

Telford & Wrekin Council

Licensing Committee – 12th December 2011

Private Hire and Dual Driver Licence Conditions

Report of the Service Delivery Manager – Public Protection

1. Purpose

- 1.1 To update Members regarding funding for Hackney Carriage and Private Hire Driver qualifications and for Members to review the condition of licence for Private Hire and Dual Drivers relating to driver qualifications in light of the available funding.

2. Recommendations

- 2.1 That having considered the information contained within this report that members resolve to replace condition 7.2a) of the Council's Private Hire Driver Condition and 7.2 Dual Driver condition with the following condition of licence:

*That **all** Drivers must undertake a qualification in "Transporting passengers by taxi and private hire" or similar qualification within twenty-four months of this condition coming into force.*

3. Summary

- 3.1 Following a public consultation on the review of Private Hire and Dual Driver Conditions, on 7th September 2011 Members of the Council's Licensing Committee considered a review of Private Hire Licence Condition 7.2a) and Dual Driver Condition 7.2.
- 3.2 Since the Licensing Committee Hearing of 7th September 2011, the Licensing Service has become aware of available funding for the The Business & Technician Education Council (BTEC) Vocationally Related Qualification (VRQ) for Hackney Carriage and Private Hire Drivers.

4. Previous Minutes

- 4.1 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 Section 51(2) of LG(MP)A 1976 allows local authority to impose conditions that it considers reasonably necessary on a Private Hire Driver Licence.
- 5.1.4 Telford & Wrekin Council has traditionally, in accordance with the above, attached conditions to Private Hire Licences.
- 5.1.5 Following a twelve week consultation exercise on Private Hire Driver Licence Condition 7.2a) and Dual Driver Licence Condition 7.2, Members of the Council's Licensing Committee on 7th September 2011 considered the proposed amended conditions in light of the responses received. The Consultation Questionnaire with responses is attached at Appendix A.
- 5.1.6 The current condition of licence for Private Hire and Dual Drivers requires all new drivers to complete a qualification in transporting passengers by taxi or private hire vehicle, or similar qualification, within twelve months of being issued with a licence. A copy of the Council's conditions of licence are attached at Appendix B.
- 5.1.7 The qualification which has previously been taken by new drivers and also voluntarily taken by over one hundred existing drivers was in the form of an NVQ delivered by Telford College of Arts and Technology (TCAT). This was delivered at no cost either to the drivers or to the Council as there was funding available through Train to Gain.
- 5.1.8 The Public Protection Team Leader had recently been informed by TCAT that no funding has been allocated by the Government for this academic year to deliver the qualification. The cost for a standard NVQ is £1172 per driver.
- 5.1.9 Members considered that given the current economic climate it would not be appropriate to introduce the proposed revised condition for all existing drivers and resolved to retain as currently worded, conditions 7.2a) and 7.2 for Private Hire and Dual Drivers, i.e. the requirement to

undertake a qualification in transporting passengers applied to new drivers only.

5.1.10 The Licensing Service has now been informed that there is funding available for the Edexcel BTEC Level 2 Certificate in the Introduction to the Role of the Professional Taxi and Private Hire Driver. A list of the units which make up the BTEC are attached at Appendix C.

5.1.11 To continue delivering this qualification, should funding cease in the future, as an Edexcel accredited company the Training Provider would work closely with the Council to deliver an excellent standard of the course and with low overheads would be able to set a figure of £295.

5.1.12 There are currently 44 Telford & Wrekin Council licensed drivers who have either already enrolled on or will be enrolling later this week on the BTEC qualification. These are a mix of new drivers for whom it is mandatory in accordance with their conditions of licence and existing drivers who have volunteered to do the qualification.

5.2 Equal Opportunities

5.2.1 A Community Impact Assessment has been carried out on the review of Hackney Carriage, Private Hire Driver and Private Hire Vehicle Conditions of Licence and is attached at Appendix D.

5.3 Environmental Impact

5.3.1 There is no environmental impact arising from this report.

5.4 Legal Comment

5.4.1 Section 51(2) of the Local Government (Miscellaneous Provisions) Act 1976 allows the council to attach to the grant of private hire vehicle driver licences such conditions as it may consider reasonably necessary.

5.5 Links with Corporate Priorities

5.5.1 This report has links to the following Priority Plan objectives :

1. Creating a safer community

(b) Safeguard health and safety of the community

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 an appeal to the Magistrates Court.

5.7 Financial Implications

5.7.1 There are no financial implications arising from this report, other than those noted in Section 5.6.2.

6. Ward Implications

6.1 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 TWC Conditions of Licence for Private Hire Drivers

7.1.4 TWC Conditions of Licence for Dual Drivers

Report prepared by, Suzanne Fisher, Public Protection Team Leader - For further information please telephone 01952-383261 or email licensing@telford.gov.uk.

1. Private Hire Driver Conditions of Licence		
	Current Condition	Proposed condition
7.2 a)	<i>That a qualification must be taken in “Transporting passengers by taxi and private hire” or similar qualification within the first 12 months of being licensed.</i>	<i>That all Private Hire Drivers must undertake a qualification in “Transporting passengers by taxi and private hire” or similar qualification within twenty-four months (of this condition coming into force).</i>
7.2 b)	<i>That a DSA Driving Test shall be taken by Private Hire Drivers where the driver has been disqualified from driving by the DVLA or with endorsements on their driving licences or for serious driving offences.</i>	Maintain existing condition and in addition add : <i>That a DSA Driving Test shall be taken by all existing Private Hire Drivers within 24 months (of this condition coming into force).</i>
<p>Consultation response</p> <p>PHV/HC User who responded thinks someone with a serious driving offence should not be allowed to drive a PHV/HC Proposed condition does not state how soon the DSA driving test should be taken after first being licensed.</p> <p>A Resident and Town Councillor who responded expects the highest standard of qualification from all HC/ PHV drivers.</p> <p>The Private Hire trade think that the qualification and DSA test should be taken by new drivers and those who have been disqualified, but not existing drivers. The general feeling is that it is an unnecessary expense and unreasonable burden for existing drivers who have been in the trade many years, although it has been proposed that drivers who have complaints about their driving skills should also be requested to undertake the DSA driving test.</p> <p>Four HC drivers who commented were all in agreement with the proposed condition.</p>		

