

Licensing Committee Working Group Terms of Reference

Private Hire Operators, ride hailing apps and cross border working



January 2020

1. Purpose

1.1. Following recent discussions at Leeds City Council's Licensing Committee, an informal working group has been established to consider the policy/ies for and enforcement of Private Hire Operators, ride hailing applications (apps) and cross border working licensed by Leeds City Council and in the Leeds area.

2. Objectives

2.1. The working group is tasked with considering evidence relating to the policies for private hire operators, use of ride hailing apps, and cross border working, and making recommendations for actions to address any priority issues identified. Specifically, including the following, although other ideas and proposals may be discussed and developed:

- Reviewing and updating the council's current Private Hire Operator conditions for vehicle conditions:
 - Number of vehicles;
 - Vehicle livery; and
 - Type of vehicle – whether a minimum percentage of vehicles should be wheelchair accessible;
- Reviewing and updating the Private Hire Operator conditions for the employees of the operator.
- Reviewing and updating the provision in the Private Hire Operator conditions for what constitutes a valid booking:
 - For journeys starting or ending in the Leeds area;
 - For Private Hire Operators with drivers and vehicles licensed in both Leeds and other licensing authority areas;
 - For the use of smartphone apps; and
 - For the use of kiosks;
- Reviewing and updating the provision in the Private Hire Operator conditions relating to Private Hire Drivers:
 - Number of drivers;
 - Driver recruitment and identification checking;
 - Driver working hours and levels of takehome pay; and
 - Advertising events to drivers outside of the licensed area.
- Making specific and prioritised recommendations, policy and administrative, for awareness and action to address identified and evidenced issues, such as:
 - Impact of any of the changes on any other taxi and private hire licensing policies and operations?

2.2. The group should provide a concise report summarising its findings to the chair of Licensing Committee and Taxi within 1 month of the final meeting and, subject to its conclusions, including:

- Recommended policy/ies; and
- Recommended guidance or supporting information.

3. Membership

3.1. We want to ensure that a broad range of views are sought, including from a sub group (min 3) of members of Licensing Committee, passengers, from both sides (taxi/private hire) of the trade, from licensing or enforcement officers, from other licensing authorities and passengers.

3.2. The working group will therefore be comprised of:

- A Chair, who is a member of the Licensing Committee;
- A minimum of two other members of Licensing Committee;
- Taxi and Private Hire Licensing Manager;
- A maximum of three people representing passengers;
- A representative of the council's Information Management team;
- A maximum of six people representing drivers, proprietors and operators (two taxi, four private hire); and
- A maximum of three people representing licensing and enforcement;

3.3 The group will also invite evidence and input from other interested and expert parties, who will not be formal members of the group, such as:

- Officers from other licensing authorities; and
- Other expert witnesses as may be identified.

3.4. One officer from taxi and private hire licensing will attend to provide minutes and action point support to the group.

4. Governance

4.1. These Terms of Reference will be finalised in correspondence and agreed formally during the first meeting of the working group. Any proposed changes should be sent to the Chair of Licensing Committee for consideration at least a week before the first meeting, and are subject to mutual agreement between the group and the chair of Licensing Committee.

4.2. The group may hold up to five meetings before its summary document is issued.

4.3. The final version of the summary document must be issued within one month of the group's final meeting.

4.4. The group will aim to reach a consensus view, but where that is not possible, differences of view will be recorded in the summary document.

4.5. Meetings will normally be held at Leeds Civic Hall.

4.6. Meeting papers will be issued electronically at least three working days prior to each meeting.