




Brighton & Hove City Council

COMMITTEE WORK PROGRAMME Edition

KING'S HOUSE
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HOVE
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Published March 2015

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

The Council has chosen to publish a **Committee Work Programme** setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail both **key decisions**  and non-key decisions in the period covered by the Programme. Not all decisions can be listed because in some cases the need for a decision is not known at the time of publication. However an updated version of the Programme will be published on a monthly basis

The Council's Constitution states that a key decision is one that involves:

- (a) *Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or*
- (b) *Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).*

As a matter of good practice, the Council's Committee Work Programme highlights those items listed as key decisions to inform local residents of such matters that are to be considered. The exception being those issues which are dealt with under the urgency provisions.

For each decision included on the Programme the following information is provided:

- the committee or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

The Programme is updated and published at the beginning of every month on the Council's web-site.

Meetings of the Council and Committees are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
Decisions Anticipated for March 2015				
POLICY & RESOURCES COMMITTEE				
44855	Pay Policy Statement 2015/16 <i>All Committee Decisions</i> The councils annual publication of all matters to the way council employees are remunerated, this is a statutory report required to be approved by full council every year <i>Wards affected: All Wards</i>	19 Mar 2015		Report of: Executive Director for Finance & Resources Report Author: Matt Naish Tel: 295088
44895	Procurement of Schools Management Information Systems (MIS) <i>All Committee Decisions</i> <i>Wards affected: All Wards</i>	19 Mar 2015		Report of: Executive Director for Finance & Resources Report Author: Mark Watson Tel: 29-1585, Leyla Tovey Tel: 01273293561
45743	Asset Management Fund 2015/16 <i>All Committee Decisions</i> <i>Wards affected: All Wards</i>	19 Mar 2015		Report of: Executive Director for Finance & Resources Report Author: Nigel McCutcheon Tel: 29-1453

Brighton & Hove City Council Meeting Work Plan

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
46161	<p>Planned Maintenance Budget Allocation 2015-16 and Programme of Works for the Council's Operational Buildings <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Martin Hilson Tel: 29-1452</p>
46237	<p>Treasury Management Policy Statement 2015/16 <i>All Committee Decisions</i></p> <p><i>Wards affected:</i></p>	19 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Haley Woollard, James Hengeveld Tel: 29-1242</p>
46265	<p>Community Short Term Services (Beds) <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Executive Director for Adult Services, Geraldine Hoban</p> <p>Report Author: Ross Keatley Tel: 29-1064</p>

Brighton & Hove City Council Meeting Work Plan

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
46327	<p>LOCAL TRANSPORT PLAN 2015 <i>All Committee Decisions</i> Consideration of draft, new Local Transport Plan which sets out the long-term Strategy and short-term Delivery Plan for investment in maintaining, managing and improving the city's transport network for people and communities.</p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Andrew Renaut Tel: 29-2477</p>
46338	<p>Brighton & Hove City Council Corporate Plan and Medium Term Financial Strategy 2015-19 <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Chief Executive</p> <p>Report Author: Matthew Wragg Tel: 29-3944</p>

Brighton & Hove City Council Meeting Work Plan

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
46340	<p>Engagement with DEFRA Waste Operational Savings Programme to pursue efficiencies from Waste PFI Contract <i>All Committee Decisions</i> BHCC and ESCC have been invited by Defra to take part in the Waste Operational Savings Programme (WOSP), a programme where Defra provides support and resources to assist local authorities to drive out efficiency savings in waste PFI contracts. In return for its support, Defra expects a share of the savings in the form of a reduction of the WIG. The benefits of this approach are that the Councils can access technical and commercial expertise that we do not have and the savings remain within the public sector. This report seeks approval to engage with the programme</p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jan Jonker Tel: 29-4722</p>
46342	<p>Seafront Investment Programme - Governance Arrangements <i>All Committee Decisions</i> For Members to approve the proposed governance arrangements for the Seafront Investment Programme</p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Assistant Chief Executive</p> <p>Report Author: Ian Shurrock Tel: 29-2084</p>
46344	<p>Review of the Constitution - March 2015 <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Head of Law (Monitoring Officer)</p> <p>Report Author: Abraham Ghebre-Ghiorghis Tel: 29-1500</p>

