

HACKNEY CARRIAGE AND PRIVATE HIRE POLICY FORUM

TERMS OF REFERENCE

AIMS

1. To provide a Forum where trade representatives can raise and discuss matters with the Council.
2. To provide a Forum where the Council can disseminate information relevant to the trades
3. To provide a Forum where the Council can consult on proposed policy changes
4. To update the Forum on locally agreed policy changes and changes to national legislation or policy for wider dissemination
5. Where there are specific matters that affect one sector, dedicated meetings will be organised.

CHAIR

6. The Forum will be chaired by an elected member from the Public Safety and Protection Committee, (the Chair, Vice-Chair or another nominated committee member) or, if unavailable, by a Licensing Officer

MEMBERSHIP

6. Membership will consist of:
 - (i) Licensing and other relevant City Council Officers
 - (ii) Hackney Carriage Trade representatives (Max 8 and attendees must be nominated by their recognised organisation(s)),

- (iii) Private Hire Trade representatives (Max 8 and no more than 2 per organisation which can be either Operators or drivers representatives).
- (iv) Up to 5 drivers (private hire or hackney carriage) nominated by particular communities.
- (v) Members of the Public Safety Committee when appropriate
- (vi) If a member does not attend 3 meetings without sending apologies or a nominated deputy, their membership will be withdrawn.

Other persons may from time to time be co-opted on to the Forum to assist with specific issues.

Applications to join the Forum from the trade will be considered by the Council and Chair as and when received. In each case a trade representative should demonstrate:-

- (i) the number and type of licence holder they represent
- (ii) how they will disseminate information to those they represent
- (iii) process by which they are selected to be representatives
- (iv) frequency of meetings with the people they represent.

FREQUENCY OF FORUM MEETINGS

7. Meetings to be held every two months usually at either City Hall or 100 Temple Street. When required ad hoc single issue/single trade meetings will be held.