

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **19 November 2013**

Report of: **Director of Regulatory and Democratic Services**

Subject: **WORK PROGRAMME 2013/14**

SUMMARY

At the Committee meeting on 19 March 2013, a Work Programme for 2013/14 was agreed. The work programme was subsequently reviewed at the meetings of the Committee on 28 May 2013, 9 July 2013 and 17 September 2013. Members are now requested to give further consideration to the Work Programme and identify any items the Committee may wish to be added.

RECOMMENDATION

That the Licensing and Regulatory Affairs Committee Work Programme for 2013/14, as shown in Appendix A to the report, be agreed and the information contained in the progress report, as shown in Appendix B to the report, be noted.

INTRODUCTION

1. At the Committee meeting on 19 March 2013, a Work Programme for 2013/14 was agreed. The work programme was subsequently reviewed at the meetings of the Committee on 28 May 2013, 9 July 2013 and 17 September 2013.

MONITORING

2. Details of progress on actions arising from matters considered at the last Committee meeting are shown in Appendix B for members' information.

RISK ASSESSMENT

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

CONCLUSION

4. The Committee is invited to :-
 - (i) confirm the Licensing and Regulatory Affairs Committee Work Programme for 2013/14, as set out in Appendix A; and
 - (ii) note progress on matters considered by the Committee at its last meeting on 17 September 2013, as shown in Appendix B.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Garry White (Ext 4395).

APPENDIX A - 2013/14 Work Programme.

APPENDIX B - Progress on matters considered at the last meeting of the Committee.

LICENSING AND REGULATORY AFFAIRS COMMITTEE – WORK PROGRAMME 2013/14

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
28 MAY 2013	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Committee work programme 2013/14	
9 JULY 2013	Committee work programme 2013/14 Annual Taxi Vehicle Renewals Actual Revenue Expenditure 2012/13	
17 SEPTEMBER 2013	Committee work programme 2013/14 Six- monthly Monitoring Report on Applications Received	
19 NOVEMBER 2013	Spending Plans 2014/15 Committee work programme 2013/14 Street Trading Concessions Polling station review	
21 JANUARY 2014	Committee work programme 2013/14	
18 MARCH 2014	Committee work programme 2013/14 and draft for 2014/15 Monitoring Report on Applications Received Annual Health and Safety Service Plan Annual Report on Licensed Premises and Community Safety Taxi Regulations	

To be assigned:

Individual Electoral Registration (IER)

In-house Licensing Training Sessions (2)

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 19 November 2013

Progress on Actions from last meeting

Date of Meeting	28 May 2013
Subject	Petition
Type of Item	Petition
Action by Committee	<p>The Committee gave consideration to a petition received from Fareham Taxi Hackney Association requesting that the Council re-regulates the issuing of Taxi Hackney and Private Hire Plates in the Borough. The petition contained 141 names. Members' attention was drawn to the deputation referred to in minute 5 above. It was noted that the Government was undertaking a complete review of the law relating to the regulation of taxi and private hire vehicles and that a report and recommendations on the matter were due by the end of 2013.</p> <p>RESOLVED that:-</p> <p>(a) the officers be requested to submit a report to a future meeting of the Committee on the outcome of the Government review of the regulations; and</p> <p>(b) the report include details of the number of licensed hackney and private hire vehicles in Fareham and what work would need to be undertaken in order to consider controlling their number.</p>
Outcome	Item added to the work programme for 18 March 2014.
Link Officer	Ian Rickman
Subject	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee
Type of Item	presentation
Action by Committee	The Committee received a presentation from the Director of Regulatory and Democratic Services and the Head of Environmental Health on the responsibilities of the Licensing and Regulatory Affairs Committee. The presentation included the functions of the Committee and the specific functions relating to Health and Safety, Licensing, General Licensing, Taxi Licensing and Elections.