2.	Dual Driver Conditions of Licence	
7.2	<p><i>That a qualification must be taken in “Transporting passengers by taxi and private hire” or similar qualification within the first 12 months of being licensed.</i></p>	<p><i>That all Dual Drivers must undertake a qualification in “Transporting passengers by taxi and private hire” or similar qualification within twenty-four months (of this condition coming into force).</i></p>
7.3	<p><i>That a DSA Driving Test shall be taken by Private Hire Drivers where the driver has been disqualified from driving by the DVLA or with endorsements on their driving licences or for serious driving offences</i></p>	<p>Maintain existing condition and in addition add :</p> <p><i>That a DSA Driving Test shall be taken by all existing Dual Drivers within 24 months (of this condition coming into force).</i></p>
<p>Consultation response The responses are the same as for the Private Hire Driver conditions of licence above, and in addition it was suggested by a Private Hire Operator that the Council introduce aptitude tests and tests to prove English communication skills.</p>		

3.	Hackney Carriage Vehicle Licence Conditions	
3.2	<p><i>The proprietor shall ensure that the Hackney Carriage shall only be of the type approved for public hire used by the Commissioner of Police of the London Metropolitan area, namely a purpose built vehicle designed to carry up to seven passengers and that complies with the following;</i></p>	<p><i>The proprietor shall ensure that the Hackney Carriage vehicle shall only be of the type approved for Hackney Carriage use by the Council, namely a multi-purpose vehicle built to carry up to eight passengers with factory fitted seatbelts and an engine capacity not less than 1600cc. subject to the following:</i></p> <p><i>By way of a list that will specify as many different types of vehicle as possible which allow the trade to put forward vehicles of choice that meet the criteria. Will provide greater flexibility for new vehicle types.</i></p> <p>This condition is to be read in conjunction with Conditions 3.3, 3.4 and 3.5 listed below which are to remain unchanged.</p>
		<p>3.3 The vehicle must have provision for a minimum of at least one wheelchair.</p>
		<p>3.4 A certificate should be produced showing all of the fittings used to secure wheelchairs to the floor of the vehicle are to Department of Transport specifications.</p>
		<p>3.5 The appropriate ramps and associated equipment for loading wheelchairs into the vehicle in the approved manner must be carried and used at all times.</p>
	<p>Consultation response</p> <p>PHV/HC users expect all HCs to be wheelchair accessible.</p> <p>The Private Hire Drivers and Operator who responded feel that other types of vehicles should be allowed to be licensed as Hackney Carriages. They believe a rural area such as Shropshire should not be restricted to the requirements of London. The operator suggested that HCs should all be black, and PHV's should not be black to distinguish between the two. One of the drivers quoted the high CO2 emissions of London Taxi Cabs compared to new lower emission vehicles.</p> <p>20 HC Drivers/ Vehicle proprietors who responded do not want the condition to change.</p> <p>LTI who are the manufacturers of the vehicles currently licensed by the Council put forward an 8 page response document and 4 page promotional leaflet to show why Telford & Wrekin Council should not move away from the type approval for Transport for London.</p>	

4.	Private Hire Vehicle Licence Conditions	
4.8	The Council will only licence suitable vehicles which do not exceed the age limit for motor cars and Multi Purpose Vehicles of seven years or the age limit for a purpose built or adapted minibus of six years. Vehicles to be tested every 6 months from 5 years of age to 7 years in line with best practice guidance. However no vehicle to be over 5 years of age when first licensed.	The Council will only licence suitable vehicles which do not exceed the age limit for motor cars and Multi Purpose Vehicles of seven years or the age limit for a purpose built or adapted minibus of eight years. Vehicles to be tested every 6 months from 5 years of age to 8 years in line with best practice guidance. However no vehicle to be over 5 years of age when first licensed.
	<p>Consultation response</p> <p>PHV Drivers and Operators are happy with the proposed condition, although the PH Operator did propose that all vehicles should have a 10 year age limit with 6 monthly compliance tests after 5 years of age.</p> <p>Six HC Drivers believe the age limit for all PHVs should be set at 5 years as they are not purpose built vehicles for the amount of miles they do.</p>	

Appendix B - Dual Driver Conditions of Licence



Telford & Wrekin
C O U N C I L

1. GENERAL REQUIREMENTS

1.1 Throughout the currency of his/her licence the holder of a Dual Driver licence shall be a fit and proper person to hold such a licence. New applicants will be subject to a satisfactory Criminal Records Bureau check and all licence holders will be subject to a Criminal Records Bureau check every three years.

1.2 Throughout the currency of his/her Driver's Licence, the holder of a Dual Driver Licence must possess a full Category B DVLA driving licence and must have held one for at least the preceding 3 years (3 years actual driving experience). The Licence referred to is one issued under Part III Road Traffic Act, 1988, as amended by the Road Traffic Act, 1991, authorising the holder to drive a motor car.

2. MEDICAL FITNESS AND MEDICAL EXAMINATION

2.1 Throughout the currency of his/her Licence the holder of a Dual Driver Licence must be and must remain medically fit. To enable the Council to be satisfied as to medical fitness the following requirements will apply:-

2.2 All drivers should have medicals on application and then every three years.

2.3 If once granted, the Driver's medical circumstances change during the currency of that Licence, he/she must so advise the Council as soon as possible. If the Council then so requires, the Driver must immediately submit to a further medical examination and thereafter, provide written evidence (in the form of an approved medical certificate as detailed above) of the outcome of this examination and of his fitness to continue as a driver of a Hackney Carriage/Private Hire Vehicle. The Council reserves the right to refer any such matter to its own appointed Medical Officer whose decision will be final.

