

LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held on Tuesday 26th March 2013 at 10.00 am in Meeting Room 7, Darby House, Telford

PRESENT

Councillors: C Mason (Chair), A Mackenzie, L Murray, R Scammell, J Seymour, K Tomlinson and C Turley.

Officers in attendance: Jonathan Eatough – Assistant Director: Law, Democracy and Public Protection, Jo Revell - Health, Safety & Resilience Manager, Suzanne Fisher – Public Protection Team Leader and Wendy Buckley - Democratic Services Support Officer.

LC - 35 MINUTES

RESOLVED – that the minutes of the meeting held on 13th March 2013 be confirmed and signed by the Chair.

LC- 36 APOLOGIES FOR ABSENCE

Councillors – R Picken, J Thompson.
Officers – Tina Street, Solicitor.

LC- 37 DECLARATIONS OF INTEREST

None.

LC – 38 LICENCE FEES

The Assistant Director informed Members of the proposed Licence fees as detailed in appendix B to the agenda. In these tough economic times and with Telford & Wrekin Council's priority of being a business winning/business supporting council officers had balanced the cost of providing the licensing service with fees that did not overburden the business community. Members were referred to 3.4 of appendix B which showed that many fees had in fact been reduced for 2013. Reference was also made to appendix C attached to the report – proposed general fees which showed a typing error under column B – proposed fee for sex establishment – renewal. This figure was confirmed to be £1500 and a correct version of appendix C was tabled. The proposed fees for 2013 were proposed at a level that would recover the cost of an increasingly efficient service and would ensure business operating costs remained low.

One efficiency was the proposed removal of the option for a new driver to have a six month licence and for existing drivers to have either a 12 month or 3 year licence. Issuing a 3 year licence would maximise efficiencies and reduce costs and, over time, would bring renewals of medicals and criminal record disclosures in line with the licence renewal date. Some Members showed concern of a 3 year licence but the Public Protection Team Leader advised that issues regarding medical reminders

or advising of police convictions would be flagged up on the public protection computer system.

RESOLVED –

- (a) that the level of fees, as shown in the appendices to the report, to come into force on 1 May 2013, be approved;**
- (b) that the option for either a Hackney Carriage Driver Licence or a Private Hire Driver Licence or a Dual Licence be removed and in their place have a one 'Driver Licence';**
- (c) that the option for a 6 month and 12 month Driver Licence be removed;**
- (d) that the option for a 6 month vehicle licence be removed.**

Meeting closed at 10.45 am

Chairman:

Dated:

Telford & Wrekin Council

Licensing Committee – 26th June 2013

Amendments to the Council's Policy on Tests for Licensed Drivers

Report of the Service Delivery Manager – Public Protection

1. Purpose

- 1.1 To inform Members of the proposal to amend the current Driving Test applicable to all new and existing Hackney Carriage, Private Hire and Dual Drivers

2. Recommendations

It is recommended that Members agree, subject to the consultation referred to below:

- 2.1.1 To amend the current conditions in respect of the Driving Standards Agency (DSA) Test and to now refer to it as the Road Safety & Sustainable Transport Team Assessment.
- 2.1.2 To remove the current conditions relating to driving tests from 31 October 2013.
- 2.1.3 To amend the current Policy to state that all drivers will be subject to the new Road Safety & Sustainable Transport Assessment. This assessment must be completed on all initial applications and for all existing drivers this must be completed prior to the renewal of Drivers Licence.
- 2.1.4 That Members approve a four week consultation on this matter and for the Chair of the Licensing Committee and the Principal Licensing Officer to consider and determine the results of the consultation as set out in paragraph 5.1.17 of this report.

3. Summary

- 3.1 On 7th September 2011, Members of the Council's Licensing Committee resolved to amend the Council's Private Hire Driver Condition 7.2(b) relating to driver training and condition 7.2 and 7.3 Dual Driver Licence Conditions relating to driver training.

3.2 Current conditions state:-

b) That a Driving Standards Agency (DSA) Test shall be taken by all existing Private Hire Drivers within 24 months (of this condition coming into force).

4. Previous Minutes

4.1 LC-132 and 133 – Licensing Committee 29th March 2010.

4.2 LC-05 Licensing Committee 7th September 2011

5. Information

5.1 Background

5.1.1 Telford & Wrekin Council has responsibility for licensing Hackney Carriage and Private Hire Vehicles, Drivers and Operators within the borough of Telford & Wrekin.

5.1.2 The purpose of licensing Hackney Carriages and Private Hire Vehicles, Drivers and Operators is for the provision of a safe and accessible service to the public.

5.1.3 On 7th September 2011, Members considered a report which proposed developing the conditions attached to Private Hire Driver and Dual Driver Licences, by introducing Driving Standards Agency (DSA) testing for all new drivers and existing Private Hire and Dual Drivers. The current DSA Test is explained in Appendix A.

5.1.4 All new applicants for Hackney Carriage, Private Hire and Dual Driver Licences are required by this Council to take and pass the DSA driving test for taxi and private hire prior to being granted a licence.

5.1.5 The current fee is payable by the driver to the DSA at the time of the test. The fees are attached at Appendix B

5.1.6 Over the last twelve months, the Licensing Service has been notified by representatives of the Taxi Trade of severe delays in booking a test with the DSA. The length of delay has varied considerably, with several drivers waiting in excess of ten weeks to undertake the Test.