	<p>RESOLVED that:-</p> <p>(a) the officers be thanked for the presentation; and</p> <p>(b) copies of the presentation slides be circulated to members of the Committee and to all other members of the Council through the members' newsletter.</p>
Outcome	Complete.
Link Officer	Garry White
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	<p>The Committee reviewed its work programme for 2013/14 (copy of report lc-130528-r01-gwh circulated with agenda).</p> <p>RESOLVED that:-</p> <p>(a) the report on taxi regulations (minute 6 above refers) be added to the work programme for 18 March 2014;</p> <p>(b) the six monthly monitoring reports received by the Committee be expanded to include some performance information;</p> <p>(c) Review of Hackney Carriage Tariff be removed from the work programme for 17 September 2013 as this would now be an Executive function;</p> <p>(d) Street Trading Concessions be added to the work programme as an unassigned item,</p> <p>(e) subject to (a), (b), (c) and (d) above, the work programme for 2013/14 as shown in Appendix A to the report be confirmed; and</p> <p>(f) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted.</p>
Outcome	Work programme amended accordingly.
Link Officer	Garry White

Date of Meeting	9 July 2013
Subject	Actual Revenue Expenditure
Type of Item	Monitoring.
Action by Committee	The Committee considered a report by the Director of Finance and Resources on the Committee's Actual Revenue Expenditure for 2012/13. RESOLVED that the report be noted.
Outcome	Complete.
Link Officer	Neil Wood
Subject	Annual Taxi Vehicle Renewals
Type of Item	Monitoring.
Action by Committee	The Committee considered a report by the Director of Regulatory and Democratic Services on the annual renewal of hackney carriage vehicle licences. RESOLVED that:- (a) the content of the report and the work involved with the annual Hackney Carriage and Private Hire Vehicle Renewals be noted; and (b) the Committee's thanks be conveyed to the Assistant Licensing and Regulatory Support Officer and the Licensing Enforcement and Regulatory Support Manager for their work in connection with the annual renewal of hackney carriage vehicle licences.
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme 2013/14
Type of Item	Programming

Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on the Committee's work programme for 2013/14.</p> <p>RESOLVED that:-</p> <p>(a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed;</p> <p>(b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and</p> <p>(c) the officers be requested to look into the possibility of using the next meeting date, 17 September 2013, for an in-house licensing training session.</p>
Outcome	Complete.
Link Officer	Garry White
Date of Meeting	17 September 2013
Subject	Integrated Inspection Scheme
Type of Item	Monitoring.
Action by Committee	<p>The Chairman welcomed Al Heinrich, Fareham Station Manager, Hampshire Fire and Rescue Service and PC Jason Pearce, Fareham Licensing Officer, Hampshire Constabulary, to the meeting.</p> <p>The Committee considered a report by the Director of Regulatory and Democratic Services on the introduction of joint inspection of licensed premises by the police, environmental health and fire and rescue services.</p> <p>Members received a presentation from the environmental health Food, Health & Safety, & Licensing Team Leader, the Police Licensing Officer for Fareham and the Fareham Station Manager, Hampshire Fire and Rescue Service, on the proposed trial of pre-planned multi-agency visits to high risk licensed premises in order to ensure that Premises Licence Holders are fully aware of the legal obligations placed upon them and to assist in achieving compliance.</p> <p>It was noted that a seminar on the trial scheme was to take place at Ferneham Hall on Wednesday 18 September 2013 and that there had been a very good response to it, with approximately 110 businesses having indicated that they would attend. Feedback from the seminar would be reported to a future meeting of the Committee.</p>

	<p>It was further noted that the pre-planned multi-agency visits would be part of a range of interventions, which would still include unannounced visits and spot checks.</p> <p>RESOLVED that:-</p> <p>(a) the trial, which will assist in ensuring that those higher risk licensed premises within the Borough comply with the legislation and the requirements of their premises licences, be endorsed;</p> <p>(b) the checking of noise limiters and their settings be included on the inspection list; and</p> <p>(c) the officers be thanked for their presentation.</p>
Outcome	In progress.
Link Officer	Juli Treacy
Subject	Six Monthly Report on Applications Received
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on licensing applications received.</p> <p>Members were advised that the Government had just recently commenced a consultation concerning the future of Personal Licences (paragraph 6 of the report refers).</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on the Committee's work programme for 2013/14.</p> <p>RESOLVED that:-</p>

	<p>(a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed;</p> <p>(b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and</p> <p>(c) it be noted that arrangements were being made for an in-house licensing training session to take place, involving the Head of Environmental Health, the Solicitor to the Council and the Licensing Solicitor; the training session would be tailored to Fareham members' needs and would be in a more two-way format than previous sessions.</p>
Outcome	(c) in progress.
Link Officer	Garry White