Brighton & Hove City Council Meeting Work Plan

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46357	<p>Response to the Short-term Holiday Lets Scrutiny Panel Recommendations <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing, Director of Public Health</p> <p>Report Author: Linda Beanlands Tel: 29-1115, Patrick Odling-Smee Tel: 01273292150, Martin Randall Tel: 01273 292257, Tim Nichols Tel: 29-2163</p>
46574	<p>South East Business Services and Central Services <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Nigel Manvell Tel: 29-3104, Rachel Musson Tel: 01273 291333</p>
46651	<p>Options for the store between 67 & 67A St Andrews Road Portslade (aka Portslade Police Station) <i>All Committee Decisions</i></p> <p>This report sets out the options for the use of the building formerly used as the police station in Portslade. This building is held with the Housing Revenue Account (HRA).</p> <p><i>Wards affected: South Portslade</i></p>	19 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Benjamin Ben'Okagbue Tel: 01273 293857</p>

Brighton & Hove City Council Meeting Work Plan

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
46256	<p>Tender for coast protection and highway structures maintenance contract <i>All Committee Decisions</i> Report seeks permission to retender the coast protection and highway structures maintenance contract</p> <p><i>Wards affected: All Wards</i></p>	19 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: David Parker Tel: 29-2474, Martin Eade Tel: 294568, Juliet Theobald, Mark Prior Tel: 01273 292095, James Breen Tel: 29-3593</p>
CHILDREN & YOUNG PEOPLE COMMITTEE				
45756	<p>Brighton & Hove Children's Services Participation & Engagement Strategy 2015 - 2018 <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Steve Barton Tel: 29-6105</p>
45760	<p>The Pupil Premium in Brighton & Hove schools <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Hilary Ferries Tel: 29-3738, Claire King, Emma Jones</p>

Brighton & Hove City Council Meeting Work Plan

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
45831	<p>Childcare Sufficiency in Brighton & Hove <i>All Committee Decisions</i> Report on current state of childcare provision in Brighton & Hove and how we meet our duty to secure sufficient childcare. Includes information on early years free entitlement for two year olds in the city</p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Vicky Jenkins Tel: 29-6110</p>
46065	<p>Proposed amalgamation of Davigdor Infant and Somerhill Junior Schools from September 2015: outcomes of consultation, Children & Young People Committee: 09/03/15 <i>All Committee Decisions</i></p> <p><i>Wards affected: Goldsmid</i></p>	9 Mar 2015		<p>Report of:</p> <p>Report Author: Michael Nix Tel: 29-0732, Roz Scott</p>
46102	<p>School Admission Arrangements 2016/17 <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Jo Miles</p>

Brighton & Hove City Council Meeting Work Plan

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46199	<p>Increasing the Availability of Apprenticeships in Brighton & Hove Schools <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Claire King, Hilary Ferries Tel: 29-3738, Kirsten Trussell Tel: 01273 294921, Emma Jones</p>
46482	<p>Admission Arrangements for Brighton & Hove Schools 2016/17 <i>All Committee Decisions</i></p> <p>This report describes the outcome of consultation on school admission arrangements for 2016/17 and seeks a recommendation to ask the full Council to approve these arrangements</p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Michael Nix Tel: 29-0732</p>
46485	<p>Education Capital Resources and Capital Investment Programme 2015/16 <i>All Committee Decisions</i></p> <p>To inform the Committee of educational capital resources available for 2015/16 and seek approval of the proposed investment programme</p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Michael Nix Tel: 29-0732</p>

Brighton & Hove City Council Meeting Work Plan

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AUDIT& STANDARDS COMMITTEE				
42967	<p>Strategic Risk MAP Focus: SR17 School Places Planning; and SR15 Keeping Children safe from harm and abuse <i>All Committee Decisions</i> The Audit & Standards Committee have a role to monitor , and form an opinion on, the effectiveness of risk management and internal control,. One of the ways the Committee has resolved to do this is by focusing on Strategic Risk Management Action Plans (risk MAPs).</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>
45825	<p>Annual Governance Statement 2013/14: Further Action Plan Progress Update <i>All Committee Decisions</i> On 13 January 2015 the Audit & Standards Committee received a report entitled 'Annual Governance Statement 2013/14 Action Plan Progress Update'. The Committee requested a more detailed report be submitted at the March 2015 meeting.</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>