2.4 The Council will not grant or renew (as the case may be) any Driver's Licence unless the foregoing provisions are complied with (as appropriate) and the applicant can thereby demonstrate that he is medically fit to hold a Dual Driver Licence.

2.5 The Council may revoke or suspend an existing Licence if the holder is unable to demonstrate as necessary that he/she remains medically fit to hold such Licence. The Council reserves the right to refer any such matter to its own appointed Medical Officer whose decision will be final.

3. MEDICAL EXEMPTIONS

3.1 Medical exemptions involving the carriage of Disabled persons and also the carriage of Guide, Hearing or Other Assistance Dogs may apply to new or existing drivers who suffer certain medical conditions and if so must submit themselves to a rigorous medical examination and provide proof that they have a history of a specific health problem to qualify for such exemption.

4. CRIMINAL RECORD BUREAU CHECKS AND CONVICTIONS NOTIFICATION

4.1 The Licence holder shall notify the Council in writing of any conviction recorded against him/her by any court within 7 days of such a conviction being imposed.

4.2 The Licence holder shall within 42 days of such an offence notify the Council in writing of any fixed penalty notice imposed upon him/her which results in an endorsement upon his/her UK driver's licence.

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5. RETURN OF BADGE AND LICENCE

5.1 On suspension, revocation, refusal to renew, or expiry of the Driver's Licence, the holder of the Licence shall, on demand, return the Badge and Licence to the Council within 48 hours.

6. KNOWLEDGE TEST

6.1 At the discretion of the Council the holder of a Dual Driver Licence can, during the currency of the Licence, be required to undertake a further knowledge test or tests. (Where a Dual Driver Licence has previously been held but has lapsed for 12 months or more, the Council will invariably require a knowledge test to be taken before issuing a Licence.) Failure to submit to, or pass, any knowledge test so required will permit the Council to refuse to grant (or renew) a Dual Driver Licence or to revoke or suspend a Dual Driver Licence (as the case may be).

7. TRAINING

7.1 All successful applicants will be required to undertake up to two days training per annum at the discretion of the Council to include:

Disability Awareness Training
Licensing Requirements
Passenger Safety

7.2 That a qualification must be taken in "Transporting passengers by taxi and private hire" or similar qualification within the first 12 months of being licensed.

7.3 That a DSA Driving Test shall be taken by Dual Drivers where the driver has been disqualified from driving by the DVLA or with endorsements on their driving licences or for serious driving offences.

7.4 Training courses will be designed around the basic needs required by Dual Drivers and held on several pre-determined dates during the year commencing January to December. All candidates shall be expected to complete a course within the period of the licence which has been issued to them. (A six months badge holder within six months and a one year badge holder within that one year period.)

7.4.1 The direct costs of the training will be borne by the Council; however, the costs of driver time will not be met. Failure to submit to, or pass, any training so required by the Council will permit the Council to refuse to grant (or renew) a Dual Driver's Licence or to revoke or suspend a Dual Driver's Licence (as the case may be).

8. PRODUCTION OF DVLA DRIVING LICENCE

8.1 The holder of a DVLA Driver's Licence shall, at the request of any Authorised Officer of the Council or any Police Constable, produce his Driving Licence for inspection either forthwith, or within 7 clear days of the request.

8.2 Any driver requesting a photocopy of his/her driver's licence from Council records must have a valid reason for doing so and shall be charged a fee.

9. CONDUCT OF DRIVER

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Telford & Wrekin
C O U N C I L

The holder of a Dual Driver Licence shall, when driving a Hackney Carriage/Private Hire Vehicle :

9.1 At all times be clean and respectable in his/her dress and appearance and maintain a high standard of personal hygiene.

9.2 Drivers of Executive status vehicles shall be dressed appropriate to the occasion at all times and as a minimum standard shall adopt smart casual clothes with jacket, collar and tie.

9.3 Tailored shorts may be worn in hot weather. They shall be of one colour and of knee length or below knee length (in the sitting position). Cut off jeans or similar shall not be worn.

9.4 Not without the express consent of the hirer eat or drink in the Hackney Carriage/Private Hire vehicle

9.5 Not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the Hackney Carriage/Private Hire vehicle.

9.6 Not at any time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which the Licence holder is driving be a source of annoyance to any person whether inside or outside the Hackney Carriage/Private Hire Vehicle.

9.7 At all times, behave in a civil and orderly manner towards all other road users, pedestrians and persons seeking to hire or being conveyed in the vehicle.

9.8 When having agreed to attend a location at an appointed time shall, unless delayed and prevented by some sufficient cause, punctually attend at such appointed time and place.

9.9 Shall at all times when hired afford reasonable assistance to the passenger and convey them subject to any instructions given by the hirer, to their destination by the shortest practicable route.

10.ANIMALS

When driving a Hackney Carriage/Private Hire vehicle, the holder of a Dual Driver Licence:

10.1 Shall not carry any animal belonging to or in their custody whilst fare paying passengers are being conveyed in the vehicle. However it will be allowed to make the transportation of animals at the discretion of the vehicle owner/company (with the exception of assistance dogs as defined by the Disability Discrimination Act 1995). They may however allow any animal belonging to or in the custody of a passenger to be conveyed in the vehicle but in the case of a Private Hire Vehicle only in the rear (in the foot well or floor pan of the vehicle).

11.RECEIPT FOR FARE

11.1 The License holder shall, if requested by the hirer, supply the hirer with a written receipt for any fare paid.

12.ACCIDENTS

12.1 The Licence holder shall, notwithstanding his/her responsibilities under the Road Traffic Act, report to the Council within 72 hours, any accident involving a Hackney Carriage/Private Hire Vehicle under their control. In any case the licence holder shall notify the Council immediately, of any vehicle being under their control which has suffered damage of any kind which materially affects the safety performance or appearance of the vehicle, or the comfort convenience of the fare paying passengers.

Appendix B - Dual Driver Conditions of Licence



13.CHANGE OF PARTICULARS

13.1 The holder of a Dual Driver Licence shall notify the Council in writing of any change of his circumstances which may occur during the currency of his Licence, including any change of address or change of employers. Any such change shall be so notified within 7 days of it taking place. Failure to do so is an offence.