5.1.7 The Licensing Service has raised these concerns with the DSA and invariably, the standard response has been that there has been a

reduction in resources (particularly Inspectors) to deal with the volume of required Tests.

- 5.1.8 Representatives of the Trade have raised their dissatisfaction with the current level of service provided by the DSA. In particular, a number of licensed drivers are concerned that, due to the delay, they will not be able to adhere to the current conditions of licence which insist that all existing Private Hire and Dual Drivers shall undertake the DSA Test by 31st October 2013.
- 5.1.9 In addition, members of the Taxi Trade have raised concerns about the current costs of completing a DSA Test and it has been continuously raised that the cost of such a test is a barrier to encouraging applicants becoming a driver here in Telford & Wrekin. There have been numerous examples of potential drivers migrating to our neighbouring authority, who charge considerably less for a driving assessment.
- 5.1.10 Records indicate that currently there are 123 Private Hire and Dual Drivers still to undertake the Test prior to 31st October 2013.
- 5.1.11 The Licensing Service has carefully examined the information from the licensed trade and has been pro-active in obtaining a solution to this problem. Careful consideration has been given to ensuring public safety is maintained and to providing an assessment that continues and improves driver awareness.
- 5.1.12 As a result, numerous meetings have taken place with the Road Safety and Sustainable Transport Team at Telford & Wrekin Council. The Road Safety Team has been tasked with producing a driver assessment that meets the requirements of today's driving needs and to ensure that public safety remains a paramount objective.
- 5.1.13 The Road Safety Team has produced a procedure document detailing what any new driving assessment would entail. The driving assessment procedure is attached as Appendix C. In addition, the Road Safety Team has provided an Assessment Form and a Definition Guide to assist drivers. These are attached as Appendix D & E respectively.
- 5.1.14 Members should note that the cost incurred to any new driver or any existing Private Hire/Dual Driver is nearly 50% lower than the current costs encountered with undertaking a DSA Test.
- 5.1.15 Similarly, it is the opinion of the Licensing Service that a revised driving assessment may encourage new drivers to licence with Telford & Wrekin Council.

5.1.16 If Members agree to the proposed amendment to the Policy then the requirement for specific conditions will be obsolete as it will be a requirement of applying for a licence rather than a condition on the licence. It is therefore proposed that the current conditions specifically relating to driving tests be removed from 31 October 2013 when the time limited requirement as set out above will expire.

5.1.17 It is proposed that a 4 week consultation exercise in respect of the proposed changes is undertaken. The representations made during the consultation will be considered by the Chair of the Licensing Committee and the Principal Licensing Officer. If it is determined that the representations warrant an amendment to the proposed policy, then the matter will be brought back to this Committee for further consideration. However, if the representations only necessitate minor or procedural changes to the proposals, then Members are asked to grant authority to the Principal Licensing Officer, following consultation with the Chairman of Licensing Committee, to implement the changes.

5.2 Equal Opportunities

5.2.1 A draft Community Impact Assessment has been carried out on this review of Council Policy and Private Hire Driver and Dual Conditions of Licence and is attached at Appendix F.

5.3 Environmental Impact

5.3.1 There is no environmental impact arising from this report.

5.4 Legal Comment

5.4.1 Section 57(1) Local Government (Miscellaneous Provisions) Act 1976 provides that the Council can request information from applicants in respect of licence applications; this can include the issue of whether the applicant has or has not passed the driving test.

5.4.2 The information received under section 57 can then be considered by the Council when determining whether an applicant is a fit and proper person to hold a licence in accordance with sections 51 and 59 Local Government (Miscellaneous Provisions) Act 1976.

5.4.3 This approach has received judicial approval in the High Court in the case of Darlington BC v Kaye [2005] RTR 14.

5.5 Links with Corporate Priorities

5.5.1 This report has links to the following Corporate Priorities:

2. protect and create jobs as a 'Business Supporting, Business Winning Council'

3. improve local people's prospects through education and skills training
4. protect and support our vulnerable children and adults

5.6 Opportunities and Risks

5.6.1 In proposing this action the Corporate Risk Management Methodology has been complied with. This approach is not intended to eliminate risks but to identify the risks and manage them. However not all risks can be managed all of the time and some risks may not have been identified.

5.6.2 The following key risks and opportunities associated with this action have been identified and assessed and arrangements will be put in place to manage them.

- (i) The Financial risks to the Council in the event of a legal challenge to the change in Policy.

5.7 Financial Implications

5.7.1 This scheme will operate as a pilot and will be reviewed in October 2013. The Licensing Team will administer the scheme within current resources. DSA tests will be provided by resources within the Road Safety Team.

6. Ward Implications

6.1.1 This report has implications for all wards in the District.

7. Background Papers

7.1.1 Equality Act 2010

7.1.2 Local Government (Miscellaneous Provisions) Act 1976.

7.1.3 T&WC Conditions of Licence for Private Hire Drivers

7.1.4 T&WC Conditions of Licence for Dual Drivers

7.1.5 T&WC Licensing Policy – Hackney Carriage and Private Hire

7.1.6 DSA Driving Test Report

Report prepared by, Carl Phillips – Licensing Technical Officer - For further information please telephone 01952-383267 or email licensing@telford.gov.uk.

This explains the markings that were made on your test report. The report is labelled DL25D and DL25D Rev.

1(a) Eyesight Test

At the start of the test the examiner asked you to read a vehicle registration number. If you do not meet the eyesight standard then your test will not go ahead. If you need glasses or contact lenses to make sure you can read the number you must wear them whenever you drive or ride.

