

TERMS OF REFERENCE

Hackney Carriage & Private Hire Trade Engagement Meeting

Purpose

Derby City Council recognises the important role associations and operators play in representing licensed Hackney Carriage & Private Hire drivers, their customers and the Council. We place a high value on the input and contribution that the trades provide, particularly in terms of, but not limited to:

- Identifying and addressing issues of concerns affecting drivers;
- Devising and implementing solutions through positive engagement;
- Working in partnership to maintain and further enhance the status of both trades as an integral part of Derby's transportation system. (note: not PUBLIC transport)

Scope

The Hackney Carriage & Private Hire Trade Meetings will provide for a two way communication forum for questions relating to the business and a conduit to share topical and relevant information. The forum **is not** intended to be used to discuss matters relating to individual cases.

Each trade will be represented by a person(s) of appropriate experience and competence to give advice and to make commitments on behalf of their respective trade. Derby City Council and their partners will also provide officers with the relevant expertise in areas of interest/concern as required.

Membership

- Hackney Carriage & Private Hire Associations
- Trade representatives
- Licensing Service
- Police
- Relevant Council officers
- Any other partners/stakeholders as required

Meeting arrangements

- Meetings will take place every three months and additional meetings may be convened to discuss particular issues which may arise.
- Meetings will be hosted and supported by Derby City Council and held either at the Council House in Derby or via a virtually platform, dependent upon resource and circumstance.
- Agendas items will be requested prior to the meetings and with the final agenda being circulated in advance of the scheduled meeting.

TERMS OF REFERENCE

- Additional agenda items will not usually be tabled at the meeting and will be deferred to the next meeting.
- Minutes will be prepared and uploaded to the website.

Code of Conduct

Derby City Council is committed to engaging formally with driver associations and representatives through structured meetings and workshops. As such, all associations should be formally established and be able to provide a constitutional framework and rules where requested. Recognition of trade representation is discretionary and engagement may be withdrawn at any time by either party.

Principles for formal engagement:

- Derby City Council are fully committed to open and honest dialogue throughout the engagement meeting. However, meeting attendees are expected to conduct themselves in a courteous and respectful manner by allowing a person the right to talk.
- Any breaches of the code of conduct, harassment of any sort or comments of a personal nature including comments made either in meetings or externally (such as on social media) will be dealt with by exclusion from meetings
- If a representative's behaviour becomes a cause for concern in a meeting, they will be alerted to the fact by the meeting chair. If the behaviour continues, they will also be excluded from subsequent meetings. The senior representative of their organisation will be contacted to discuss future representation.
- If a representative's behaviour becomes a cause for concern outside of meetings (such as on social media platforms) the senior representative of their organisation will be contacted to discuss future representation.
- Where an additional meeting is required, the request should be made in writing via taxi.licensing@derby.gov.uk. If a meeting is offered in response to the request, agenda items must be agreed prior to the meeting. Attendance at the meeting is at the discretion of the meeting holder.

Deliverables

- Exchange of information, guidance and good practice
- Discussion of specific operational issues
- Promotion of partnership working
- Improved communication, clarity and openness
- Contribution to the development of initiatives
- Provision of updates on changes to legislation or policy

Review

The term of reference for these meetings will be reviewed annually.