

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **12 March 2024**

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

**Subject:**              **FINAL REVIEW OF WORK PROGRAMME 2023/24 AND DRAFT  
WORK PROGRAMME 2024/25**

#### **SUMMARY**

At the last meeting of the Committee held on 30 January 2024, Members reviewed the Work Programme for the current municipal year and also considered a draft Work Programme for 2024/25. The Committee is now invited to carry out a further review of the current Work Programme and finalise a proposed, draft Work Programme for 2024/25

#### **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 30 January 2024, attached as Appendix A to this report;
- (b) reviews the Work Programme for the 2023/24 municipal year, attached as Appendix B to this report;
- (c) approves the proposed draft Work Programme for 2024/25, attached as Appendix C to this report; and
- (d) agrees to submit the proposed draft Work Programme for 2024/25 to Council for approval.

## **INTRODUCTION**

1. At the meeting of the Committee on 30 January 2024, 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 2024/25 for approval by Council.

## **WORK PROGRAMME FOR THE 2023/24 MUNICIPAL YEAR**

3. At the Committee meeting on 31 January 2024, the Work Programme for 2023/24 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 2023/24, agreed at the last meeting, is attached as Appendix B to this report.

## **WORK PROGRAMME – NEXT YEAR 2024/25**

5. The proposed draft Work Programme for the 2024/25 municipal year was reviewed at the meeting of the Committee held on 30 January 2024 and is attached to this report as Appendix C.
6. 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**

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

## **CONCLUSION**

8. The Licensing and Regulatory Affairs Committee is invited to note the progress on actions arising from the meeting of the Committee held on 30 January 2024, review the Work Programme for the 2023/24 municipal year and approve the proposed draft Work Programme for 2024/25 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 2023/24

**APPENDIX C** – Proposed draft Licensing and Regulatory Affairs Committee Work Programme for the 2024/25.

## **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 – 30 January 2024

<b>Subject</b>	<b>ACTUAL REVENUE EXPENDITURE 2022/23</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Assistant Chief Executive Officer which provided details of actual revenue expenditure for 2022/23 in respect of the services for which the committee is responsible.</p> <p>The variation in the hackney carriage and private hire vehicles budget was noted. Officers explained that this budget can be hard to predict as it is dependent on taxi drivers deciding whether to apply for 1, 3 or 5 year licences which carry different levels of fees.</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 2024/25</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Assistant Chief Executive Officer which sets out the Committee's spending plans for 2024/25.</p> <p>In considering this item, a query was raised regarding the inclusion of costs involved in the next general election as it is known that this must take place in the 2024/25 financial year. Officers confirmed that these costs will be taken into account in the 2024/25 Revised Budget review.</p> <p>A correction at paragraph 17 of the report was noted in that the decrease in the Licensing budget is partly attributable due to a <u>decrease</u> in partnership costs and not an increase (as stated).</p>

	<p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) agrees the revised budget for 2023/24 as set out in the report;</p> <p>(b) agrees the base budgets for 2024/25, as set out in the report; and</p> <p>(c) recommends the budget to full Council for approval.</p>
<b>Outcome</b>	To be approved by Council 23 February 2024
<b>Link Officer</b>	Neil Wood
<b>Subject</b>	<b>FEES AND CHARGES 2024/25</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee considered a report by the Assistant Chief Executive Officer which sets out the proposed level of Fees and Charges for the Committee's services for 2024/25.</p> <p>During the discussion on this item it was noted that the discretionary Hackney Carriage and Private Hire Licence fees are low in comparison to some of the other local councils and that in addition, no increase has been suggested for this year. Officers explained that first and foremost, the Council cannot make a profit out of taxi licensing. In addition, there is disparity in what the different local Council's include in their fee. For example, Fareham makes separate charges for other elements of the licencing process whilst some other Council's charge an inclusive fee.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <p>(a) agrees the Fees and Charges for 2024/25 as set out in the report; and</p> <p>(b) recommends the Fees and Charges to full Council for approval.</p>
<b>Outcome</b>	To be approved by Council 24 February 2023
<b>Link Officer</b>	Neil Wood

<b>Subject</b>	<b>PRELIMINARY REVIEW OF COMMITTEE WORK PROGRAMME 2023/24 AND DRAFT WORK PROGRAMME 2024/25</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 invited members to carry out a preliminary review of the Committee's Work Programme for 2023/24 and a review of the draft Work Programme for 2024/25.</p> <p>It was noted that, following the all-out local elections in May, it is likely that there will be new members on the Committee in the new municipal year. It will therefore be necessary to ensure training is organised. The Chairman took the opportunity to remind members of the importance of all members of the committee attending licensing training every year so that they are able to sit on Licensing Panels when called upon to do so.</p> <p>It was suggested that the item scheduled for the meeting on 12 March 2024 should be entitled 'Statutory Review of <u>Local and Parliamentary</u> Polling Districts and Polling Places' so that members were also updated on any final changes to the local election arrangements. The Chairman advised that she felt that there would be sufficient time to do a full round up at the March meeting, but that, for the time being, the title of the item be left unchanged.</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 05 October 2023, as attached at Appendix A to the report;</li> <li>(b) reviewed the Work Programme 2023/24, as attached at Appendix B to the report; and</li> <li>(c) gave initial consideration to the draft Work Programme 2024/25 as attached at 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 2023/24

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
<b>12 June 2023</b>	CANCELLED	
<b>26 June 2023 (NEW)</b>	Opportunities Plane 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 Places 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) Review of current Work Programme	All Member Briefing – “Grass Skirt” Electoral Counting System
<b>28 November 2023</b>	CANCELLED	
<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 Statutory Review of Parliamentary Polling Districts and Polling Places Final review of current Work Programme and Draft Work Programme 2024/25	

**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME  
2024/25**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/ WORKSHOP</u>
<b>10 June 2024</b>	Presentation on the Role and Responsibilities of the Licensing & Regulatory Affairs Committee	
<b>22 July 2024</b>	Review of current Work Programme Parliamentary Polling Districts & Polling Places: Consultation Responses and Proposals.	
<b>September 2024</b>		Licensing Training
<b>24 September 2024</b>	Review of current Work Programme	
<b>26 November 2024</b>	Review of current Work Programme	
<b>28 January 2025</b>	Actual Revenue Expenditure 2023/24 Spending Plans 2025/26 Fees and Charges 2025/26 Preliminary Review of current Work Programme and Draft Work Programme 2025/26	
<b>11 March 2025</b>	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of current Work Programme and Draft Work Programme 2025/26	

**UNALLOCATED**

- Update on Police Licensing Matters