



An Roinn Iompair
Department of Transport

**Appointments to the Advisory Committee on Small Public Service Vehicles (Taxi
Advisory Committee)**

Department of Transport
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Appointment to the Advisory Committee on Small Public Service Vehicles (Taxi Advisory Committee)

Location:	National Transport Authority, Haymarket House, Smithfield, Dublin 7, D07 CF98.
Number of Vacancies:	1 (Special Interest or Expertise)
Remuneration:	Nil but travel and subsistence are payable at the appropriate rate.
Time Requirements:	10 two-hour meetings per annum.

1. Background

The Advisory Committee on Small Public Service Vehicles (SPSVs), previously referred to as the Taxi Advisory Committee, is an independent committee established and operated under the provisions of Section 72 of the Taxi Regulation Act 2013.

Its primary function is to provide advice to the National Transport Authority (NTA) and/or to the Minister for Transport, as appropriate, and in relation to issues relevant to small public service vehicles and their drivers.

Small public service vehicles comprise taxis, hackneys, local area hackneys and limousines. Under the provisions of the Taxi Regulation Act 2013, the NTA is the licensing authority in respect of small public service vehicles, while An Garda Síochána is the licensing authority for drivers of small public service vehicles. In addition, the Authority administers certain procedural aspects of the driver licensing function, for example the testing of prospective drivers' industry knowledge and area knowledge.

The Advisory Committee comprises a chairperson and 17 ordinary members. Section 72(4) provides for specific interests to be represented on the Advisory Committee.

In general, the Advisory Committee meets monthly (excluding August), subject to there being a sufficient quantum of matters to address. Meetings are held in the offices of the NTA, currently in Haymarket House, Smithfield, Dublin 7, D07 CF98.

Section 72(3) and Section 72(4) of the Taxi Regulation Act 2013 sets out the composition of the Advisory Committee and what areas are represented. These are:

- the Chairperson
- at least four persons representing small public service vehicle and driver interests,
- at least one person representing local authorities,
- at least one person representing the Garda Síochána,
- two persons who represent the interests of consumers,
- A person from an organisation representing the interests of persons with disabilities,

- A person who represents the interests of business,
- A person from an organisation representing the interests of older persons,
- A person who represents the interests of tourism, and
- at least four persons, who have a special interest or expertise in matters relating to the functions of the Authority, the Advisory Committee, or related matters.

2. Functions of the Committee and legislative provisions

Section 73 of the Taxi Regulation Act 2013 provides specifically that the Advisory Committee may provide advice from time to time -

(a) to the NTA in relation to—

- proposals for licensing or regulations or codes of practice related to small public service vehicles and their drivers, submitted by the NTA to the Advisory Committee for advice,
- matters relating to the delivery of quality services by small public service vehicles and their drivers,
- the preparation and review of the draft integrated implementation plan under section 13 of the Dublin Transport Authority Act 2008 in relation to issues relevant to the small public service vehicle industry, and
- any other matters related to the functions of the NTA or which the NTA submits to the Advisory Committee for advice, other than matters related to decisions of the NTA in individual cases,

(b) and to the Minister in relation to—

- policy relevant to small public service vehicles and their drivers,
- proposals for legislation or regulations in relation to the small public service vehicle industry submitted by the Minister to the Advisory Committee for advice,
- the assignment of specific functions relating to small public service vehicles and their drivers to the NTA, and
- any other matter which, in the opinion of the Advisory Committee, is relevant to the effective performance by the Advisory Committee or by the NTA of its functions or which the Minister submits to the Advisory Committee for advice.

The Taxi Regulation Act 2013 also provides that the NTA may consult with or seek the advice of the Advisory Committee on any matter relating to small public service vehicles and their drivers, or to the effective performance by the NTA of its functions. Additionally, it provides that the Minister may consult with or seek the advice of the Advisory Committee on any matter arising in relation to his or her functions with respect to small public service vehicles and their drivers.