1(b) Highway Code / Safety

Highway Code: If you took a test for a tractor or specialist vehicle, at the end of the test you would have been asked questions on the Highway Code and to identify some road signs.

If you took an LGV or PCV test you were asked some Safety Questions. We asked you about some of the following: the location and operation of the safety components on your vehicle such as fire extinguishers, fuel cut-off switch and emergency exits.

2 Controlled stop

You may have been asked to show you were able to stop your vehicle in good time and under full control, as if in an emergency situation. Remember, when driving in wet or icy weather conditions, it will take you longer to stop safely.

3, 4, 5 and 6 Reversing and turn in road exercises

Depending on the test you took, you may have been asked to complete one or more slow speed manoeuvring exercises. You needed to show you were able to keep control of your vehicle. This needed to be done whilst taking effective observations and acting correctly on what you saw.

7 Vehicle checks

It is important that the vehicle is in good working order before you start the engine. The examiner asked you some safety questions of a 'show me / tell me' nature. You needed to show a basic knowledge of the checks you should make on a regular basis. These include checks on oil and water levels and tyre pressure and tread depth.

8 Taxi manoeuvre

You needed to show the examiner that you can safely turn the vehicle around to face in the opposite direction. How you did this was left to you, but you must not have used driveways or mounted the pavement. You were tested on your ability to select a safe place to carry out the manoeuvre whilst taking effective observation and acting correctly on what you saw.

9 Taxi wheelchair

You needed to show your ability to use wheelchair ramps competently. You needed to put the imaginary wheelchair user and his or her wheelchair into your vehicle. Then ensure the wheelchair and its user were securely installed ready for a journey. You were then asked to reverse this whole process.

10 Uncoupling and re-coupling (vehicle and trailer combinations)

You needed to show that you can uncouple and re-couple your trailer, using the correct procedure for your vehicle and trailer types. You were asked to uncouple the combination then drive forward and reverse alongside the trailer. To re-couple, you should have aligned and reconnected the towing vehicle and trailer. This should have been done accurately. You should then have checked they were secured and safe to go out on the road.

11 Precautions

These checks are simple but important. Before you started the engine, you needed to make sure that your seat was adjusted correctly to allow you to reach all your driving controls with ease. This is because an incorrect seat position can affect your ability to take observations and keep proper control of the vehicle.

12 Control

Throughout the test you needed to show you can use all the controls smoothly and at the correct time. This means less wear and tear on your vehicle and a smoother ride for your passengers.

13 Move off

You needed to show that you can move away on the level, on a slope and at an angle safely, under full control, taking effective observation. Move off only when it is safe to do so.

14 Use of mirrors – rear observation

You should have used the mirrors safely and effectively acting correctly upon what you saw. Where mirrors are not enough, for example to cover 'blind spots', then you must take effective rear observation. You must always check this carefully before signalling, changing direction or changing speed. You needed to demonstrate you can use the Mirror – Signal – Manoeuvre (MSM) routine effectively.

15 Signals

You should only use the signals shown in the Highway Code. On test you should have signalled clearly to let others know what you intend to do. This is particularly important if it would help other road users or pedestrians. You should have always signalled in good time and ensured that the signal had been switched off after the manoeuvre had been completed. You should not beckon to pedestrians to cross the road.

16 Clearance

You should have given parked vehicles and other obstructions enough space to pass safely. You needed to watch out for changing situations such as pedestrians walking out from between parked cars, doors opening and vehicles trying to move off. You should have been prepared to slow down or stop if needed.

The Driving Test Report Explained

DL25D Rev.
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17 Response to signs and signals

You needed to show that you can react correctly to all traffic signs, road markings, traffic lights and pedestrian crossings. You should have obeyed signals given by police officers, traffic wardens, Highways Agency officers and school crossing patrols. You should watch out for signals given by other road users and carry on only when you are happy it is safe.

18 Use of speed

You should have made safe and reasonable progress along the road. You needed to keep in mind the road, traffic and weather conditions, road signs and speed limits. You needed to show confidence based on sound judgement. Remember, at all times you should have been able to stop within the distance you can see to be clear.

19 Following distance

You should have always kept a safe distance between you and the vehicle in front. You should be able to stop safely, well within the distance you can see to be clear. You should leave extra distance in wet or slippery conditions. Leave enough space when you are stopped in traffic queues.

20 Maintain progress

On test you needed to show that you can drive at a realistic speed appropriate to the road and traffic conditions. You needed to approach all hazards at a safe, controlled speed, without being over cautious or slowing or stopping other road users. You should always be ready to move away from junctions as soon as it is safe and correct to do so. Driving too slowly can frustrate other drivers which creates danger for yourself and others.

21 Junctions including roundabouts

The examiner would have looked for correct use of the Mirror – Signal – Manoeuvre MSM procedure. The examiner was also looking for correct positioning and approach speed at junctions and roundabouts. This is because these skills are essential for dealing with these hazards safely. Turning right across busy roads/dual carriageways is particularly dangerous. To drive safely and pass your test you must be confident that you can judge the speed and distance of oncoming traffic safely. You also need to look out for other road users emerging and turning at junctions and be ready to alter your course or stop. Be extra watchful in poor light or bad weather conditions for the more vulnerable road user, such as cyclists and motorcyclists.

