

Terms of Reference and Constitution for the Brighton & Hove Hackney Carriage and Private Hire Consultation Forum

1. Terms of reference and constitution for the Brighton and Hove Hackney Carriage and Private Hire Consultation Forum ('the Forum').

- 1.1 The Forum exists to provide an opportunity for its members to discuss proposals to change policy, procedures or practices, in the licensing of hackney carriage and private hire vehicles and drivers in Brighton & Hove, or which could be to the benefit of the travelling public.
- 1.2 Any organisation based in Brighton & Hove wishing to join the Forum must have a membership of at least 10 and must complete an Application form and send it to the Hackney Carriage Office. (See Appendix)
- 1.3 All members of the Forum may place items of interest on the agenda for consideration and information. The Forum is a consultative rather than decision making body.
- 1.4 The Forum will take place on a regular basis with meetings scheduled annually in advance. Meetings set for 2011 will be held as scheduled. Then, meetings will be held roughly 6-weekly with a meeting approximately 3 weeks before each Licensing Committee meeting.
- 1.5 Additional meetings may be scheduled if requested by the members to discuss areas of particular concern or to respond to new legislation.
- 1.6 An integral part of the Forum will be a Trade Meeting which will last for up to one hour at the start of the Forum, for Trade members only.
- 1.7 The Forum will act as a representative body for the whole hackney carriage and private hire trade, ensuring consultation with all licence holders to enable the council to make fully informed decisions. Only Trade members shall have the right to vote at Forum meetings.
- 1.8 The Forum will assist with representing the views of the Trade as a whole and report back to them any progress. To this end, the Chair will ensure that sufficient time is allowed between meetings for trade representatives to consult their colleagues.

- 1.9 The Forum will disseminate information to the trade to ensure that all licence holders are fully informed of the latest policies and procedures.
- 1.10 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.
- 1.11 Licensing policy decisions are made by the Licensing Committee. Officers in consultation with the forum will consider reports to be made to committee and will ensure that the recommendations and views of the forum are incorporated into relevant reports to the Licensing Committee. .
- 1.12 The Forum Chair will ensure that accurate Forum Minutes are supplied to Members of the Licensing Committee once they have been agreed by the Forum.
- 1.13 The Forum will work within the principals of the Brighton & Hove Community Engagement Framework .
- 1.14 These Terms of Reference and constitution should be reviewed by the Forum annually (June/July meeting) and appropriate amendments made.

2. Membership

2.1 Trade Members

The Forum shall be limited to two representatives from each organisation as follows:

Brighton & Hove Radio Cabs

Representing company and drivers, incorporating Car Cabs
Contact: 38 Montpelier Crescent, Brighton BN1 3JL

Brighton & Hove Streamline

Representing company and drivers
Contact: 5 Clifton Hill, Brighton BN1 3HL

Brighton Sudanese Taxi Forum

Representing members
Contact: taxiforum@hotmail.co.uk

City Cabs

Representing company and drivers
Contact: 63 Queens Road, Brighton BN1 3XD

GMB

Representing members

Contact: 63 Queens Road, Brighton BN1 3XD

Private Hire Association

Representing taxi, private hire owners and drivers.

Contact: phassociation@hotmail.co.uk

UNITE the Union

Representing members

Contact: oramjohn@sky.com

United Taxi Association

Representing members

Contact: Mohammed3salim@yahoo.co.uk

Taxi Link –

Representing company and drivers.

Contact: sawickaparr@aol.com

NPTTU –

Representing members

Contact: onelunglarry@hotmail.co.uk

Independent Drivers –

Representing drivers.

Contact: womblelittle@gmail.com / psvthen@aol.com

And any new organisation which satisfies the requirement of 1.2 above.

Contact details may be updated by officers from time to time.

2.2 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.

2.3 Non-Trade Members

Representatives from:

BHCC Licensing Team
BHCC Hackney Carriage Office
BHCC council officers (to provide admin support or contribute to Agenda items)
BHCC highway officers
Sussex Police
The Fed Centre for Independent Living
Age UK

Representatives from BHCC Highways Team and Brighton Railway Station to be invited, as appropriate.

The Chair and/or Vice Chair of the Licensing Committee.

One elected Member of each of the political groups represented on the Licensing Committee may be invited to observe the Forum in addition to the Chair and Deputy Chair.

The Forum may invite guests, observers, and speakers.

3. Meetings

THE TRADE MEETING

- 3.1 Each Forum will start with a one-hour Trade Meeting to be held in the same location as the main Forum, the purpose being to discuss items on the main Forum Agenda.
- 3.2 The Trade Meeting will have a 'revolving' Chair who must attend the Forum that day.
- 3.3 If 70% of those present agree, the decision will be presented by the Chair to the main Forum, as the view of the Trade. Ample opportunity must be given to those who disagree, to voice their concerns to the Chair of the main Forum.
- 3.4 Members attending the Trade Meeting have the option to decide whether they attend the main Forum or not. If trade members do not attend the Trade Meeting, they will not be entitled to attend the main Forum.
- 3.5 Non-voting members may attend by invitation only.

THE MAIN FORUM

- 3.6 Servicing of the meeting is the responsibility of the Hackney Carriage Office.
- 3.7 The main Forum will be Chaired by a senior licensing officer such as the head of service.
- 3.8 The agenda and any relevant papers will normally be sent to all members 14 days prior to the meeting. (The agenda should be sent to 2 members nominated by each organisation represented at the Trade Meeting). Agenda items from the membership should be sent to the HCO no later than 17 days prior to each Forum meeting.
- 3.9 Minutes of the Forum will be sent in draft to its members as soon as reasonably practical.
- 3.10 The Minutes will be agreed as accurate at the next meeting.
- 3.11 The Minutes will then be published on the council's website as well as provided to each member of the Licensing Committee.
- 3.12 Any action points from the previous meeting will be included on the agenda and progress reported back to the Forum.
- 3.13 The 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.
- 3.14 Items raised at 'Any Other Business' must be non-contentious matters only.

4. Dissemination of information

- 4.1 When council officers have considered a proposal, a response will be sent to the Forum in the first instance for dissemination to the Trade.
- 4.2 Where there are amendments to policy or procedures, all stakeholders should be advised by e-mail.

- 4.3 To facilitate consultation and feedback to/from the Trade, and to dispel misinformation, the council's website will include Minutes, records, information and advice for the Trade.

**Brighton and Hove Hackney Carriage and Private Hire Consultation Forum
Application Form**

1. NAME OF ORGANISATION.	
2. CONTACT NAME & ADDRESS, inc. E-mail	
3. NUMBER OF MEMBERS (Minimum 10)	
4. PLEASE ATTACH A COPY OF YOUR ORGANAIATIONS RULE BOOK OR CONSTITUTION	
5. PLEASE STATE HOW YOU PASS ON INFORMATION TO YOUR MEMBERSHIP	
6. HOW MANY MEETINGS DOES YOUR ORGANISATION HOLD PER YEAR	
7. DOES YOUR ORGANISATION KEEP RECORDS OF MEETINGS HELD	
8. PLEASE STATE HOW YOUR REPRESENTATIVES ARE ELECTED TO ATTEND FORUM MEETINGS	
9. PLEASE STATE HOW YOUR ORGANISATION AGREES PROPOSALS FOR DISCUSSION AT FORUM MEETINGS	