The Act also provides that the chairperson or ordinary members of the Advisory Committee shall not disclose confidential information obtained by him or her as a member of the Committee.

Further information on the Advisory Committee including the current membership can be found [here](#).

3. Person Specification

The Minister for Transport invites applications from suitably qualified candidates who would bring a range of knowledge and skills and contribute constructively to the meetings of the Advisory Committee on SPSVs.

It is the intention to ensure that there is a balance of experience and skills on the Committee. The Minister encourages applications representative of the diversity of the Irish population, particularly reflecting gender, ethnicity, urban/rural representation, age, experience and expertise. Previous board experience is not a necessary requirement. Expressions of interest are invited from members of the public who consider that they have a skill set that will enable them to contribute to the work of the committee in the following position—

- Special interest or expertise in matters relating to the functions of the National Transport Authority, the Advisory Committee or related matters.

in accordance with Section 72(4)(i) of the Taxi Regulation Act 2013.

Special Interest or Expertise

Essential Criteria

Applicants must be able to demonstrate in their application evidence at an appropriately senior level of their knowledge or expertise in the emerging trends and technological innovations influencing the SPSV sector. Applicants must provide evidence **in one or more** of the areas listed below:

- Urban and/or rural transport mobility.
- Accessible transport.
- Small public service vehicle regulation.

Desirable Criteria

It is also desirable that candidates can demonstrate professional experience of **one or more** of the following:

- Knowledge of or expertise in the technological trends influencing the SPSV sector.
- Knowledge of the SPSV industry and/or the wider public transport sector.
- Experience of working in areas relevant to public policy and strategy development.

Please Note:

The Department of Transport will review all applications and CVs received against the appointment criteria for the role, as advertised in this Information Booklet. The Department will

arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Candidates Obligations

Candidates should note that canvassing will disqualify you and will result in your exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- interfere with or compromise the process in any way.

4. Term of Appointment

Appointments to the Board will be for a period not exceeding three years as per sections 72 (3) and 72 (6), subject to:

- The membership of any member of the Advisory Committee may be terminated by the Minister at any time, based on reasons to be stated by the Minister.
- A member of the Advisory Committee may resign his or her membership of the Advisory Committee by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Advisory Committee shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Advisory Committee Members are described in the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies](#).
- A member of the Advisory Committee shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

5. Submitting your Application

Before submitting your expression of interest, please review this document to ensure you suit the relevant criteria set out on page 4 and consider how your background and experience fits with these specific criteria.

Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Department of Transport may decide, based on the perceived level of conflict, not to shortlist your name for consideration.

Your **Curriculum Vitae** and a **cover letter** should be submitted by e-mail to publictransportregulation@transport.gov.ie

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Department will arrive at its shortlist based on consideration of the documentation which you submit, it is most important that you do the following:

- *Ensure your cover letter (and supporting CV) clearly specifies how your background and experience meets the requirements of the Committee position(s) specified in this booklet*

This will help ensure that the Department is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to the Advisory Committee. **Please only include information that is directly relevant to the role for which you are applying.**

If you have any questions regarding the application process please email publictransportregulation@transport.gov.ie

6. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

7. Data Protection

The Department of Transport (DoT) is committed to compliance with all relevant EU and Irish laws in respect of personal data, and the protection of the rights and freedoms of individuals whose information DoT controls and processes. DoT shall implement appropriate technical and organisational measures to ensure that processing is performed in accordance with the GDPR. Everyone who works in DoT and third parties of DoT who separately collect and or control the content and use of personal data have responsibility for ensuring personal data is collected, stored, and handled appropriately. Each Division that handles personal data must ensure it is handled and processed in line with this Policy, best practice, and data protection legislation. Further information about DoT's data protection policies is available [here](#).

APPENDIX 1

Submitting your application:

To submit your application, you should take the following steps:

- You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Advisory Committee.
- You must also confirm that you can make yourself available to attend meetings and to carry out the duties of an Advisory Committee member.
- You must verify that you satisfy all the criteria set out on page four of this document.