

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **10 June 2024**

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

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

#### **SUMMARY**

At the Committee meeting on 12 March 2024, members agreed a draft Work Programme for 2024/25 which was submitted to Council for approval. The draft Work Programme was duly approved at the meeting of the Council held on 09 April 2024.

Members are now invited to carry out a further review of the Committee's Work Programme for the 2024/25 Municipal Year.

#### **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 12 March 2024, attached as Appendix A to this report; and
- (b) agrees the updated Work Programme for the 2024/25 municipal year as attached at Appendix B to this report.

## **INTRODUCTION**

1. At the meeting of the Committee on 12 March 2024, members agreed a draft Work Programme for 2024/25 which was submitted to Council for approval. The draft Work Programme was duly approved at the meeting of the Council held on 09 April 2024.

## **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 2024/25**

3. The Committee's Work Programme for 2024/25 is attached as Appendix B to this report for consideration.
4. Members are now invited to consider and agree any further additions to the Work Programme for 2024/25.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

6. 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 2024/25, as set out at Appendix B.

## **APPENDICES:**

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

**APPENDIX B** – Current Work Programme 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 – 12 March 2024

<b>Subject</b>	<b>Statutory Review of Parliamentary Polling Districts and Polling Places</b>
<b>Type of Item</b>	Report
<b>Action by Committee</b>	<p>The Committee received a report by the Assistant Director (Democracy) which updated members on the statutory review of Parliamentary Polling Districts and Polling Places.</p> <p>RESOLVED that the Licensing and Regulatory Affairs Committee:</p> <ul style="list-style-type: none"> <li>(a) agrees the statutory notice, as set out in Appendix A to the report and the timeline for the statutory review;</li> <li>(b) considered the proposed scheme of polling places, as set out in Appendix B to the report; and</li> <li>(c) delegates authority to the Assistant Director (Democracy), following consultation with the Chairman of the Licensing and Regulatory Affairs Committee and the Returning Officer, to make any minor amendments to the proposed timeline in order to meet the statutory review in the event of the UK Parliamentary General Election being called before the review is completed.</li> </ul>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Leigh Usher
<b>Subject</b>	<b>Update on Fareham &amp; Gosport Environmental Health Partnership</b>
<b>Type of Item</b>	Presentation
<b>Action by Committee</b>	<p>The Committee received a report by the Head of Environmental Health which provided members with an update on the Fareham and Gosport Environmental Health Partnership.</p> <p>In discussing this item it was noted that significant cost savings have been made for both Councils since the Partnership was established in 2012. However the Head of Environmental Health advised that going forward, the ongoing pressure to deliver</p>

	<p>further cuts in expenditure will be much more difficult to achieve. There has been a recent resignation in the Food Safety team which will present challenges for the team if difficulties are encountered in recruiting a replacement.</p> <p>The Committee noted the evident, and ongoing, success of the Partnership and enquired whether, in the light of the new administration at Gosport Borough Council and the recent dissolution of the Havant Borough Council and East Hampshire District Council Partnership, Gosport Borough Council is still committed to the continuation of the Partnership. The Head of Environmental Health advised the Committee that the new administration at Gosport is indeed committed to the Partnership and has recently resolved that it should continue. The Head of Environmental Health highlighted that there would be significant operational and cost implications for both Councils if the Partnership were to be dissolved.</p> <p>During discussion on the scope and capacity of the Partnership, the Committee raised concern that there has been recent news coverage that the Environmental Health Departments are not fulfilling their statutory duties due to budget cuts and staffing shortages. The Head of Environmental Health reported that Fareham is one of the better performing Councils in terms of the key area of Food Inspections. The backlog that was created due to the Covid-19 Pandemic has been cleared and the team is currently achieving 90% of inspections completed.</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>FINAL REVIEW OF 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 provided a final review of the Committee's Work Programme for 2023/24 and the draft Work Programme for 2024/25.</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 30 January 2024, attached as Appendix A to the report;</li> <li>(b) reviewed the Work Programme for the 2023/24 Municipal year, attached as Appendix B to the report;</li> </ul>

	(c) approves the proposed draft Work Programme for 2024/25, attached as Appendix C to the report; and (d) agrees to submit the proposed draft Work Programme for 24/25 to Council for approval.
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Rickman

**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  Review of current Work Programme	
<b>01 July 2024</b>		Licensing Training
<b>22 July 2024</b>	Review of current Work Programme  Parliamentary Polling Districts & Polling Places: Consultation Responses and Proposals.	
<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