14.ROOF SIGNS

The Driver of a Private Hire Vehicle shall ensure the roof signs are maintained and kept in such a condition that the information contained is clearly visible to public view at all times and that the roof sign is illuminated when the vehicle is in service during lighting up times.

HIRER'S PROPERTY

14.1 The Licence holder shall immediately after termination of any hiring, or as soon as practicable thereafter search the Hackney Carriage/Private Hire Vehicle for any property which may have been left therein.

14.2 The Licence holder shall, if any property is accidentally left therein by any person who may have been conveyed in the vehicle and be found by or handed to him/her, carry it as soon as possible and in any event within 24 hours if not sooner claimed by or on the behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.

15.PASSENGERS

15.1 The Licence holder shall at all times when a Hackney Carriage/Private Hire Vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the vehicle.

15.2 The Licence holder shall not permit a Hackney Carriage/Private Hire Vehicle to carry a greater number of passengers than the number prescribed in the Licence.

16.PARKING AND PLYING FOR HIRE

16.1 All Dual Drivers when driving a Private Hire Vehicle, as soon as they have dropped passengers shall, unless prevented by another prior booking, return to the Operators licensed base of operations or other approved parking areas (as per the approved list – which shall be subject to continual review) within the controlled district to await further bookings or instructions.

17.FARES

17.1 The Driver of a Private Hire Vehicle shall not demand a fare in excess of that prescribed by the Operator unless previously agreed between the hirer and the Operator at the time of booking.

17.2 The Driver of a Hackney Carriage/Private Hire Vehicle which displays a sign "Travel Tokens Accepted" shall not refuse to convey the hirer who may wish to pay for the journey with Travel Tokens properly issued to them.

18.METERS

18.1 Any Hackney Carriage/Private Hire Vehicle fitted with a Meter approved by the Council, and into which the restrictions and the Council's/Operating company's fare rates have been programmed, shall be tested and sealed by the Council and the following instructions shall apply;

18.2 The Dual Driver shall not cause the fare recorded upon the Meter to be cancelled until the hirer has had a reasonable opportunity of examining it and has paid the fare.

18.3 The Dual Driver shall ensure that the Meter is sufficiently illuminated that when in use it is visible to all passengers.

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18.4 The Dual Driver shall ensure that the fare or charge shall be calculated from the point in the district at which the hirer commences the journey and shall not exceed that displayed on the Meter on the completion of such journey.

18.5 The Dual Driver shall ensure that the Meter is only brought into action at the commencement of the hirer's journey and the correct tariff for that journey is displayed.

19. DRIVER'S RESPONSIBILITIES

19.1 It is the Dual Driver's responsibility to ensure that an approved serviceable Fire Extinguisher is carried in the vehicle whenever it is used for hire and reward.

19.2 It is the Dual Driver's responsibility to ensure that an approved and complete First Aid Kit is carried in the vehicle whenever it is used for hire and reward.

19.3 It is the Dual Driver's responsibility to ensure that there is a valid certificate or cover note of insurance in existence for him/her to drive the vehicle. Insurance covering Public Hire for Private Hire vehicles will not be accepted by the Council.

19.4 The Dual Driver shall ensure that if there are any points recorded on their DVLA Licence that these convictions are disclosed to the Council and the Insurer. A copy of the proposal form relating to such a disclosure must be produced to the Council on request

19.5 The Dual Driver shall ensure that any other material facts are disclosed to the insurer and the vehicle proprietor.

20. CHEQUES

20.1 A Licence in respect of which the licence fee has been paid by cheque shall not be effective until the cheque has been cleared, and if not cleared will become void and will result in the revocation of such Licence.

21. RADIO SCANNING DEVICES

21.1 The Dual Driver shall ensure that no Radio Scanner or Scanning Device of whatsoever type is used at the base of operations, fitted to, carried in, or used in the vicinity of any licensed Hackney Carriage/Private Hire Vehicle.

22. SIGNAGE

22.1 Dual Drivers shall ensure that they should display a replica of their Dual Driver badge issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.

ADDITIONAL NOTES

This list of conditions is not finite and additional information regarding all aspects of Dual Driver licensing in detail can be found in the official handbook issued by Telford & Wrekin Council. Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the licence Conditions, Guides or Handbook, a summary of any statutory provision you are advised that such summary is not exhaustive.

If you are in any doubt about any information contained in this document please contact the Licensing Office for advice on 01952 – 383262.