22 Judgement

Your examiner will have assessed your judgment skills throughout the test. You will have needed to show sound judgment when overtaking, meeting or crossing the path of other road users. You should have only done this when it was safe and legal. You should have made your intentions clear and been sure that you understood the intentions of other road users.

23 Positioning

You should have positioned your car in a safe position; normally this would be keeping well to the left of the road. You needed to keep clear of parked vehicles and be positioned correctly for the direction that you intend to take. You needed to look for and be guided by road signs and markings. Other road users may judge your intentions by where you are positioned so be aware of where you are at all times.

24 Pedestrian crossings

You should have been able to identify the different types of pedestrian crossing and take the correct action. You needed to monitor your speed and time your approach to crossings so that you can stop safely if you need to do so. You should have paid particular attention where crossings were partly hidden by queuing or parked vehicles. You should also show consideration for elderly or infirm pedestrians who are trying to cross the road.

25 Position / normal stops

You should have chosen a safe, legal and convenient place to stop, close to the edge of the road, where you will not block the road and create a hazard. You should know how and where to stop without causing inconvenience or danger to other road users.

26 Awareness / Planning

You must be aware of other road users at all times. Your examiner is looking to see that you plan ahead to judge what other road users are going to do. This will allow you to predict how their actions will affect you and react in good time. You needed to anticipate road and traffic conditions, and act in good time, rather than reacting to them at the last moment. You should have taken particular care to consider the actions of the more vulnerable groups of road users such as pedestrians, cyclists, other motorcyclists and horse riders.

27 Ancillary controls

You needed to show that you can operate all of your vehicle's controls safely and effectively. The examiner was looking to see that whilst on the move you kept proper control of your vehicle whilst using secondary controls. These include demisters, heating controls, indicators and windscreen wipers.

Eco Safe Driving

You should drive in an 'eco friendly manner', considering your impact on the environment. Plan well ahead and choose appropriate gears, avoid heavy braking and over revving of the engine, particularly when stopped or moving off. If you have to stop for a long period such as at road works or railway crossings, consider stopping the engine to reduce pollution and save fuel. The examiner will assess this on your test; however this assessment will not affect the overall result of the test. If there are areas that need improvement you will receive appropriate feedback at the end of the test.

29 Health Declaration

You must declare any change to your health status since you last applied for a licence. It is a criminal offence for you (or anyone else) to make a false statement in order for you to obtain a driving licence, and can lead to prosecution.

30 Residence

Normal residence means the place where you normally live and have personal or occupational ties. However, if you have moved to the UK from another European Country or European Economic Area (EC/EEA), you should not take a driving test or obtain a first full licence unless you have lived here for 185 days in the last 12 months and are still living here at the time of your licence application. You may be asked to provide evidence of this.

Manage your booking online at
www.direct.gov.uk/drivingtest

Guidance Notes

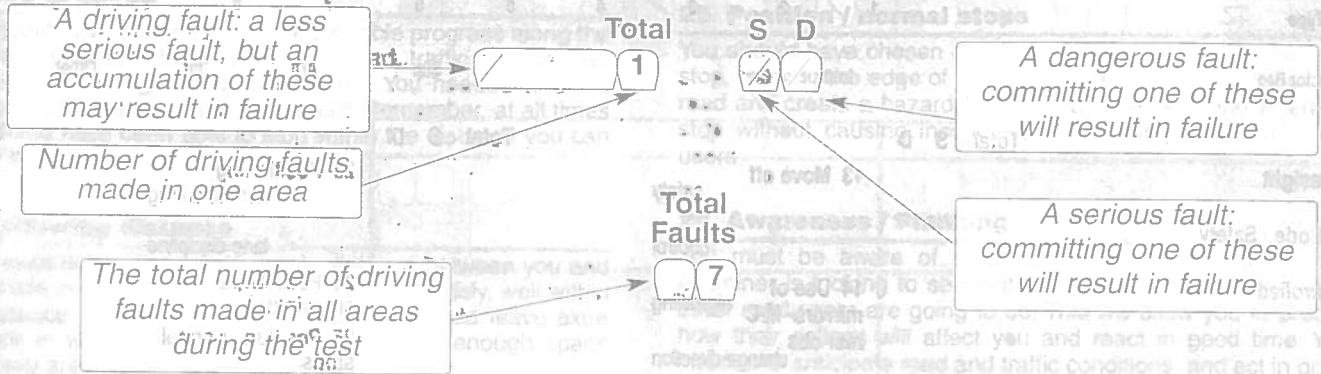
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0408T

More detailed advice about the test requirements and the items marked for your attention overleaf are given in "The Driving Test Report Explained".

Further information may also be obtained from the relevant publication from the series of OFFICIAL driving books and other media products from DSA for all drivers and motorcyclists, including drivers of goods vehicles, buses and coaches, tractors and specialist vehicles.

These publications can be purchased from all good book shops or by visiting www.direct.gov.uk/motoring

Explanatory Markings



The result of your test is marked overleaf. The following statement only applies if your result is marked as a fail.

Statement of Failure to Pass Practical Test – Test of Competence to Drive Road Traffic Act 1988

This candidate named herein has been examined and has failed to pass the practical test / test of competence to drive prescribed under the Road Traffic Act 1988 (and for the purposes of Section 36 of the Road Traffic Offenders Act 1988 if an extended test).

Candidates are assessed against the items listed overleaf in deciding whether they are competent to drive. Items needing special attention are marked. You should study these along with the Guidance Notes above.

