

**REPORT TO: LICENSING COMMITTEE**  
**Date of Meeting: 29 October 2019**

**Report of: Environmental Health and Licensing Manager**

**Title: Revision of the Taxi Forum Terms of Reference**

**Is this a Key Decision?**

No

**Is this an Executive or Council Committee Function?**

The Licensing Committee has delegated powers to determine this matter function.

**1. What is the report about?**

1.1 The purpose of this report is to review the terms of reference for the taxi forum to ensure that the forum has the appropriate representation to the Licensing Committee, trade and Licensing Authority.

**2. Recommendations:**

2.1 To approve the terms of reference as detailed in Appendix A of this report.

**3. Reasons for the recommendation:**

3.1 The current terms of reference for the taxi forum were set up a number of years ago when the forum was first established. It has become apparent that changes are needed to ensure that appropriate representation is maintained.

**4. What are the equality and diversity impacts of this decision?**

4.1 There are no equality and diversity impacts as a result of this decision.

**5. What are the resource implications including non-financial resources:**

5.1 There are no resource implications as a result of this report.

**6. Section 151 Officer Comments:**

6.1 There are no financial implications for Council to consider.

**7. What are the legal aspects?**

7.1 There is no legal duty for the Licensing Committee to have a Taxi Forum, however best practice nationally is that Licensing Committees have an effective forum to establish a clear communication channel with the Private Hire and Hackney Carriage Trade.

**8. Monitoring officer Comments**

This report raises no issues for the Monitoring Officer

**9. Report Details:**

- 9.1 The revised terms of reference make two changes to the membership of the committee. The first change is that the Deputy Chair should be the Deputy Chair of the Licensing Committee and no longer the Environmental Health and Licensing Manager. The second change is to remove the limit on number of licensing committee members that can attend the taxi forum, to ensure that any interested member of the Licensing Committee can attend if they wish.
- 9.2 In order to ensure that those that attend the forum are representing the views of the Hackney Carriage trade, it is felt necessary to ensure that those attending have been elected chair or deputy chair by their respective associations at a constituted AGM. Therefore the revised terms of reference require representatives of Hackney Carriage Associations must provide a copy of the minutes of their Annual General Meeting to the Licensing Authority along with a covering letter signed by the whole committee certifying that the minutes are a true record. These must be provided prior to the first meeting of the calendar year and updated if an AGM takes place during the course of the year.
- 9.3 In order to ensure that the Private Hire Trade representatives have the authority of representing their company, they would need to provide a letter from the owner of the company (or Managing Director) stating that they are authorised and delegated to act on behalf of the company at the taxi forum. This letter must be provided prior to the first meeting of the calendar year and updated if a change of representative takes place during the course of the year.

**10. How does the decision contribute to the Council's Corporate Plan?**

- 10.1 This decision contributes to a well-run council.

**11. What risks are there and how can they be reduced?**

- 11.1 This report seeks to improve the representation of the taxi forum and ensure

**12. What is the impact of the decision on health and wellbeing; safeguarding children, young people and adults with care and support needs, economy, safety and the environment?**

- 12.1 There is no impacts as a result of this report

**13. What other options are there, and why have they been dismissed?**

- 13.1 The Licensing Committee may amend the Terms of Reference as they see fit.

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**Local Government (Access to Information) Act 1972 (as amended)**

**Background papers used in compiling this report:-**

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