

Taxi and Private Hire West Berkshire Council Liaison Group

Terms of Reference

Purpose:	To establish the agreed Terms of Reference for the Taxi and Private Hire West Berkshire Council Liaison Group. (TTLG)
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1	Purpose
<p>To provide a forum to meet with and consider comments from representatives of the taxi trade and seek advice from licensing officers on a range of issues that affect existing and proposed licences, policies, tariffs and fees and other matters of common interest.</p> <p>To report back to the Licensing Committee with any recommendations for alterations to the existing or proposed licences, policies, tariffs and fees.</p>	
2	Terms of reference
<p>The terms of reference are:</p> <ol style="list-style-type: none">1. To consider the Council's current licence arrangements for Hackney Carriage Vehicles (HCV) and Private Hire Vehicles (PHV).2. To consider the current legal framework within which the Council operates.3. To consider the views of trade members.4. To consider the views of Licensing officers.5. To consider examples of best practice.6. To consider and recommend to the Licensing Committee how the current licences and policies could be amended to better accommodate trade members, whilst maintaining WBCs legal obligations, statutory duties and goal of delivering value for money for its residents.7. To consider the implications of new technology, innovative practices and any changes in legislation that will have an impact on the taxi trade and the Council's associated policies.	



3	Membership
<p>The TTLG is to be a joint Member/Officer/ Trade Representative Group formed from the following:</p> <ol style="list-style-type: none">1. The Chairman of the Licencing Committee (or their nominated representative)2. The Vice Chairman of the Licensing Committee (or their nominated representative)3. Three Members of the Licensing Committee4. The Public Protection Manager (or their nominated representative)5. The Licensing Team Manager (or their nominated representative)6. Representatives from the Hackney Carriage Trade7. Representatives from Private Hire Trade. <p>The Quorum for the meeting will be two representatives from the Council and two representatives from the trade.</p> <p>The forum will be chaired by the Chairman of the Licensing Committee or in their absence the Vice Chairman of the Committee. If the Chairman or Vice-Chairman are not present an election amongst the other members pf the Licensing Committee will be held at the start of the meeting to elect a Chairman to preside over the meeting.</p>	
4.	Meetings
<p>At least two meetings will be held annually including a meeting in November as part of the annual fee setting process. Ad hoc meetings to be arranged at the request of the Licensing Committee, the Chairman of the Licensing Committee, Officers or representatives of the trade.</p> <p>Where an ad hoc meeting is requested the Chairman in consultation with the Public Protection Manager will consider the request and if it is deemed necessary will agree a date and time for that meeting.</p>	

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