Unsuccessful candidates (dependent on category of test taken) may be required to wait a minimum period before taking a further test in a vehicle of the same category.

Appeals

If you consider that your test was not properly conducted in accordance with the relevant Regulations, you may apply to a Magistrate's Court acting for the Petty Sessions Area in which you reside (in Scotland to the Sheriff within whose jurisdiction you reside) which (who) has the power to determine this point. If you reside in England or Wales you have six months from the issue of this Statement of Failure in which to appeal or, if you reside in Scotland, 21 days. If the Court finds that the test was not properly conducted it may order a refund of the fee and authorise you to undergo a further test forthwith (see Road Traffic Act 1988 Section 90, for ADI qualifying tests see section 133).

You should note that your right to appeal to the Court under Section 90 or 133 is strictly limited to the question of whether the test was properly conducted in accordance with the relevant Regulations. **The examiner's decision and test result cannot be altered.**

Before you consider making any appeal you may wish to seek legal advice.

You can find details of our service standards and complaints procedures in our 'Customer Service: A guide to our service standards' leaflet, which is available from all our offices and test centres.

Data Protection Act 1998

The Driving Standards Agency (DSA) directly manages all personal data it processes as an executive agency of the data controller, the Department for Transport. We use the personal information you provide to book and run the practical test. We also analyse the test details to assess how effective traffic patterns, safety initiatives and other transport issues are, to improve both customer service and road safety. We will not pass personal information to anyone else other than in line with the Data Protection Act 1998. This could include (but is not limited to) the police, HM Revenue and Customs and local authorities. For more information, please see our privacy notice on our website (www.dsa.gov.uk) or look for our 'Notification Documentation' on the Information Commissioner's website (www.ico.gov.uk). Our registration number is Z7122992.

Driving Test Report

DL25C

0408

I declare that:

- the use of the test vehicle for the purposes of the test is fully covered by a valid policy of insurance which satisfies the requirements of the relevant legislation.
- I normally live/have lived in the UK for at least 185 days in the last 12 months (except taxi/private hire). See note 30.

X

George-Flores Rina... S D/C

Application Ref.

Date

Time

Dr./No.

DTC Code / Authority

Reg. No.

P D Smith

Auto Ext

Cat. Type

1 2 3 4 5 6 7 8 9 0

Instructor Reg

Instructor Cert

Sup

ADI

Int

Other

Total S D

Total S D

Total S D

1a Eyesight

13 Move off safety

23 Positioning normal driving

1b H/Code / Safety

control

lane discipline

2 Controlled Stop

14 Use of mirrors- M/C rear obs signalling change direction

24 Pedestrian crossings

3 Reverse / Left Reverse with trailer control observation

change speed

25 Position / normal stops

4 Reverse/ Right control observation

correctly

28 Spare 1

5 Reverse Park R C control obs.

16 Clearance / obstructions

30 Spare 3

6 Turn in road control observation

17 Response to signs / signals traffic signs road markings

31 Spare 4

7 Vehicle checks

traffic lights

32 Spare 5

8 Taxi manoeuvre control observation

traffic controllers

33 Wheelchair Pass Fail

9 Taxi wheelchair

other road users

Pass Fail None Total Faults

10 Uncouple / recouple

18 Use of speed

ETA V P D255

11 Precautions

19 Following distance

Eco Safe driving Control Planning

12 Control accelerator

20 Progress appropriate speed undue hesitation

Debrief

clutch

21 Junctions approach speed

I acknowledge receipt of Pass Certificate Number: Licence rec'd Yes

gears

observation

Wheelchair Cert. No: COA

footbrake

turning right

No

parking brake / MC front brake

turning left

There has been no change to my health: see note 29 overleaf.

steering

cutting corners

balance M/C

22 Judgement overtaking

PCV door exercise

meeting

crossing

Fees for driving instructors, motorcycle trainers and taxi drivers

Fees for taking the taxi driving assessment

Some councils and local licensing authorities insist that you first must pass the Driving Standards Agency (DSA) practical assessment before they will grant you a hackney carriage or private hire vehicle driver licence.

You can choose to take your assessment on weekdays or - at extra cost - on a weekend or weekday evening.

Your taxi driving practical test fee will vary depending on the type of test needed. To prepare for your taxi driving practical test, you'll need to contact your local authority to get the Private Hire/Hackney Carriage Assessment Pack.

For more information, see our guide on [the DSA driving assessment for taxis and private hire vehicles](#).

The fees below are effective from 4 January 2011.

Taxi assessment fees

	Weekday	Weekend and weekday evening
Hackney saloon vehicles, private hire saloon vehicles, Highway Code/traffic signs/cabology questions	£79.66	£96.00
Hackney wheelchair enhanced, wheelchair accessible vehicles and Highway code/traffic signs/cabology questions	£92.94	£112.34
Wheelchair exercise	£26.56	£32.68