Brighton & Hove City Council Meeting Work Plan

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45805	<p>Member Complaints Update <i>All Committee Decisions</i> This paper updates the Audit and Standards Committee on complaints we have received about Member conduct following the last report to Audit and Standards Committee</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Head of Law (Monitoring Officer)</p> <p>Report Author: Brian Foley Tel: 291229</p>
42969	<p>Risk Management Strategy Annual Progress Report 2014 <i>All Committee Decisions</i> The council has a three year Risk Management Strategy 2014-2017 with an annual programme of actions for each year. This report provides the Committee with progress against actions undertaken in 2014/15 to enable the Committee to form an opinion on the effectiveness of risk management and internal control.</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>
46262	<p>Governance: Whistleblowing Update <i>All Committee Decisions</i> This report provides the Committee with an update on arrangements made, and those in progress, to review and improve Whistleblowing and the mechanisms to better co-ordinate and direct activity.</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Head of Law (Monitoring Officer)</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>

Brighton & Hove City Council Meeting Work Plan

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46480	<p>Internal audit and Corporate Fraud: strategy and plan 2015/16 <i>All Committee Decisions</i> Sets out the strategy and plan for Internal Audit and the Corporate Fraud Team for 2015/16.</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Graham Liddell</p>
46621	<p>Internal Audit Progress Report <i>All Committee Decisions</i> 1.1 The purpose of this report is to update Members of the progress made against the Internal Audit Plan 2014/15. It includes outcomes of specific audit reviews completed and tracking of the implementation of recommendations.</p> <p>1.2 The Audit and Standards Committee has a role in monitoring the activity and outcomes of internal audit work against the plan and receiving regular progress reports.</p> <p>1.3 The report now includes an update on the work of the Corporate Fraud Team.</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Mark Dallen Tel: 29- 1314</p>

Brighton & Hove City Council Meeting Work Plan

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ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
45002	<p>Statement of Community Involvement 2015 <i>All Committee Decisions</i> To inform committee of the outcome of public consultation and how the draft SCI has been amended. Also to seek adoption of the document.</p> <p><i>Wards affected: All Wards</i></p>	12 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Carly Dockerill Tel: 29-2382</p>
45947	<p>University of Sussex - Listed Building Heritage Partnership Agreement <i>All Committee Decisions</i> A report seeking approval of a formal Listed Building Heritage Partnership Agreement, in partnership with the University of Sussex and English Heritage, following public consultation on the draft document.</p> <p><i>Wards affected: Hollingdean & Stanmer</i></p>	12 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Tim Jefferies Tel: 29-3152</p>
46241	<p>Peter Pan Leisure Site, Madeira Drive - Development Proposal <i>All Committee Decisions</i></p> <p><i>Wards affected: East Brighton</i></p>	12 Mar 2015		<p>Report of: Assistant Chief Executive</p> <p>Report Author: Ian Shurrock Tel: 29-2084</p>

Brighton & Hove City Council Meeting Work Plan

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ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE				
45396	<p>Consideration of Options for Mile Oak Recreation Ground <i>All Committee Decisions</i></p> <p><i>Wards affected:</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jan Jonker Tel: 29-4722</p>
45758	<p>Highway Asset Management Strategy <i>All Committee Decisions</i></p> <p>Sets out the Council's strategy for maintaining the highway network, the financial implications for investment and information on changes to DfT Highway Block Maintenance funding allocations</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Christina Liassides Tel: 29-2036, Juliet Theobald, Marie Chesham, Neil Fearnley</p>
45833	<p>Official Feed and Food Control Service Plan 2015/16 <i>All Committee Decisions</i></p> <p>To agree the Official Feed and Food Controls Service Plan previously known as required by the Food Safety Code of Practice.</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Director of Public Health</p> <p>Report Author: Nick Wilmot Tel: 29-2157</p>

