

TAXI FORUM

TERMS OF REFERENCE

1. Aim, Scope and Objectives

Aim

- 1.1 To improve communication between Exeter City Council, licensed hackney carriage drivers and proprietors, licensed private hire vehicle drivers, proprietors and operators (trade representatives) and any other relevant agency which may be identified.

Scope

- 1.2 The Taxi Forum is not a decision making body. It will be used for first stage consultation on any proposals by either Exeter City Council or trade representatives. The responsibility for decision making with respect to taxi issues lies with the Council's Licensing Committee or an Officer of the Council to whom a taxi licensing decision making function has been delegated.

Objectives

- 1.3 A mechanism through which there can be discussion on any issues that have a direct or indirect bearing on the operation of the Taxi and Private Hire Vehicle Licensing in order to promote mutual understanding and co-operation.
- 1.4 An **regular** opportunity for trade representatives to meet Officers and Councillors of the Licensing Authority as well as representatives of other agencies with an impact on the trade and customers.
- 1.5 An opportunity for the trade representatives to make suggestions and contribute positively to the development and improvement of the licensing provision outside the formal consultation processes.
- 1.6 An avenue for communication with Exeter City Council's Licensing Committee via the Committee's representative.

2. Membership

Chair:	Chair of the Licensing Committee
Deputy Chair:	Deputy Chair of the Licensing Committee
Other Members:	Other members of the Licensing Committee
	The Portfolio Holder
	Service Lead – Environmental Health and Community Safety
	Environmental Health and Community Safety Manager
	Principal Licensing Officer (or deputy)
	Chair of the Exeter Taxi Association (or deputy)

Chair of the Exeter St David's Taxi Association (or deputy)

Representative from Apple Central

Up to 3 representatives from the Private Hire Trade (operators or drivers)

Neighbourhood Policing Inspector (or deputy)

Representative from the Taxi Marshals provider

Other individuals or groups may attend from time to time at the discretion of the Chair

- 2.1 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.
- 2.2 Representatives from the Private Hire Trade 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.

3. Meetings and Conduct of Business

- 3.1 The Group will meet **six monthly** and may convene additional meetings as it deems appropriate.
- 3.2 **The respective Hackney Carriage and Private Hire trades will meet separately, unless the Chair deems it necessary to hold a joint session. Meetings will be held on the same day and concurrently. Each trade element of the meeting will last no longer than 60 minutes.**
- 3.3 **Meetings will take place virtually via zoom or other suitable communications platform decided upon by Exeter City Council**
- 3.4 The Council will provide **administrative** support to the Group including the timely distribution of agendas and minutes.
- 3.5 Agenda items **to** be submitted at least 10 days prior to meeting, agendas will be circulated 5 working days before the meeting. The forum will only discuss items which have been submitted for inclusion on the agenda. There will not be an 'any other business' agenda item.
- 3.6 Members must confirm attendance at least 7 days prior to a meeting. A meeting will not proceed unless at least 50% of members or their substitutes have confirmed their intention to attend. Where members cannot attend apologies should be given.
- 3.7 The Taxi Forum will support the interests of all its members and work in an open and transparent way with good communication between members and the organisations they represent.

- 3.8 For a trade organisation to be effectively represented, it is important that they have a representative in attendance at meetings. Should a representative not be able to attend, the relevant organisation is entitled to send a deputy. Should an organisation not send a representative for 2 consecutive meetings, the organisation should inform the Chair with an explanation for their non-attendance. If the organisation does not inform the Chair or provide a reasonable explanation, their membership of the Forum may be revoked by the Chair in consultation with the Forum, until such time that they commit to improving their attendance record.
- 3.9 The Taxi Forum may establish a sub-group of at least 3 members to progress particular areas of work agreed by the membership. Working sub-groups can appoint their own Chairperson who will be responsible for reporting back their findings to the main Forum for consideration. Sub-groups may co-opt members who are particularly relevant to the sub-group's area of investigation.
- 3.10 The representatives on the Taxi Licensing Forum should establish means for interacting with their representative groups and work to establish good communication.