

PROPOSED TERMS OF REFERENCE FOR LICENSING WORKING PARTY

REPORT OF THE ASSISTANT DIRECTOR OF CUSTOMER SERVICES

1. Reason for report

At the Licensing and Regulatory Committee meeting 4th June 2018 it was agreed that all members of the Licensing and Regulatory Committee be appointed to the Licensing Working Party for the 2018/2019 Municipal Year.

In the absence of any Terms of Reference, the Quorum of the Working Party is 6. In the absence of 6 Members at any of the Working party meetings the meeting could still go ahead but there would be no committee support and any resolutions could not be recommended to the Licensing and Regulatory Committee.

2. Need for a Decision

There were no Terms of Reference agreed when the Licensing and Regulatory Committee agreed that all members of the Licensing and Regulatory Committee would be appointed to the Licensing Working Party, which may affect the meetings should less than 6 members attend each meeting.

On Monday 6th August Members agreed to the terms of reference shown at Appendix 1, however, following the working party meeting on Wednesday 8th August 2018 members of the trade requested that the meetings be held in public and it was recommended that the trade form a new private hire association with members who would act as the spokes people for the private hire trade. Initially to address the matters discussed at the meeting on 8th August 2018 specifically relating to the petition that had been submitted to the Authority.

Therefore, the previously agreed terms of reference will require amendment.

To date no members of the trade have created a group or more than one group to act as a private hire association. However there is an active hackney carriage association and a number of individual private hire licence holders who wish to be in attendance at the working party meetings and wish for the meetings to commence.

3. Recommendation

It is recommended that members resolve to agree to a terms of reference for the Licensing Working Party Meetings. Appendix 2 shows the proposed terms of reference. It is recommended that not all working party meetings be open to the public to attend. However, it is suggested that one working party a year be open to the public.

4. Background

- 4.1 The working party was formulated in September 2015 in order for the trade, officers and up to 5 members of the Licensing and Regulatory Committee to meet to work through the Council's compliance test. The Quorum at this time was 3.
- 4.2 The working party has met regularly since its formulation. On 4th June 2018 members resolved to continue with the working party meetings and that all members should be able to be involved in the working party meetings.

5. Consultation

No consultation has been carried out

6. Financial Implications

No financial implications

7. Corporate Implications

No corporate implications

8. Equality and Diversity

No Equality and Diversity issues in relation to this report.

8. Options

Members have the option to:-

- a) Agree to the Terms of Reference as attached at appendix 2;
- b) Agree to maintain the original Terms of Reference agreed at the meeting on 6th August 2018 attached at appendix 1; or
- c) Determine an amended Terms of Reference

9. Appendices

Appendix 1 - Existing Terms of Reference
Appendix 2 - Terms of Reference as proposed

FOR FURTHER INFORMATION ON THIS REPORT CONTACT:

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DOCUMENTS USED IN THE PREPARATION OF THE REPORT:

Terms of Reference template

DOCUMENTS ARE AVAILABLE FOR INSPECTION AT:

Licensing Unit, Town Hall, Halifax. HX1 1UJ