

West Suffolk Hackney Carriage and Private Hire Drivers Forum

Terms of reference

1. Aims

- 1.1 To provide a forum where trade representatives can raise and discuss matters with the council.
- 1.2 To provide a forum where the council can disseminate information relevant to the trades.
- 1.3 To provide a forum where the council can consult on proposed policy changes.
- 1.4 To update the forum on locally agreed policy changes and changes to national legislation or policy for wider dissemination.
- 1.5 Where there are specific matters that affect one sector, dedicated meetings will be organised.

2. Membership

2.1 Membership will consist of:

- Licensing and other relevant council officers
- hackney Carriage Trade representatives (max ten and attendees must be nominated by their recognised organisation(s) and be from both Zone A and Zone B
- private Hire Trade representatives (max ten and no more than two per organisation which can be either operators or drivers' representatives)
- up to five drivers nominated by particular communities
- members of the Licensing and Regulatory Committee when appropriate
- representative of the Police
- other persons may attend from time to time to assist with specific issues at the discretion of the Chair.

2.2 The forum will be chaired by a representative from the trade on a rotating basis.

2.3 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:

- a. the number and type of licence holder they represent
- b. how they will disseminate information to those they represent
- c. process by which they are selected to be representatives
- d. frequency of meetings with the people they represent.

3. Meetings and conduct of business

- 3.1 Meetings to be held quarterly months and additional meetings may be convened as deemed appropriate by the group.
- 3.2 Meetings will take place via Microsoft Teams unless agreed otherwise by the group.
- 3.3 The council will provide secretarial support to the group including the timely distribution of agendas and minutes.
- 3.4 Agenda items will be submitted at least ten days prior to meeting, agendas will be circulated five 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.
- 3.5 Members must confirm attendance at least seven days prior to a meeting. A meeting will not proceed unless at least 50 per cent of members or their substitutes have confirmed their intention to attend. Where members cannot attend apologies should be given.
- 3.6 The 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.
- 3.7 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 two 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.
- 3.8 The forum may establish a sub-group of at least three 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.
- 3.9 The representatives on the forum should establish means for interacting with their representative groups and work to establish good communication.

- 3.10 The forum is a public body, and its minutes will be public documents posted on the council's website.
- 3.11 The forum is expected to be open, transparent, and accountable. The forum should ensure that all interests have a voice where necessary and that hard to reach groups are engaged and represented.

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