

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	26 th February 2024		
TITLE:	2021 Taxi Testing Contract Informal Working Group		
REPORT AUTHOR:	Becky Box, Assistant Director Central Services		
OPEN/EXEMPT		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes/No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>At the Corporate Performance Panel meeting held on 4th January 2024 it was agreed that an informal working group should be formed in relation to the 2021 taxi testing contract.</p> <p>The purpose of this report is to agree terms of reference for this informal working group.</p>
KEY ISSUES:
<p>Members are asked to consider the draft terms of reference provided for further consideration and agreement at the Corporate Performance Panel meeting on 26th February 2024.</p> <p>The draft terms of reference reflect the points typically covered in terms of reference for other informal working groups, including the purpose and proposed arrangements for the group. Some points have been specifically highlighted for future discussion and agreement at the meeting (for example, the number of members to form the working group).</p>
OPTIONS CONSIDERED:
<p>N/A - The report outlines information in response to an item agreed by CPP in January 2024.</p>
RECOMMENDATIONS:
<p>That the report is considered by Panel members so that an informal working group can be formed.</p>
REASONS FOR RECOMMENDATIONS:
<p>To fulfil the Panel's request.</p>

REPORT DETAIL

1. Introduction/Background

On 4th January 2024 members of Corporate Performance Panel considered a Councillor Request submitted by Cllr S Nash in relation to the 2021 Taxi Testing Contract.

As recorded in the minutes from that meeting:

“Councillor Nash proposed that an Informal Working Group be set up to consider his request.

The Chair explained that the role of the Panel was to look at how the previous contract had performed and a report on the new contract would be considered by the Environment and Community Panel. A report from the Corporate Performance Panel on performance, lessons learned etc could then be fed into the Environment and Community Panel.

The proposal to set up an Informal Working Group was seconded by Councillor Lintern and on being put to the vote was carried.

RESOLVED: An Informal Working Group be set up as set out above. The Chair undertook to email the Panel to determine membership.”

Following the meeting, officers were asked to prepare draft terms of reference for the informal working group to be considered by CPP on 26th February 2024.

2. Issues for the Panel to Consider

Draft terms of reference have been produced taking into consideration the points discussed by CPP on 4th January, the Panel’s functions as set out in Part 3 of the Council’s Constitution (Responsibilities for Council functions) which outlines the function of Corporate Performance Panel, and the terms of reference produced for other informal working groups.

The draft terms of reference are provided in Appendix A.

3. Corporate Priorities

Not applicable.

4. Financial Implications

Not applicable.

5. Any other Implications/Risks

Not applicable.

7. Equal Opportunity Considerations

Not applicable.

8. Environmental Considerations

Not applicable.

9. Consultation

The Chair and Vice Chair of CPP, and Cllr Nash have been provided with a draft copy of the terms of reference for comment. No suggested amendments were received by the deadline for this report being published.

10. Conclusion

The draft terms of reference for the informal working group provide a basis for further discussion at Corporate Performance Panel on 26th February 2024.

11. Background Papers

Minutes from Corporate Performance Panel meeting held 4th January 2024.

Request to add an item to a Policy Review and Development Panel meeting form completed by Cllr S Nash (submitted October 2023)

Page 14-15 of Part 3 of the Council's Constitution (Responsibilities for Council functions) which outlines the function of Corporate Performance Panel

2021 Taxi Testing Contract Informal Working Group

DRAFT Terms of Reference

Terms of reference for a new informal working group as agreed at Corporate Performance Panel 04/01/24.

1. To review the performance of the procurement service with regards to its decisions in the appointment procedure for the 2021 Taxi Testing Contract, and identify any lessons learned from the process, which can be considered during the process for the letting of the 2024 taxi testing contract.
2. The Informal Working Group to report back on their findings to Corporate Performance Panel in (May/July?) 2024.
3. The report on findings and any discussions held at Corporate Performance Panel in (May/July?) to be fed into the Environment and Community Panel for consideration when the contract is next appointed. NB. The report must be completed in time to feed into the E&C meeting before the next taxi licencing contract is progressed.
4. The Informal Working Group to comprise of (5?) members and will be supported by (Oliver Judges, Executive Director?).
5. The Informal Working Group to elect a Chair and Vice Chair at its first meeting.
6. The Informal Working Group can meet in person or remotely.
7. The Informal Working Group may draw input from a range of Members as required.
8. The Informal Working Group will be provided with any and all such documents as is reasonably needs with it requires to support its work.
9. The Informal Working Group will cease once the review has been completed and the groups findings have been reported to Corporate Performance Panel.