

**Report of Head of Elections, Licensing and Registration**

**Report to Licensing Committee**

**Date: 9 February 2016**

**Subject: Changes to the Hackney Carriage trade forum meeting's constitution.**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. The Council has in place a formal constitution for membership of the Hackney Carriage forum. This sets out the frequency of the meetings held between the trade and Officers. However, Members will be aware that for the past 18 months the workloads of Officers have not enabled the frequency of the meetings set out in the constitution to be met. Officers have commented on this at Licensing Committee, however, issues arising have been dealt with on an ad-hoc basis with individual representatives or special topics. It is now opportune to restructure that part of the constitution so that it can be properly met amongst other competing demands.
2. Following discussions with the representatives of the Hackney Carriage trade they are in agreement that the constitution may be altered to specify that meetings will take place every 4 months (or as frequently as business demands), which is a change from the current two months.

**Recommendations**

3. That Members note the proposed change to the Hackney Carriage forum constitution.

## **1 Purpose of this report**

- 1.1 To inform Members of the proposed changes to the Hackney Carriage forum constitution and for Members to approve the proposed amendment to the existing frequency of such meetings.

## **2 Background information**

- 2.1 The Hackney Carriage forum has been in existence in various forms since the introduction of Hackney Carriage licensing in Leeds fell under the remit of Leeds City Council. It is an old and well established forum for representatives and Officers to discuss issues of concern and consult on policy and procedural changes.
- 2.2 The Council has a recognised constitution for the Hackney carriage forum that stipulates the frequency of meetings and it is that frequency which it is proposed to change.

## **3 Main issues**

- 3.1 Although the existing arrangements were formalised and approved by the Licensing Committee in July 2011, operational demands have not enabled Officers to meet the demands of the constitution in respect of holding a forum every two months or at least 4 times per year.
- 3.2 Members should note however that trade issues are dealt with as they arise in the majority of cases. Following further consultation with the Hackney carriage forum the trade membership agreed that that part of the terms of reference in the constitution relating to frequency should be changed to read as follow:-

Meetings of the Taxi and Private Hire forum will take place every 4 months (or as frequently as business demands). Special meetings may be called as necessary to deal with issues as they arise.

- 3.3 No other part of the constitution is affected.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Existing trade representatives on the Hackney Carriage Trade Forum were consulted on the proposals in this report and agreed with them.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 There are no implications.

### **4.3 Council policies and Best Council Plan**

- 4.3.1 There are no implications.

#### **4.4 Resources and value for money**

4.4.1 There are no implications.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There is no legal requirement for the Council to operate a constitution and the proposed change does not present any legal or resource implications.

#### **4.6 Risk Management**

4.6.1 There are no perceived risks.

### **5 Conclusions**

5.1 The proposal is a sensible way forward to enable the Council to meet the needs of the trade in a way that retains some formality but also allows flexibility for both parties particularly at times of high operational demand or to deal with issues arising which need more urgent discussion or consultation.

### **6 Recommendations**

6.1 That Members note the changes to the Hackney Carriage forum constitution.

### **7 Background documents<sup>1</sup>**

7.1 Hackney Carriage trade forum constitution

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.