Taxi Assessment Tests

How the assessments will be delivered

- The assessments will be delivered by the Road Safety Team using in house resources for the duration of the initial trial period
- The Insurance team have confirmed that the delivery of the assessments is covered by Council existing insurance policies as it is a statutory licensing function.
- The delivery stages of the assessment are set out below:
 1. Public Protection promotes and publicises the service
 2. Public Protection processes client general enquiries and booking enquiries
 3. Public Protection to have access to nominated Assessors (Road Safety) Outlook account for the purpose of checking and 'provisionally' booking assessments - **The officer will be available for 2 days per week, excluding weekends, bank holidays or authorised leave**
 4. Bookings will be passed to Assessor no less that 10 working days prior to the assessment and Assessor will confirm bookings with Public Protection within 2 working days
 5. Following confirmation from Road Safety, Public Protection will confirm the booking with the client and the Assessor via letter or e-mail which will include; date, time, location, name of officer, name of client and contact numbers
 6. Payment of £45 per assessment will be made to Public Protection on confirmation of the assessment date and prior to the assessment taking place. Funds will be paid directly into an income code provided by Road Safety
 7. On the confirmed date the Assessor will meet the client at the agreed time and location which will be either the clients 'business premises' if there are more that 2 assessments to be carried out or Darby House, Telford Town Centre
 8. The Assessor will carry out the assessment as set out below (see Format of the assessment)
 9. On completion of the assessment the Assessor will produce a short written report setting out the outcomes of the assessment and detail any points which require noting – this will include any areas of concern including personal safety issues
 10. The Assessor will then inform Public Protection (via e-mail) of outcome for each client undertaking the assessment and provide copies of all course materials relating to clients for Public Protections records
 11. Should a client wish to submit a complaint regarding the assessment this will be made directly to Public Protection. Public Protection will investigate the complaints and will have the support of the assessor when investigating issues. Appeals against the process of how assessments are conducted can be made to Public Protection. If the assessment was deemed to be delivered in an inappropriate manner then the client will be offered another assessment (at no cost).

Format of the assessments

Appendix C

1. The assessment will be scheduled for 1 hour. This can be extended or reduced at the assessor's discretion e.g. (due to congestion or a candidate making good progress) but is subject to 1a below being achieved.

1. a All assessments **must** consist of a minimum drive time of 30 minutes. If this is not achieved the assessment will be terminated and the candidate will be offered another appointment (at no additional charge, if beyond the control of the assessor and client) for a new assessment.

2. The assessment will be marked in three categories based on advanced driving techniques as detailed in 'Road Craft, the essential police driver's handbook'.

Minor Fault - Any driving fault that, on its own, would not affect the safety or progress of any other road user whether they are there or not for example; not making an observation before changing speed or direction.

Serious Fault - If this is persistent and may, by its persistence, affect the safety or progress of other road users for example; an accumulation of not more than 6 minor faults or changing direction without making an observation where another road user is present.

Dangerous Fault - Any driving fault that would potentially affect the safety or progress of any other road user whether they are there or not for example; not being in full control of the vehicle.

3. For the Candidate to be successful they will be required to achieve no more than 6 minor faults with 7 being marked as a failure. Any fault deemed to be serious or dangerous will be marked as a failure.
4. The candidate will be required to produce documentation on the day of the assessment this will consist of.
 - Driving Licence – Candidates will have to produce a driving licence with category entitlement for the vehicle to be assessed. Both parts of the licence will need to be produced and issue numbers must correspond. If candidates have an older style licence then two forms of identification will be required one being photographic identification (ideally a passport).
 - Insurance certificate - An insurance certificate must be produced for the vehicle that is to be used on the assessment. This insurance must cover the vehicle being used on the assessment. The certificate must cover the candidate to drive the vehicle and be in date.
 - MOT - A valid MOT certificate must be produced unless a taxi compliance note is available.

If this documentation is not produced the assessment will **not** be conducted and any fees will be forfeit.

5. Eye Sight Check – Candidates will be asked to read a number plate at a distance of 20.5 metres or 67 feet. If corrective vision aids are required these must be used at the start of the assessment when signing in. If a candidate is unable to read the number plate the assessor will ask the candidate to read a different number plate. If the candidate is still unsuccessful another different number plate will be used. If still unsuccessful the candidate will be asked to wait in reception while the assessor measures the exact distance to a new number plate. The candidate will then be asked to read and or given the opportunity to write the number down. Should the

Appendix C

candidate be unsuccessful the assessment will be marked as a failure and a report submitted to the DVLA.

6. Defects - The assessor will make a visual assessment of the condition of the vehicle presented for the assessment e.g. tyres, body work, reflectors and lights. Should they not be of a satisfactory condition for use on the road or meet legal requirements the assessment will be terminated and any fees will be forfeit. All defects will be recorded on the Assessment Report.
7. Vehicle safety checks – The candidate will be asked to explain and demonstrate two vehicle safety checks. If the candidate gives up to two incorrect answers this would accumulate to one driving fault.
8. Decision – At the end of the assessment, the assessor will inform the candidate of any faults incurred and offer remedial advice, before giving the candidate the result of the assessment.

Monitoring and evaluation

On a bi-monthly basis Public Protection and Road Safety will hold regular review meetings to assess the performance of the assessment scheme and discuss any issues that have arisen in the previous two months.