Appendix B - Dual Driver Conditions of Licence



Appendix B -Telford & Wrekin Council Private Hire Driver Conditions of Licence

1. GENERAL REQUIREMENTS	
1.1	Throughout the currency of his/her licence the holder of a Private Hire Driver's licence shall be a fit and proper person to hold such a licence. New applicants will be subject to a satisfactory Criminal Records Bureau check and all licence holders will be subject to a Criminal Records Bureau check every three years.
1.2	Throughout the currency of his/her Driver's Licence, the holder of a Private Hire Driver's Licence must possess a full Category B DVLA driving licence and must have held one for at least the preceding 3 years (3 years actual driving experience). The Licence referred to is one issued under Part III Road Traffic Act, 1988, as amended by the Road Traffic Act, 1991, authorising the holder to drive a motor car.
2. MEDICAL FITNESS AND MEDICAL EXAMINATION	
2.1	Throughout the currency of his/her Licence the holder of a Private Hire Driver's Licence must be and must remain medically fit. To enable the Council to be satisfied as to medical fitness the following requirements will apply:-
2.2	All drivers should have medicals on application and then every three years.
2.3	If once granted, the Driver's medical circumstances change during the currency of that Licence, he/she must so advise the Council as soon as possible. If the Council then so requires, the Driver must immediately submit to a further medical examination and thereafter, provide written evidence (in the form of an approved medical certificate as detailed above) of the outcome of this examination and of his fitness to continue as a driver of a Private Hire Vehicle. The Council reserves the right to refer any such matter to its own appointed Medical Officer whose decision will be final.
2.4	The Council will not grant or renew (as the case may be) any Driver's Licence unless the foregoing provisions are complied with (as appropriate) and the applicant can thereby demonstrate that he is medically fit to hold a Private Hire Driver's Licence.
2.5	The Council may revoke or suspend an existing Licence if the holder is unable to demonstrate as necessary that he/she remains medically fit to hold such Licence. The Council reserves the right to refer any such matter to its own appointed Medical Officer whose decision will be final.
3. MEDICAL EXEMPTIONS	
3.1	Medical exemptions involving the carriage of Disabled persons and also the carriage of Guide, Hearing or Other Assistance Dogs may apply to new or existing drivers who suffer certain medical conditions and if so must submit themselves to a rigorous medical examination and provide proof that they have a history of a specific health problem to qualify for such exemption.
4. CRIMINAL RECORD BUREAU CHECKS AND CONVICTIONS NOTIFICATION	
4.1	The Licence holder shall notify the Council in writing of any conviction recorded against him/her by any court within 7 days of such a conviction being imposed.
4.2	The Licence holder shall within 42 days of such an offence notify the Council in writing of any fixed penalty notice imposed upon him/her which results in an endorsement upon his/her UK driver's licence.
5. RETURN OF BADGE AND LICENCE	
5.1	On suspension, revocation, refusal to renew, or expiry of the Driver's Licence, the holder of the Licence shall, on demand, return the Badge and Licence to the Council within 48 hours.
6. KNOWLEDGE TEST	
6.1	At the discretion of the Council the holder of a Private Hire Driver's Licence can, during the currency of the Licence, be required to undertake a further knowledge test or tests. (Where a Private Hire Driver's Licence has previously been held but has lapsed for 12 months or more, the Council will invariably require a knowledge test to be taken before issuing a Licence.) Failure to submit to, or pass, any knowledge test so required will permit the Council to refuse to grant (or renew) a Private Hire Driver's Licence or to revoke or suspend a Private Hire Driver's Licence (as the case may be).
7. TRAINING	
7.1	All successful applicants will be required to undertake up to two days training per annum at the discretion of the Council to include: Disability awareness training Licensing Requirements Passenger Safety
7.2	a) That a qualification must be taken in "Transporting passengers by taxi and private hire" or similar qualification within the first 12 months of being licensed. b) That a DSA Driving Test shall be taken by Private Hire Drivers where the driver has been disqualified from driving by the DVLA or with endorsements on their driving licences or for serious driving offences.
7.3	Training courses will be designed around the basic needs required by Private Hire Drivers and held on several pre-determined dates during the year commencing January to December. All candidates shall be expected to complete a course within the period of the licence which has been issued to them. (A six months badge holder within six months and a one year badge holder within that one year period.)
7.4	The direct costs of the training will be borne by the Council; however, the costs of driver time will not be met. Failure to submit to, or pass, any training so required by the Council will permit the Council to refuse to grant (or renew) a Private Hire Driver's Licence or to revoke or suspend a Private Hire

	Driver's Licence (as the case may be).
8.	PRODUCTION OF DVLA DRIVING LICENCE
8.1	The holder of a DVLA Driver's Licence shall, at the request of any Authorised Officer of the Council or any Police Constable, produce his Driving Licence for inspection either forthwith, or within 7 clear days of the request.
8.2	Any driver requesting a photocopy of his/her driver's licence from Council records must have a valid reason for doing so and shall be charged a fee.
9.	CONDUCT OF DRIVER
	The holder of a Private Hire Driver's Licence shall, when driving a Private Hire vehicle:-
9.1	At all times be clean and respectable in his/her dress and appearance and maintain a high standard of personal hygiene.
9.2	Drivers of Executive status vehicles shall be dressed appropriate to the occasion at all times and as a minimum standard shall adopt smart casual clothes with jacket, collar and tie.
9.3	Tailored shorts may be worn in hot weather. They shall be of one colour and of knee length or below knee length (in the sitting position). Cut off jeans or similar shall not be worn.
9.4	Not without the express consent of the hirer eat or drink in the Private Hire vehicle.
9.5	Not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the Private Hire vehicle.
9.6	Not at any time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which the Licence holder is driving be a source of annoyance to any person whether inside or outside the Private Hire vehicle.
9.7	At all times, behave in a civil and orderly manner towards all other road users, pedestrians and persons seeking to hire or being conveyed in the vehicle.
9.8	When having agreed to attend a location at an appointed time shall, unless delayed and prevented by some sufficient cause, punctually attend at such appointed time and place.
9.9	Shall at all times when hired afford reasonable assistance to the passenger and convey them subject to any instructions given by the hirer, to their destination by the shortest practicable route.
10.	ANIMALS
	When driving a Private Hire vehicle, the holder of a Private Hire Driver's Licence:
10.1	Shall not carry any animal belonging to or in their custody whilst fare paying passengers are being conveyed in the vehicle. However it will be allowed to make the transportation of animals at the discretion of the vehicle owner/company (with the exception of assistance dogs as defined by the Disability Discrimination Act 1995. They may however allow any animal belonging to or in the custody of a passenger to be conveyed in the vehicle but only in the rear (in the foot well or floor pan of the vehicle).
11.	RECEIPT FOR FARE
11.1	The Licence holder shall, if requested by the hirer, supply the hirer with a written receipt for any fare paid.
12.	ACCIDENTS
12.1	The Licence holder shall, notwithstanding his/her responsibilities under the Road Traffic Act, report to the Council within 72 hours, any accident involving a Private Hire Vehicle under their control. In any case the licence holder shall notify the Council immediately, of any vehicle being under their control which has suffered damage of any kind which materially affects the safety performance or appearance of the vehicle, or the comfort convenience of the fare paying passengers.
13.	CHANGE OF PARTICULARS
13.1	The holder of a Private Hire Driver's Licence shall notify the Council in writing of any change of his circumstances which may occur during the currency of his Licence, including any change of address or change of employers. Any such change shall be so notified within 7 days of it taking place. Failure to do so is an offence.
14.	ROOF SIGNS
14.1	The Driver of the vehicle shall ensure the roof signs are maintained and kept in such a condition that the information contained is clearly visible to public view at all times and that the roof sign is illuminated when the vehicle is in service during lighting up times.
15.	HIRER'S PROPERTY
15.1	The Licence holder shall immediately after termination of any hiring, or as soon as practicable thereafter search the Private Hire vehicle for any property which may have been left therein.
15.2	The Licence holder shall, if any property is accidentally left therein by any person who may have been conveyed in the vehicle and be found by or handed to him/her, carry it as soon as possible and in any event within 24 hours if not sooner claimed by or on the behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.
16.	PASSENGERS
16.1	The Licence holder shall at all times when a Private Hire vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the vehicle.
16.2	The Licence holder shall not permit a Private Hire vehicle to carry a greater number of passengers than the number prescribed in the Licence.
17.	PARKING AND PLYING FOR HIRE

