

Licensing Committee Terms of Reference



Taxi and private hire vehicle conditions review(s)

September 2022

1. Purpose

1.1. Following recent discussions at Leeds City Council's Licensing Committee, and with trade representatives, an informal Terms of Reference has been established to consider the conditions and practical administration of taxis and private hire vehicles licensed by Leeds City Council.

1.2 The overriding purpose of the review, in line with legislation, is to identify a set of long-term standards reinforced with licence conditions. It is not intended to address short-term issues or wider market conditions.

2. Objectives

2.1. The Terms of Reference sets out the purpose and suggested way forward for considering information and evidence relating to the council's conditions for taxis and private hire vehicles, as set out in statutory guidance by the Department for Transport, and making recommendations for actions to address any priority issues identified. Specifically:

- Understanding the current and future position for Hackney Carriage Vehicles, including unmet demand, wheelchair accessible vehicles;
- Understanding the current and future position for Private Hire Vehicles;
- Understanding the current and future position for larger public contract, private hire executive, stretched limousine, novelty vehicles;
- Understanding the current and future position for equipment and in and adaptations to vehicles of all types, including CCTV, safety screens, other adaptations;

2.2. The Terms of Reference should help to inform the specific way forward, including:

- Suggested schedule of policy and conditions reviews, as not every aspect of vehicles can be examined, discussed and engaged/consulted in a 3-4 month review;
- Suggested input, membership;
- Suggested methods of engagement and consultation:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 4	Stage 5	Stage 6	Stage 7
Terms of reference agreed	Exploration and engagement starts <ul style="list-style-type: none">• Online• Working Group• Open day• Site visits	Engagement ends	Clarification of early findings / options to Licensing Committee	Consultation starts <ul style="list-style-type: none">• Online• Face to face• Written	Consultation findings reported to Licensing Committee	Decision made	Changes to policies/conditions implemented

3. Schedule of reviews

3.1. The council has multiple conditions and guidance documents in place for different types of vehicle, so it is suggested that the vehicle conditions reviews be scheduled to take place in distinct stages. Suggested reviews and initial suggestions for subjects for review.

Hackney Carriage Vehicles	Private Hire Vehicles	Non-standard Vehicles	Equipment and adaptations in Vehicles
Advertising on vehicles	Advertising on vehicles	Advertising on vehicles	Adaptation to fit wheelchairs, mobility equipment
Age limits	Age limits	Age limits	
		Executive vehicles	CCTV in vehicles
Inspection regime	Inspection regime	Inspection regime	Guide and assistance dogs
Allocation of returned plates		Larger vehicles	Safety screens
HCV Conditions (e.g. spare wheel, luggage space, cc)	PHV Conditions (e.g. spare wheel, luggage space, cc)	Novelty vehicles/Pedicabs	
Numbers of HCVs	Numbers of PHVs	Stretch limousines	
Numbers of HC WAVs	Numbers of PH WAVs	Specific conditions	
Suspension of vehicles	Suspension of vehicles	Suspension of vehicles	
Types of vehicles approved	Types of vehicles approved	Types of vehicles approved	
Vehicle livery	Vehicle livery	Vehicle livery	
Unmet demand			

3.2. Owing to the resource implications of each review, it suggested that not more than one of these reviews take place at any one time.

4. Working Group Membership

4.1. 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/stakeholders, trade from both HC and PH sides of the trade, from licensing, vehicle examination or enforcement officers, from other licensing authorities.

4.2. If required, a 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/stakeholders;
- A maximum of six people representing drivers, proprietors and operators (three taxi, three private hire); and
- A maximum of three people representing licensing, vehicle examination and enforcement;

4.3 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;
- Passengers/stakeholders who are not able to sit on the working group; and
- Other expert witnesses as may be identified.

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

5. Governance

5.1. 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.

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

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

5.4. 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.

5.5. Meetings will normally be held at Leeds Civic Hall, but the intention is to hold one or more Open Days at Taxi and Private Hire Licensing, York Road.

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