Taxi Assessment Report Form

Candidates Name:
Date:
Driver Licence Number:
Driver Insurance Certificate Number:
MOT Certificate Number:
Eye Sight Check:

Vehicle Details
Make:
Model:
Registration No:

Driver Faults
Minor: /
Serious: S
Dangerous: D

Controls	Total Faults
• Precautions	<input type="text"/>
• Clutch	<input type="text"/>
• Footbrake	<input type="text"/>
• Accelerator	<input type="text"/>
• Gears	<input type="text"/>
• Steering wheel	<input type="text"/>
• Parking brake	<input type="text"/>
• Ancillary controls	<input type="text"/>

Procedures	Total Faults
• Speed	<input type="text"/>
• Mirrors	<input type="text"/>
• Signals	<input type="text"/>
• Positioning	<input type="text"/>
• Meeting	<input type="text"/>
• Awareness	<input type="text"/>
• Planning	<input type="text"/>
• Observations	<input type="text"/>

Reverse Exercise	Total faults
<input type="text"/> Turn in the road Con/Obs/Acc	<input type="text"/>
<input type="text"/> Reverse park Con/Obs/Acc	<input type="text"/>
<input type="text"/> Reverse Left Con/Obs/Acc	<input type="text"/>
Junctions	
• Turning left	<input type="text"/>
• Turning right	<input type="text"/>
Response to Traffic	
• Signs	<input type="text"/>
• Lights	<input type="text"/>
• Markings	<input type="text"/>

Vehicle safety checks	Total faults
• Tell me/Show me	<input type="text"/>
• Total faults	<input type="text"/>
Test Result	
• Pass	<input type="text"/>
• Fail	<input type="text"/>
Examiners Signature Print Name	
I declare that vehicle presented for the assessment is insured for the purpose of that assessment. Candidate Signature..... Print Name.....	

Taxi Test Definitions

Controls

Precautions: Safety checks before starting the engine. Making sure the handbrake is in the on position and the gear stick is in a neutral position. The driver should make all necessary adjustments to allow control of the vehicle at all times.

Clutch: Correct use of the clutch pedal. Timing of the clutch pedals depression and lease. Having smooth operation and control throughout the levers travel. Avoiding uncontrolled coasting.

Footbrake: Correct use of the footbrake pedal. Using the brake pedal in good time to allow smooth operation and control throughout the levers travel. Showing knowledge of cadence braking when the need to arises and performing an emergency stop under full control if required.

Accelerator: Correct use of the foot accelerator pedal. Timing of the accelerator pedals depression and lease. Smooth operation and control throughout the levers travel.

Gears: Correct use of the gear stick and gear selection when changing gear ensuring the road speed and engine speed match the gear selected. Gear selection should demonstrate awareness of ECO driving. Not travelling with the gear stick in a neutral position.

Steering wheel: Correct use of the steering wheel avoiding under or over steering. Having one hand in contact with the steering wheel at all times when the vehicle is moving. Smooth progressive movement of the steering wheel and remaining in control of the vehicle at all times.

Parking brake: Correct operation of the parking brake and used when necessary.

Ancillary controls: You should before moving off be familiar and aware of with all the vehicle controls including their operation.

Procedure

Speed: Driving at an appropriate speed to match the surroundings and conditions of the area and road you are travelling along. Obeying all traffic signs, road markings and instructions relating to speed.

Mirrors: Making correct and effective adjustment of the mirrors. Making effective use of the mirrors to react safely and correctly to what is observed.

Signals: Signalling correctly, when necessary and properly timed.

Positioning: Taking the correct position for stops, normal driving and lane discipline.

Awareness: Being aware of your surroundings, anticipating the movement of other road users to enable you to take appropriate action in good time.

Planning: Having all round awareness and responding to hazards in good time.

Observations: Making effective observations via use of the mirrors and the checking of blind spots.

Reversing

Turn in the road: Control and observation.

Reverse park: Control and observation.

Reverse in to a side road: Control and observation.

Junctions

Turning left: Making effective observations signalling intention before manoeuvring into position. Ensuring the correct speed on approach, positioning correctly for the turn. Checking the road being turned into is safe and clear of obstructions.

Turning right: Making effective observations signalling intention before manoeuvring into position. Ensuring the correct speed on approach, positioning correctly for the turn. Checking the road being turned into is safe and clear of obstructions.

Response to traffic

Signs/Lights/Markings: Responding correctly and in good time as stated in the Highway Code.

Vehicle safety checks: Demonstration of the knowledge required to conduct safety checks on the vehicle to ensure the vehicles safe use on the road.

Community Impact Assessment

It is intended that you complete this form if you have identified a high negative impact to our communities and employees.

Sections 1 & 2 should be completed early in policy development and before any consultation/engagement activity takes place

Sections 3 & 4 should be completed before policy approval.

You will find the information from this assessment useful for the Equality Implications section of any report you are completing.

Section 1 – Overview

1. What is the title of the policy?

Review of the Council's Licensing Policy for Hackney Carriage and Private Hire and to amend the conditions applicable to licensed driver tests.

2. What are the objectives of the policy? For example, what are we aiming to achieve? Please provide a brief description

The objective is to consider and consult with partners, the community and the hackney carriage and private hire trade on:

1. The review of the current provision for undertaking a Driving Standards Agency Test and in its place to allow such a Test to be conducted by the Road Safety Transport Team

3. This policy affects

- Customers (licensed drivers, proprietors and operators)
- People who use licensed vehicles
- Partners

4. What period does the policy cover?

The consultation will commence on July 1st and last for a period of 4 weeks. Any amendments to conditions of licence resulting from this consultation exercise will be implemented at a date to be determined by the Chair of the Licensing Committee and the Principal Licensing Officer.