17.1	All Private Hire Drivers, as soon as they have dropped passengers shall, unless prevented by another prior booking, return to the Operators licensed base of operations or other approved parking areas (as per the approved list – which shall be subject to continual review) within the controlled district to await further bookings or instructions.
18.	FARES
18.1	The Licence holder shall not demand a fare in excess of that prescribed by the Operator unless previously agreed between the hirer and the Operator at the time of booking.
18.2	The driver of a Private Hire vehicle which displays a sign “Travel Tokens Accepted” shall not refuse to convey the hirer who may wish to pay for the journey with Travel Tokens properly issued to them.
19.	METERS
19.1	Any Private Hire vehicle fitted with a Meter approved by the Council, and into which the restrictions and the Operating company’s fare rates have been programmed, shall be tested and sealed by the Council and the following instructions shall apply;
19.2	The Private Hire driver shall not cause the fare recorded upon the Meter to be cancelled until the hirer has had a reasonable opportunity of examining it and has paid the fare.
19.3	The Private Hire driver shall ensure that the Meter is sufficiently illuminated that when in use it is visible to all passengers.
19.4	The Private Hire driver shall ensure that the fare or charge shall be calculated from the point in the district at which the hirer commences the journey and shall not exceed that displayed on the Meter on the completion of such journey.
19.5	The Private Hire driver shall ensure that the Meter is only brought into action at the commencement of the hirer’s journey and the correct tariff for that journey is displayed.
20.	DRIVER’S RESPONSIBILITIES
20.1	It is the Private Hire driver’s responsibility to ensure that an approved serviceable Fire Extinguisher is carried in the vehicle whenever it is used as a Private Hire vehicle for hire and reward.
<u>20.2</u>	It is the Private Hire driver’s responsibility to ensure that an approved and complete First Aid Kit is carried in the vehicle whenever it is used as a Private Hire vehicle for hire and reward.
<u>20.3</u>	It is the driver’s responsibility to ensure that there is a valid certificate or cover note of insurance in existence for him/her to drive the vehicle. Insurance covering Public Hire for Private Hire vehicles will not be accepted by the Council.
<u>20.4</u>	The Private Hire Driver shall ensure that if there are any points recorded on their DVLA Licence that these convictions are disclosed to the Council and the Insurer. A copy of the proposal form relating to such a disclosure must be produced to the Council on request.
20.5	The Private Hire Driver shall ensure that any other material facts are disclosed to the insurer and the vehicle proprietor.
20.6	The Private Hire Driver shall not use a Meter that has not been programmed to the Operators current fare scale and has not been tested and sealed by the Council to prevent unauthorised adjustment.
21.	CHEQUES
21.1	A Licence in respect of which the licence fee has been paid by cheque shall not be effective until the cheque has been cleared, and if not cleared will become void and will result in the revocation of such Licence.
22.	RADIO SCANNING DEVICES
22.1	The Private Hire Driver shall ensure that no Radio Scanner or Scanning Device of whatsoever type is used at the base of operations, fitted to, carried in, or used in the vicinity of any licensed Private Hire Vehicle.
23.	SIGNAGE
23.1	Private Hire Driver’s shall ensure that they should display a replica of their Private Hire Driver’s badge issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.

ions of Lic

N.B.	ADDITIONAL NOTES (NOT TO BE CONSIDERED AS LICENSING CONDITIONS)
1.	This list of conditions is not finite and additional information regarding all aspects of Private Hire Driver licensing in detail can be found in the official handbook issued by Telford & Wrekin Council.
2.	Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the licence Conditions, Guides or Handbook, a summary of any statutory provision you are advised that such summary is not exhaustive. If you are in any doubt about any information contained in this document please contact the Licensing Office for advice on 01952 – 383268.

HACKNEY CARRIAGE DRIVER LICENCE. THIS LICENCE IS ISSUED SUBJECT OT THE FOLLOWING CONDITIONS

DEFINITIONS

- 1 “The Council” means the Telford & Wrekin Council.
 “Identification plate” means the plate issued by the council for the purpose of identifying the vehicle as a hackney carriage vehicle.
 A “material fact” is one that is likely to influence a prudent insurance underwriter in his or her assessment or acceptance of a proposal.

CONVICTIONS

- 2 a The licensee shall notify the Council in writing of any conviction recorded against him/her by any Court within 7 days of such conviction being imposed
 b The licensee shall within 42 days of the offence notify the Council in writing of any fixed penalty imposed upon him/her which results in an endorsement on his/her UK drivers licence

DRIVERS

- 3 The licensee shall not cause, procure or permit any other person to drive a licensed hackney carriage vehicle of which he/she is in charge except with the consent of the proprietor of the vehicle.

