

DRAFT West Berkshire Hackney

Carriage and Private Hire Trade

Meeting Terms of Reference

Purpose:	To establish the agreed Terms of Reference for the West Berkshire Hackney Carriage and Private Hire Taxi Trade Meeting (HCPH).
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1	Purpose
• Collaboration: To provide a forum for West Berkshire licensing authority and hackney carriage/private hire trade representatives to discuss matters of mutual interest. • Policy Review: To seek advice on and discuss proposed changes to local licensing policies, tariffs, fees, and relevant legislation. • Communication: To improve openness, share information on operational issues, and promote best practices • Meeting notes and recommendations to be reported back to the Licensing Committee with any recommendations for alterations to the existing or proposed licences, policies, tariffs and fees for information and official approval.	
2	Terms of reference
The terms of reference are: 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 West Berkshire Council's 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. 8. The group is generally prohibited from discussing specific, individual driver or vehicle license applications.	
3	Membership

The HCPHTM is to be a joint Member/Officer/ Trade Representative Group formed from the following:

1. The Chairman of the Licencing Committee (or their nominated representative)
2. The Vice Chairman of the Licensing and Safety Committee (or their nominated representative)
3. The portfolio holder responsible for Licensing
4. The Public Protection Manager (or their nominated representative)
5. The Licensing Team Manager (or their nominated representative)
6. The PPP Licensing Officer (or their nominated representative)
7. Representatives from the Hackney Carriage Trade
8. Representatives from Private Hire Trade.

The Quorum for the meeting will be two representatives from the Council (Officers and Members) and two representatives from the trade.

The forum will be chaired by the Chairman of the Licensing or in their absence the Vice Chairman of the Committee. If the Chairman or Vice-Chairman are not present the Chairman should be the Public Protection Manager or the Licensing Team Manager.

4.	Meetings
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At least two meetings will be held annually including a meeting 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.

Items must be submitted to the Licensing Applications team 10 days prior to the meeting, with 'Any Other Business' (AOB) allowed to ensure proper preparation.

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.

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