5. Your contact details:

Name of person completing impact assessment and their post	Carl Phillips, Licensing Technical Officer
Telephone	01952 383267
Date	10 th June 2013

Section 2 – Impact Assessment

a) Community Impact

- 1. Will the policy contribute to specific Priority Plan objective(s)?
Yes (go to Q2)
- 2. The Policy contributes to the following [Priority Plan objectives](#)
 - 1. protect and create jobs as a 'Business Supporting, Business Winning Council'
 - 2. improve local people's prospects through education and skills training
 - 3. protect and support our vulnerable children and adults

Ensure Compliance – Business

3. Will this policy have a significant impact on any of the following groups of people? Please mark all boxes indicating whether an impact has occurred, this could be **positive** or **negative**. Mark **None** if there is no impact. Help boxes are available to assist.

People of different ages
[Helpbox - Age](#)

People with ill health or people with a disability
[Helpbox - Disability](#)

People of different gender
[Helpbox - Gender \(Sex\)](#)

People who are transgender
[Helpbox - Transgender](#)

Different racial groups
[Helpbox - Race](#)

People with different religion or beliefs
[Helpbox - Religion or Beliefs](#)

People of different sexual orientation
[Helpbox - Sexual Orientation](#)

Women who are pregnant or breast-feeding
[Helpbox -Pregnancy and Maternity](#)

People that are married or in a civil partnership
[Helpbox - Marriage or Civil Partnership](#)

People affected by deprivation
[Helpbox - people affected by deprivation](#)

	Impact (X)		
	Positive	Negative	None
People of different ages Helpbox - Age			X
People with ill health or people with a disability Helpbox - Disability			X
People of different gender Helpbox - Gender (Sex)	X		
People who are transgender Helpbox - Transgender			X
Different racial groups Helpbox - Race			X
People with different religion or beliefs Helpbox - Religion or Beliefs			X
People of different sexual orientation Helpbox - Sexual Orientation			X
Women who are pregnant or breast-feeding Helpbox -Pregnancy and Maternity			X
People that are married or in a civil partnership Helpbox - Marriage or Civil Partnership			X
People affected by deprivation Helpbox - people affected by deprivation			X

4. What is the expected impact?

People of different gender

This policy will have a positive impact on young females who according to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, are one of the largest groups of users of taxis and private hire vehicles as it is likely that there will be an increase in the numbers of drivers applying for licences..

The equality data collected by the Licensing Service shows that 97% of licensed drivers are male and therefore, those licence holders who are the only income earner in households will not have to wait up to ten weeks to take a Driving Test which is an integral part of the licence application process and will also have a lower test fee to pay.

I have no evidence which indicates that this policy will impact on the following characteristics:

People of different ages

People with ill health or people with a disability

People who are transgender.

People with different religion or beliefs

People of different sexual orientation

Women who are pregnant or breastfeeding

People that are married or in a civil partnership

People affected by deprivation.

5. What engagement and consultation have you already carried out?

A full consultation exercise will be undertaken from 1st July 2013 with the taxi trade, partner organisations, Councillors, Town & Parish Councils, Residents Associations, Community Associations and Disability Forums. The consultation will finish on 31st July 2013. In addition the consultation will be published on the Council's website and copies were also placed in libraries within the borough.

You can contact the Community Engagement team for support – 82131

You are at the end of Section 2 - have you completed all questions in this section?

Please ensure all questions are answered and then send your information to;
Equalityanddiversity@telford.gov.uk

The Equality and Diversity Team will help you address/respond to any issues in
Section 3 – Mitigating Actions

Section 3 – Mitigating Actions

1. For any significant **negative** impacts identified in Section 2 (Questions 3 & 4), what action have you taken or will you be taking to reduce/manage these impacts?
2. For any significant positive impacts you identified in Section 2 (Questions 3 & 4) what action have you taken or will you be taking to maximise the opportunity?

The Road Safety and Sustainable Transport Team will undertake an assessment of a driver's practical driving skills. This practical assessment has been specifically designed for taxi and private hire drivers. If the proposed changes to driver conditions relating to training are implemented at the end of the consultation, then each driver will be informed of changes by letter, email or SMS Text

- 4..The policy contributes to the following aims of the General Equality Duty;
 - **advance equality of opportunity**
 - **foster good relations between different groups**

Section 4 – Review and Monitoring

1. From what date will this policy be implemented?

Any amendments to conditions of licence resulting from this consultation exercise will be implemented at a date to be determined by the Chair of the Licensing Committee in discussions with the Principal Licensing Officer
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2. When will the actual impacts of the policy be monitored and reviewed?

The Licensing Service will collate comments from the consultees and any feedback from the consultation will be reviewed by the Chair of the Licensing Committee and Principal Licensing Officer

3. How will the actual impact of the policy be monitored and reviewed?

Any changes to the Council's conditions of licence resulting from this policy will be monitored by the Licensing Service in relation to data retained on licensed drivers and licensed vehicles on the Council's Licensing databases. This will include the numbers of drivers/vehicles licenced, the number and nature of complaints from service users relating to drivers and/or vehicles.

Ensure that appropriate confirmation has been given by your line manager.

Appendix F

Line Manager/Head of Service Agreement

Community Impact Assessments will be published online and available on request. This will include the subject document, equality analysis, data sources and consultation evidence.

Please make sure that your Line Manager/Head of Service has been made aware of the content of the impact assessment and that they agree with it.

Arrange for your Line Manager/Head of Service to e-mail confirmation of agreement to; equalityanddiversity@telford.gov.uk

The Equality and Diversity team will create a summary for ease of access, please make sure that you forward any relevant documentation you have referred to with the e-mail.

Thank you conducting this Community Impact Assessment, should you have any questions please contact 01952 382104 or e-mail equalityanddiversity@telford.gov.uk