PERSONAL CONDUCT

- 4 The licensee shall at all times when the vehicle is available or being driven for hire be clean and respectable in his/her dress and person, shall behave in an orderly manner and conduct him/herself with civility and propriety towards every person seeking to hire, or being conveyed in the vehicle
 5 The licensee shall at all times behave in an orderly manner and conduct him/herself with civility and propriety towards every other taxi and private hire driver.
 The licensee shall not, except with the express consent of the hirer, smoke, drink or eat in the vehicle.
 6 The licensee shall not, except with the express consent of the hirer, play any radio or sound reproducing instrument in the hackney carriage vehicle other than
 for communicating with the operator.
 7 The licensee shall not cause or permit the noise emitted by any radio equipment or sound reproducing equipment installed in the hackney carriage vehicle to be a source of nuisance or annoyance to any persons whether inside or outside the vehicle.
 8 The licensee, when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest practicable route.
 9 The licensee shall not, except with the express permission of the hirer, convey any other person other than the hirer in the hackney carriage vehicle.
 10 The licensee of a hackney carriage vehicle who has agreed or has been hired to be in attendance with a vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with the hackney carriage vehicle at such appointed time and place.
 11 The licensee shall afford all reasonable assistance with passenger’s luggage.

INSURANCE

- 12 The licensee shall ensure that a certificate or cover note of insurance covering PUBLIC HIRE is in force and must be carried on the vehicle at all times throughout the duration of the licence.

IDENTIFICATION PLATES

- 13 The licensee shall not conceal the exterior identification plate of the hackney carriage or the details thereon from public view, and will keep the identification plate and the display in a clean condition.

LICENCE

- 14 The licensee shall deposit his / her hackney carriage driving licence issued by the Council with the proprietor or employer for which the vehicle is being used during the time it is so used.

HIRERS PROPERTY

- 15 The licensee shall immediately after termination of any hiring , or as soon as practicable thereafter search the hackney carriage vehicle for any property which may have been left therein.
 16 The licensee of a hackney carriage vehicle shall if any property is accidentally left therein by any person who may have been conveyed in the vehicle and be found by or handed to him/her carry it, as soon as possible and in any event within 24 hours if not sooner claimed by or on the behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.

PASSENGERS

- 17 The licensee shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of

passengers conveyed therein and persons entering and alighting from the vehicle.

- 18 The licensee shall not permit a hackney carriage vehicle to carry a greater number of passengers than the number prescribed in the licence.

ANIMALS

- 19 The licensee shall not permit any animal to ride in the vehicle except an animal in the custody or control of the hirer which animal may be conveyed in the rear of the vehicle.

CHANGE OF ADDRESS

- 20 The licensee shall notify the Council in writing of any change of his/her address within 7 days of such change taking place.

RECEIPTS

- 21 The licensee shall, if requested by the hirer, provide him/her with a written receipt for the fare paid.

CHEQUES

- 22 A licence in respect of which the licence fee has been paid by cheque shall not be effective until the cheque has been cleared, and if not cleared will become void and will result in the revocation of such licence.

TOUTING ETC.

- 23 The licensee shall not while driving or in charge of a hackney carriage vehicle:-
- a Tout or solicit on a road or other public place any person to hire or be carried for hire in any hackney carriage vehicle, or
 - b cause or procure any other person to tout or solicit on a road or other public place any person to hire or be carried in any hackney carriage vehicle. In this condition:“ road means any highway or other road to which has access including bridges over which a road passes.”

FARES

- 24 The licensee shall not demand a fare in excess of that prescribed by the fare table issued by the council unless previously agreed between the hirer and the operator at the time of booking.

MEDICALS

- 25 The licensee shall submit to a medical examination at the age of 45 years and thereafter every 5 years until the age of 60 years when a medical is required annually.

TAXIMETERS

- 26 If the vehicle being fitted with a taximeter:-
- a The licensee shall not cause the fare recorded thereon to be cancelled until the hirer has had a reasonable opportunity of examining it and has paid the fare
 - b The licensee shall ensure that when the vehicle is not hired the key is to be locked and machinery kept inactive and the meter must show no fare at that time.
- 27 The licensee shall ensure that the taximeter is sufficiently illuminated that when in use it is visible to all passengers.
- 28 The licensee shall ensure that the fare or charge shall be calculated from the point in the district at which the hirer commences his journey and shall not exceed that displayed on the taximeter on the completion of his/ her journey.
- 29 The licensee shall ensure that the taximeter is only brought into action at the commencement of the hirer's journey and the correct tariff for that journey is displayed.

DRIVERS RESPONSIBILITIES

- 30
- a It is the licensees responsibility to ensure that an approved Fire Extinguisher is carried in the vehicle whenever it is used as a taxi
 - b It is the licensees responsibility to ensure that an approved First Aid Kit is carried in the vehicle whenever it is used as a taxi.
 - c It is the owner / drivers responsibility to ensure that a certificate or cover note of insurance covering **public hire** is displayed in the interior of the vehicle whenever it is being used as a taxi.
 - c Insurance policies or cover notes carried that are issued to cover “any driver” or “any vehicle” must be accompanied by a driver and vehicle schedule(s) and will not be acceptable without such schedule(s).
 - d The licensee will ensure that if there are any points recorded on their DVLA licence that these convictions are disclosed to the Insurer. A copy of the proposal form relating to such a disclosure must be produced to the Council on request.
 - e The licensee must ensure that any other material facts are disclosed to the insurer.
 - f The licensee shall report to the Council details of any accident that they are involved in whilst driving a licenced hackney carriage vehicle within 72 hours.

- g The licensee shall not use a taximeter that has not been calibrated at the current fare scale or has not been sealed to prevent unauthorised adjustment.

DRIVERS BADGES

- 31 a A driver shall at all times when acting in accordance with the drivers licence granted to him wear such badge in such position and manner as to be plainly and distinctly visible
- b If any person without reasonable excuse contravenes these provisions, he/she shall be guilty of an offence.