Brighton & Hove City Council Meeting Work Plan

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45881	<p>Brighton Sea Cadets volunteer permits <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Paul Nicholls Tel: 29-3287</p>
45927	<p>Health and Safety Service Plan 2015-16 <i>All Committee Decisions</i></p> <p>The Health & Safety Service Plan is required under the National Local Authority Enforcement Code issued by the Health and Safety Executive, under Section 18 of the Health and Safety at Work etc Act 1974.</p> <p>The plan details the work of the team and how the Council intends to comply with its duties to provide adequate arrangements for health and safety enforcement.</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Roy Pickard Tel: 29-2145</p>
45988	<p>Surrenden & Fiveways resident parking scheme consultation <i>All Committee Decisions</i></p> <p>Following a request from members of the ETS Committee this report outlines the proposed way forward and seeks agreement to proceed with a resident parking scheme Consultation as soon as possible which is likely to be in the summer</p> <p><i>Wards affected: Preston Park; Withdean</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Charles Field Tel: 29-3329</p>

Brighton & Hove City Council Meeting Work Plan

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45991	<p>Valley Gardens <i>All Committee Decisions</i> To: 1/ update on general project progress, 2/ seek approval to commence the next work package overseen by the Project Management Board (Technical Design) and 3/ agree 2015/16 financial contributions.</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jim Mayor Tel: 29-4164</p>
46035	<p>20mph - Phase 3 - Speed Limit Orders <i>All Committee Decisions</i> Responses received to the advertisement of Speed Limit Orders for Phase 3 of the 20mph programme.</p> <p><i>Wards affected: Central Hove; Hove Park; North Portslade; Rottingdean Coastal; South Portslade</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Emma Sheridan Tel: 293862</p>
HOUSING COMMITTEE				
45458	<p>ASB Crime and Policing Act 2014 <i>All Committee Decisions</i> report on the legislative changes and implications arising out of the Act</p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Richard Jordan Tel: 29-3354</p>

Brighton & Hove City Council Meeting Work Plan

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45510	<p>Sheltered Housing - Service Offer <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Peter Huntbach Tel: 01273 293248</p>
45637	<p>Increasing Security at High Rise Blocks <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Laura Turner Tel: 01273 293997</p>
45899	<p>Housing Management Performance Report Quarter 3 2014/15 <i>All Committee Decisions</i></p> <p>This Housing Management Performance Report covers the third quarter of the financial year 2014/15.</p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Tom Matthews Tel: 01273 293234, Ododo Dafe Tel: 29-3201</p>

Brighton & Hove City Council Meeting Work Plan

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46153	<p>Housing Adaptations and Investment update <i>All Committee Decisions</i> Update on council and private sector housing adaptations investment and measures to mitigate capital funding pressures identified and reported to Housing Committee 18 June and 10 September.</p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Sarah Potter Tel: 01273 29-3168, Martin Reid Tel: 201273 93321</p>
LICENSING COMMITTEE				
45823	<p>Renewal of Personal Licences <i>All Committee Decisions</i> To update Members on the 10 year renewal of personal licences</p> <p><i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>
45843	<p>Annual Report of Licensing Authority 2014 <i>All Committee Decisions</i> This report sets out the licensing and gambling functions for Brighton & Hove Council carried out during 2014.</p> <p><i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health</p> <p>Report Author: Jim Whitelegg Tel: 29-2143</p>
45845	<p>Review of Statement of Licensing Policy – interim report <i>All Committee Decisions</i> Review of Statement of Licensing Policy – interim report</p> <p><i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health</p> <p>Report Author: Jim Whitelegg Tel: 29-2143</p>

Brighton & Hove City Council Meeting Work Plan

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45869	<p>Hackney Carriage Fare Review <i>All Committee Decisions</i> To seek Committees approval for review of Hackney Carriage Fares <i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>
45910	<p>Highway Licensing <i>All Committee Decisions</i> Update on current status of licensing A-boards, outside seating and shop displays on the Public Highway. <i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Executive Director for Environment, Development & Housing Report Author: Christina Liassides Tel: 29-2036, David Fisher Tel: 292065, Mark Prior Tel: 01273 292095</p>
<p>ITEMS PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAMME BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED</p>				