

UK DOWNSTREAM FUEL DISTRIBUTION FORUM

TERMS OF REFERENCE

[V15 - Updated July 2024]

The Downstream Fuel Distribution Forum (DFDF) is responsible for:

- Reviewing current practices in relation to the implementation of health and safety and training standards across the industry
- Identifying instances of good and best practice with the aim of developing an industry standard which could be incorporated into a new industry code of practice
- Facilitating the sharing of best practice across the industry
- Developing strategies to address skills gaps relating the health, safety and training issues
- Monitoring the introduction of/transition to new fuels/powertrains and implications for the DFDF and Petroleum Drivers Passport Scheme, this includes understanding the challenges to all stakeholders of the energy transition and Government targets for decarbonisation of transport modes.

As part of its work on best practice within the industry the DFDF has established an Industry Training Standard for health, safety and driver training, with appropriate means of accreditation and this has been implemented as the Petroleum Drivers Passport (PDP) Scheme. Therefore, in addition to the above responsibilities the DFDF is also responsible for the PDP Scheme. To manage and direct the PDP Scheme the DFDF has set up a governance group, the PDP Management Group, with the DFDF retaining overall responsibility for the Scheme. The PDP Management Group works under the Downstream Oil Distribution Forum and is responsible for the Petroleum Driver Passport Scheme, and the Scheme Manager, and recommends changes to the Forum for sign off. The PDP Management Group has its own Terms of Reference.

The contracting party for the Agreement with the appointed Scheme Manager is the Secretary of State for Transport signing on behalf of the DFDF and in their capacity as a participating member of it. The DFDF members have agreed to the terms of the Agreement and committed to working with the Secretary of State for Transport to ensure the obligations placed on the Secretary of State for Transport in the Agreement are carried out in full.

MEMBERSHIP

The DFDF will comprise the following:

Trade Bodies

- One member from Fuels Industry UK
- One member from Logistics UK
- One member from PRA (Petrol Retailers Association)
- One member from RHA (Road Haulage Association)
- One member from TSA (Tank Storage Association)
- One member from UKIFDA (UK and Ireland Fuel Distributors Association)

Hauliers

- Individual haulage company representation from Certas Energy, Fuels Transport & Logistics, Greenenergy, Oxalis, Suckling Transport, Suttons, Wincanton, World Fuels, and XPO Logistics.

Unions

- Four members from Unite (and other observers as required)
- Two members from United Road Transport Union (URTU) (and other observers as required)

- Two members from Community Union ((and other observers as required)

Government Departments

- One member from Department for Energy Security and Net Zero (previously Department of Business, Energy and Industrial Strategy)
- One member from Department for Transport
- Other observers as required

ADVISORS TO DFDF

The Health & Safety Executive (HSE), whilst having no direct role in the direction, management or delivery of the PDP Scheme, will attend DFDF to provide technical and other advice and support as necessary to DFDF and its members. In particular, HSE will provide advice in relation to DFDF's remit to: review health, safety and training practices across the industry; identify and facilitate the sharing of good practice across the industry; and address any relevant skills gaps.

DFDF can request other organisations to attend in an advisory capacity, depending on the issues under discussion

FORUM NAME

As from July 2023, the Forum will be called the Downstream Fuel Distribution Forum (DFDF). It was previously, from its inception in 2012, called the Downstream Oil Distribution Forum (DODF).

DFDF CHAIR

The meetings are chaired by an independent chairperson appointed by the members.

SECRETARIAT

Secretarial services are provided by an independent consultant appointed by the Finance Committee in consultation with members.

FINANCIAL SERVICES

Financial services and the contracting of Chair, Secretariat and Technical Associate is provided by Cogent Skills.

QUORUM

The meetings of the DFDF shall be quorate when a minimum of seven members from the following groups are in attendance:

- Unions
- Hauliers
- Haulage Trade Bodies
- DESNZ/DfT
- Representation from three different Trade Associations

The minimum of seven must contain representation from DFDF members of all sectors i.e. the unions, hauliers, government, and trade associations.

DECISION MAKING

The DFDF will operate by consensus, not by voting.

MEETINGS

The DFDF will determine how often it will need to meet in order to fulfil its role. Meetings will be held in a central London location or by videoconferencing.

OPERATION

The DFDF will decide if working groups and/or other expert opinion is required and has the authority to invite or co-opt individuals with relevant specialist knowledge and support as required.

DURATION

The DFDF is a standing group with its members determining how often it needs to meet and its priorities. Any DFDF working groups established will be 'Task and Finish' but the length for which each operates will be determined by DFDF members.