

Appendix 1

Vehicle Safety Working Group –

Terms of Reference

Purpose

The purpose of this working group is to have meaningful dialogue between representatives of the taxi trade and elected members in relation to introducing an App or alternative measures for vehicle safety checks.

Terms of Reference

1. An elected councillor from the Taxi Licensing Committee to be appointed to chair meetings.
2. Taxi trade will have 5 seats on the working group. In order to avoid personal interests being represented the representatives shall inform the Council in writing who is to attend and shall state clearly what mandate they have and from whom to verify their legitimate mandate to represent the trade.
3. Written minutes of the group meetings will be taken and agreed at the following meeting.
4. Three members of the Taxi Licensing Committee will attend.
5. Taxi Licensing staff will attend meetings.
6. The working group will not have decision making powers but will report to and make recommendations to the Taxi Licensing Committee.
7. The working group will meet every 2 weeks at 3 or 4 p.m. on a Wednesday where possible.
8. No substitutes will be allowed, to ensure consistency. Changes to representatives can take place provided that the steps outlined at 2 are undertaken and the changes will be permanent.
9. The agenda and papers will be issued 2 clear working days before the meeting.
10. Any proposals made to the group shall be made in writing. If proposals are made verbally during the group meeting those making them will send a written version to the group within 2 working days after the group meets.
11. The working group will discuss only matters that relate to the purpose of the group which relates to the mechanical condition of vehicles and safety.
12. Agenda Items will be put forward in writing by those wishing to include an item for discussion.
13. The working group will cease when the final recommendations to Committee are made by 31/5/2025