

HACKNEY CARRIAGE AND PRIVATE HIRE TRADE REPRESENTATIVES LIAISON MEETING

TERMS OF REFERENCE

1. Purpose of Meetings

The hackney carriage and private hire trade representatives meeting is a forum to enable representatives of hackney carriage and private hire drivers and operators to meet on a regular basis with Birmingham City Council officers from the Licensing Service and Transportation Division.

The purpose of the forum is to enable two-way communication between Birmingham City Council Licensing Service, the City Council's Transportation Division and the hackney carriage and private hire trade. Representatives may use it to seek information from Licensing or Transportation, or to convey matters of concern on behalf of those they represent. Birmingham City Council officers may use the forum to consult with representatives of hackney carriage and private hire drivers and operators and to convey information or discuss matters of mutual concern.

The Head of Licensing will act as a link between trade representatives and other officers or departments of the City Council to facilitate better communication on matters relevant to the hackney carriage or private hire trade.

2. Trade Representatives

Representatives will be invited to attend the forum by Birmingham City Council officers based on representatives being able to demonstrate the basis upon which they claim to represent other drivers. They will be required to describe the group they represent and provide officers with the numbers of drivers who they represent. Representatives will be required to provide written evidence to demonstrate who they represent and how they represent them.

Representatives are invited to attend meetings in order to represent the views of the people they represent as opposed to their own personal views and opinions.

Attendance at meetings is restricted to a maximum of two representatives per organisation.

It is the duty of representatives to act as a channel between the City Council and their members and to communicate information discussed at the meetings to their members.

If an organisation is not represented for three consecutive meetings, the organisation will be removed from the list of invitees.

3. Attendance by Birmingham City Council Officers

The Licensing Service will be represented by officers employed by that service. Officers from other parts of the City Council may be invited to attend where it is relevant to the issues under discussion.

4. Meetings and Agendas

Meetings will be held bi-monthly whenever possible, although there will be occasions when it is necessary to cancel them for operational reasons. The maximum time allowed for each meeting will be three hours.

Meetings will be arranged by Birmingham City Council Licensing Service and held at Birmingham City Council premises. Notes will be made of each meeting and distributed at the earliest opportunity. Representatives should inform the Head of Licensing at least one week in advance of the meeting of any items they wish to be added to the agenda and the agenda will be distributed one week in advance. An action tracker will accompany the notes and agenda.

Standard Agenda Items will include:

- Apologies
- Notes and Matters Arising from the Last Meeting
- Transportation Issues
- Enforcement Issues
- Service Issues
- Any Specific Subjects for discussion
- Any Other Business
- Date of the Next Meeting

Each agenda item will be identified as either being for Information, Consultation or Discussion. And an indicative time will be allocated to each item to enable the meeting to be managed by the Chairman.

An action tracker will be circulated with the notes of the previous meeting and agenda.

5. Behaviour at Meetings

All attendees (trade representatives and council officers) will conduct themselves appropriately, courteously and professionally. Everyone will be allowed to speak (subject to the time limitations of the meeting and the relevant agenda item) and it is expected that attendees will treat each other with respect.

6. Determination of Decisions and Role of the Chairman

The Chairman is an independent person employed by Birmingham City Council. His or her role is to manage meetings effectively and to time, ensure that discussions are relevant to the agenda and to hold attendees to account for delivering actions.

The Chairman has the discretion to limit discussion in order to conclude the meeting within the time allowed by the agenda, which includes the authority to curtail individual speakers.

Where there is disagreement concerning who may attend meetings or represent organisations at meetings, the final decision will be determined jointly between the Head of Licensing and the Chairman of the meeting.

If the behaviour of any person at the meeting is questioned, the decision to allow that person to continue to attend future meetings will rest with the Chairman of the meeting. The Chairman may ask a person to leave a meeting if their behaviour is considered to fall below the standards described in paragraph 5 above.

Version Control: 02.01.18