

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **05 October 2023**

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

**Subject:**              **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK  
PROGRAMME**

#### **SUMMARY**

At the Committee meeting on 26 June 2023, the Licensing and Regulatory Affairs Committee reviewed the progress of the Work Programme for 2023/24 and agreed a revised Work Programme for the remainder of the municipal year.

Members are now invited to note the actions from the last meeting and to further review the 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 26 June 2023, attached as Appendix A to this report; and
- (b) agrees the updated Work Programme for the 2023/24 municipal year as attached at Appendix B to this report.

## **INTRODUCTION**

1. At the meeting of the Committee on 26 June 2023, the Committee reviewed progress on actions since the last meeting and agreed a revised Work Programme for the remainder of the 2023/24 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 2023/24**

3. The Committee's Work Programme for 2023/24 is attached as Appendix B to this report for consideration.

## **CHANGES TO THE 2023/24 WORK PROGRAMME**

4. Members are asked to note that, as agreed at the last meeting, the following amendments to the Work Programme for 2023/24 have been made:
  - (i) The addition of an item entitled 'Update to Polling Districts and Polling Stations' to the agenda of the meeting scheduled to take place on 05 October 2023; and
  - (ii) The addition of an All Member briefing in respect of the Grass Skirt electoral counting system to take place ahead of the meeting scheduled to take place on 28 November 2023.
5. Members are now invited to consider and agree any further additions to the Work Programme for 2023/24.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

7. To summarise, Members are 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 Licensing and Regulatory Affairs Committee Work Programme for 2023/24, as set out at Appendix B.

## **APPENDICES:**

**APPENDIX A** – Progress on Actions since the last meeting.

**APPENDIX B** – Current Work Programme 2023/24

### **Background Papers:**

None

**Reference Papers:**

None

**Enquiries:**

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

**APPENDIX A**

**LICENSING AND REGULATORY AFFAIRS COMMITTEE**

**PROGRESS ON ACTIONS FROM MEETINGS 26 June 2023 & 04 September 2023**

<b>Subject</b>	<b>Opportunities Plan 2023-2027</b>
<b>Type of Item</b>	Presentation
<b>Action by Committee</b>	<p>The Committee received a presentation which provided an overview of the way in which the Opportunities Plan has been developed and the significant year 1 project proposals that relate to the Licensing and Regulatory Affairs area. A copy of the presentation slides is attached as Appendix A to these minutes.</p> <p>The Committee was supportive of the plan to lobby central government for an increase in statutory licensing fees, particularly as it was noted that there has never been an increase in the fees since they were first introduced.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the presentation.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>Boundary Reviews and Elections Act 2022</b>
<b>Type of Item</b>	Presentation
<b>Action by Committee</b>	<p>The Committee received a presentation by the Head of Democratic Services and the Electoral Services Manager on the Local Government Boundary Commission review and on changes to elections processes implemented by the Elections Act 2022. A copy of the presentation slides is attached as Appendix B to these minutes.</p> <p>Members were advised that a link to the software that illustrates the old ward boundaries and compares them to the new ones would be circulated to members for information so that they can make detailed comparisons of the changes.</p> <p>During the presentation it was noted that it was proposed that amendments be made to the Committee's current Work Programme to provide a further update in respect of polling districts and polling stations at the October meeting and to provide an All Member Briefing ahead of the November meeting to explain how the Grass Skirts counting system works.</p>

	RESOLVED that the Licensing and Regulatory Affairs Committee notes the contents of the presentation.
<b>Outcome</b>	Complete
<b>Link Officer</b>	Leigh Usher
<b>Subject</b>	<b>Review of 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 on the Committee's Work Programme for 2023/24.</p> <p>The Head of Environmental Health was pleased to advise members that a Police Licensing Officer has now been appointed for Fareham.</p> <p>The Head of Environmental Health also advised that a recent Hackney Carriage/Private hire licence review that was considered by the Licensing Panel and refused has been taken to appeal with a date for the hearing likely to be in August.</p> <p>It was noted and agreed that, as outlined at item 7 on the agenda, the following items would be added to the current Work Programme:</p> <ul style="list-style-type: none"> <li>(i) An update on Polling Districts and Polling Stations to the agenda for the meeting scheduled to take place on 05 October 2023</li> <li>(ii) An All Member Briefing to be held ahead of the start of the meeting scheduled to take place on 28 November 2023 which will provide details of how the grass skirt counting system works and start the process of the Polling Place Review.</li> </ul> <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 14 March 2023, attached as Appendix A to the report; and</li> <li>(b) subject to the additions outlined above, agrees the updated Work Programme for the 2023/24 municipal year as attached at Appendix B to the report.</li> </ul>

<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman
<b>Subject</b>	<b>Review of CCTV in Taxi/Private Hire Vehicles</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 reviewed the statutory Taxi and Private Hire Vehicle Standards in respect of CCTV.</p> <p>During the discussion and debate of this item, the Committee noted its responsibility for the safety of taxi drivers as well as members of the public. Concern was raised that the proposed date by which existing Taxi and Private Hire vehicles must be fitted with CCTV equipment was not soon enough.</p> <p>Concern was also raised that for many taxi drivers, the cost of installing the equipment might not be affordable. It was suggested that as this is an initiative that has been brought forward by the Police and Crime Commissioner, she may be willing to make funding available for those taxi drivers who are unable to meet the cost.</p> <p>An amendment to the recommendation was proposed by Councillor Mrs S M Walker, and seconded by Councillor Mrs S M Bayford, that at recommendation (b) all existing Taxi and Private Hire vehicles must be fitted with CCTV equipment by 31 December 2024 and that an additional recommendation (c) be added that the Council write to the Police and Crime Commissioner to see if funding can be made available to help those drivers who are unable to meet the installation costs.</p> <p>On being put to the vote, recommendation (a) was carried unanimously. The proposed revised recommendation (b) was carried with 10 members voting in favour and 1 voting against. The proposed additional recommendation (c) and recommendation (d) were carried unanimously.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee agrees that the following amendments be made to the Taxi and Private Hire Vehicle Conditions of Licensing:</p> <p>(a) that Taxi and Private Hire vehicles plated for the first time are required to be fitted with an approved CCTV system;</p> <p>(b) that existing Taxi and Private Hire vehicles are required to be fitted with an approved CCTV system by 31 December 2024;</p>

	<p>(c) that the Council write to the Police and Crime Commissioner to see whether funding can be made available to those taxi drivers who are unable to meet the cost of installing CCTV equipment; and</p> <p>(d) that the Head of Environmental Health be given the delegated Authority to determine the CCTV specification that would need to be met for a system to be approved.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman

**APPENDIX B**

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

<b><u>DATE</u></b>	<b><u>SUBJECT</u></b>	<b><u>TRAINING SESSION/ WORKSHOP</u></b>
<b>12 June 2023</b> CANCELLED		
<b>26 June 2023</b>	Opportunities Plan 2023-27. Boundary Reviews and Elections Act 2022. Review of current Work Programme.	
<b>24 July 2023</b> CANCELLED		
<b>04 September 2023 (special)</b>	Review of CCTV in Taxi/Private Hire Vehicles	Licensing Training
<b>05 October 2023</b>	Update to Polling Districts and Polling Stations. 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).	All Member Briefing – “Grass Skirt” Electoral Counting System
<b>28 November 2023</b>	Review of current Work Programme. Opportunities for increased fees for enhanced services. Briefing on Elections Act.	
<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.	