

## Cannock Chase District Council

### Hackney Carriage and Private Hire Liaison Group

#### Terms of Reference

##### 1) Title

The Group shall be known as the Cannock Chase District Council Hackney Carriage and Private Hire Liaison Group.

##### 2) Purpose

- a) To foster good working relationships between the Council and the Hackney Carriage and Private Hire trade;
- b) To act as a forum where issues can be raised and discussed with a view to achieving an understanding of differing views, and resolution wherever possible;
- c) To discuss proposed changes in practice and procedures;
- d) To develop areas of the Council's Hackney Carriage and Private Hire Licensing policy; and
- e) To consider the effects of changes to national legislation.

##### 3) Membership

Membership of the Liaison Group shall comprise:

The Cabinet member for the Environment portfolio (or their nominated deputy);

The Head of Environmental Health;

The Food, Safety and Licensing Manager;

The Senior Licensing Officer;

The Licensing Officer; and

Up to 9 members of the Hackney Carriage and Private Hire trade.

At the discretion of the Chair other individuals may be invited to attend meetings in respect of specific issues.

At the discretion of the Chair other individuals may be co-opted onto the Liaison Group.

#### 4) Election of Trade Representatives

Trade members of the Liaison Group will be elected every 2 years. Where 9 or fewer nominations are received these nominees may be confirmed without the need for an election. If the nominations are not a representative cross section of the trade, then the Council may re-start the nominations process in order to allow further nominations. Where there are more than 9 nominations then an election will be held.

#### 5) Meetings

Meetings will be held quarterly, and will only be open to those attending in accordance with section 3 above.

Additional meetings may be organised with the consent of the Chair.

#### 6) Conduct of Meetings

Meetings will be chaired by The Cabinet member for the Environment portfolio (or their nominated deputy).

Meetings will be minuted, and the minutes made publicly available.

Agendas for meetings will be circulated at least 5 working days before the meeting.

Any items for inclusion on the agenda must be received at least 7 working days before the meeting.

Minutes of meetings will be circulated via email to any member of the trade indicating that they wish to receive them.