>Review of current Work Programme</p>	
<b>05 September 2022</b>		Licensing Training
<b>11 October 2022</b>	<p>Local Government Boundary Review – Consultation on Proposals for Fareham</p> <p>Review of current Work Programme</p>	
<b>29 November 2022</b>	CANCELLED	
<b>31 January 2023</b>	<p>Actual Revenue Expenditure 2021/22</p> <p>Spending Plans 2023/24</p> <p>Fees and Charges 2023/24</p> <p>Arrangements for Additional Voluntary Contributions within the Local Government Pensions Scheme (LGPS)</p> <p>Preliminary Review of current Work Programme and Draft Work Programme 2023/24</p>	
<b>14 March 2023</b>	<p>Update on Fareham &amp; Gosport Environmental Health Partnership – Presentation</p> <p>Final Review of current Work Programme and Draft Work Programme 2023/24</p>	



**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME  
2023/24**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
<b>12 June 2023</b>	Review of current Work Programme	
<b>24 July 2023</b>	Review of current Work Programme	
<b>September 2023</b>		Licensing Training
<b>05 October 2023</b>	Update on the implementation of Random drug testing for taxi and private hire licence holders.  Update on the implementation of the use of the National Database of Refusals and Revocations (NR3)	
<b>28 November 2023</b>	Review of current Work Programme  Opportunities for increased fees for enhanced services	
<b>30 January 2024</b>	Actual Revenue Expenditure 2022/23  Spending Plans 2024/25  Fees and Charges 2024/25  Preliminary Review of current Work Programme and Draft Work Programme 2024/25	
<b>12 March 2024</b>	Update on Fareham & Gosport Environmental Health Partnership – Presentation  Final Review of current Work Programme and Draft Work Programme 2024/25	