

LICENSING WORKING PARTY**Terms of Reference****Preparation and Despatch of Agenda Papers**

Agenda papers are normally sent out seven days in advance of the meeting.

The Assistant Director of Customer Services is the lead officer.

The agenda should always include:-

1. *Apologies for absence*
2. *Minutes of the Meeting held on xxxxxx (enclosed)*
3. *Any other Business*
4. *Date and Time of next meeting*

Meetings

Meetings take place in the Town Hall, Halifax commencing at 1600 hours, unless otherwise agreed with the Chair. Meetings to take place quarterly (every three months)

No business can be transacted unless at least three Councillors are present.

General meetings are not open to the public. Officers and trade representatives can be invited to attend by the Assistant Director of Customer Services, in agreement with the Chair.

One meeting a year to be open to members of the public to attend.

Membership

All members of the Licensing and Regulatory Committee.

Voting

All decisions of the Working Party shall be arrived at by a majority of votes taken by a show of hands. The Chair shall have a second or casting vote in the case of an equality of votes.

Purpose of the Licensing Working Party

To provide an informal platform for members, officers and the trade to informally discuss any future proposals, to review work on Licensing Policy and to work through matters to meet the needs of the Council and the trade by focusing on the safety of the travelling public balanced with the needs of the Licence holders.

Expected Inputs

From Officers:

- Written and verbal reports as appropriate.
- Professional advice and technical appraisal of evidence;
- Options generation and appraisal for policy.

From Members:

- Reading of reports;
- Comments, advice and steer on options for policy.

Expected Outputs

Recommendations to Licensing and Regulatory Committee regarding policy, in particular:

- a. Recommendations to undertake statutory and non-statutory consultation.
- b. Recommendations to change policy when required to deliver local and national policy.
- c. Approval of documents for consultation, publication and adoption as appropriate to the phase of preparation reached.

Expected Outcomes

- To protect the safety of the Travelling Public
- To maintain an effective working relationship between the trade and the Council
- To continue to improve the Council's taxi licensing policy as changes are required.