

Bracknell Taxi Trade Meeting

Terms of Reference

Purpose:	To establish the agreed Terms of Reference for the Bracknell Taxi Trade Meeting (TTM).
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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 and Safety 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 and Safety Committee how the current licences and policies could be amended to better accommodate trade members, whilst maintaining Bracknell Forest 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.	
3	Membership

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

1. The Chairman of the Licencing and Safety Committee (or their nominated representative)
2. The Vice Chairman of the Licensing and Safety Committee (or their nominated representative)
3. Members of the Licensing Committee
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. The Team Manager - Operations Support (or their nominated representative)
8. Representatives from the Hackney Carriage Trade
9. 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 and Safety 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 of the Licensing and Safety Committee will be held at the start of the meeting to elect a Chairman to preside over the meeting.

4.	Meetings
<p>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 and Safety Committee, the Chairman of the Licensing and Safety 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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