ADDITIONAL CONDITIONS

- 32 This list of conditions is not exhaustive. Telford & Wrekin Council reserves the right to amend conditions from time to time as required and without prior notice. It is therefore advisable for all drivers, vehicle owners and operators to check with the Authority from time to time. Operators must also refer to the LGMP Act, Town Police Clauses Act 1847, and the construction and Use Regulations 1978. Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the Licence Conditions / Guides / Handbook and summary of any statutory provision you are advised that such summary is not exhaustive. Any vehicle licensed that does not meet the conditions at the time they come into force will be permitted to be re-licensed annually provided it passes the mechanical requirements, but any replacement vehicle will be required to meet all conditions as set out. If in any doubt about any information contained in this document please contact the Licensing Office for advice on 01952 383262

Appendix C – Edexcel BTECH Units

Unit 1: Health and safety in the taxi and private hire work environment

Unit 2: Road safety when driving passengers in a taxi or private hire Vehicle

Unit 3: Professional customer service in the taxi and private hire industry

Unit 4: Taxi and private hire vehicle maintenance and safety inspections

Unit 5: The regulatory framework of the taxi and private hire industry

Unit 6: Taxi and private hire services for passengers who require assistance

Unit 7: Routes and fares in the taxi and private hire vehicle industries

Unit 8: Transporting of parcels, luggage and other items in the taxi and private hire industries

Unit 9: Transporting of children and young persons by taxi or private hire vehicle

Appendix D - 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 Hackney Carriage, Private Hire Driver and Private Hire Vehicle Conditions of Licence.

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:

- | |
|---|
| <ol style="list-style-type: none">1. The Council's Hackney Carriage Condition of Licence covering the types of vehicle that can be licensed in Telford & Wrekin as a Hackney Carriage. When licensing Hackney Carriage Vehicles, Telford & Wrekin Council follow the Conditions of Fitness set by the London Carriage Office and will license purpose built hackney carriage vehicles and the Mercedes Vito. The Mercedes must have an adapted turning circle on the rear axle to allow it to be licensed. The Council is now considering whether it is more appropriate to have a wider choice of purpose built vehicles which may be licensed as Hackney Carriages in the Borough.2. the Council's Private Hire Vehicle Driver and Dual Driver Conditions of Licence in relation to qualifications and training. The review of conditions are based on Telford & Wrekin Council's continued commitment to the safety and the quality of its Private Hire Service and consequently the professional development of its licensed drivers. It is proposed to develop the current conditions attached to Private Hire Driver and Dual Driver Licences by introducing the Driving Standards Agency test for Private Hire Drivers and a recognised vocational qualification in transporting passengers for all existing drivers.3. the Council's Private Hire Vehicle condition of licence relating to the age limits on minibuses. The Council's conditions of licence place an age limit on minibuses of six years, after which the vehicle can no longer be licensed. The Council has received a representation from a Private Hire Operator to increase the age limit to eight years. |
|---|

3. This policy affects

- Customers/service-users
- Partners

4. What period does the policy cover?

The consultation commenced on 8th March 2011 and ends on 21st June 2011.
http://www.telford.gov.uk/site/scripts/documents_info.aspx?documentID=1103

Any amendments to conditions of licences resulting from this consultation exercise will be implemented at a future date to be determined by the Members of the Licensing Committee but will not be before July 2011

5. Your contact details:

Name of person completing impact assessment and their post	Suzanne Fisher, Public Protection Team Leader
Telephone	01952 383261
Date	29 th March 2011

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. Creating a safer community

(b) Safeguard health and safety of the community

Ensure Compliance – Business/Landlord/Individual

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	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 ages

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. The review of conditions are based on Telford & Wrekin Council's continued commitment to the safety and the quality of its Private Hire Service.

People with ill health or people with a disability

The policy will have a positive impact on people with ill health or people with a disability as the review will look to improve the type of vehicle which the Council licence as a Hackney Carriage and therefore will provide a wider choice of accessible taxis to the community.

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. The review of conditions are based on Telford & Wrekin Council's continued commitment to the safety and the quality of its Private Hire Service.

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 are able to comment on whether they wish the age limit of minibuses to be extended so that they do not have to spend higher sums of money on purchasing newer and more expensive vehicles.

It will at the same time have a negative impact on this same group of licence holders as they will have to pay a fee for a Driving Standards Agency Test and any driver who fails to pass the test and/or fails to complete a qualification in transporting passengers will face the possibility of their licence being reviewed to consider whether they should remain licensed as a Private Hire Driver.

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

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.

This policy will have a positive impact on low-income 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. The review of conditions are based on Telford & Wrekin Council's continued commitment to the safety and the quality of its Private Hire Service.

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

The Council's Licensing Committee considered reports on the proposed review of the Hackney Carriage, Private Hire Driver/Dual

Driver conditions of licence at a public meeting on 29th March 2010. The reports were published on the Council's website and can be viewed at <http://www.telford.gov.uk/apps/demservice/agenda.asp?reference=784>.

Members of the Licensing Committee considered a report on the proposed review of the Private Hire Vehicle Condition of Licence at a public meeting on 17th February 2011. The reports were published on the Council's website and can be viewed at <http://www.telford.gov.uk/apps/demservice/agenda.asp?reference=883>

The consultation document is available on the Council's website at http://www.telford.gov.uk/site/scripts/documents_info.aspx?documentID=1103, at Civic Offices and Darby House receptions and in the Borough's public libraries. Consultees were written to on 8th March 2011 and these included members of the trade, and other interested parties ranging from User Groups, Community Groups, Consumers, Chambers of Trade, Retail Owners, other transport providers, Parish Councils, Equality Groups, the Disability Forum and other relevant consultees.

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?

If the proposed changes to driver conditions relating to training are implemented at the end of the consultation period, it is proposed that drivers will have two years in which to complete the training. Each driver will be informed of changes to their conditions of licence by letter.

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?

If the conditions regarding the training of drivers is implemented, it will provide the drivers with a nationally recognised qualification. The Transporting Passengers by Taxi and Private Hire qualification is designed to support and enhance the knowledge of existing or prospective drivers who wish to develop or begin a career in transporting passengers. The Transporting Passengers by Taxi and Private Hire qualification provides opportunities for personnel in the road passenger transport industry to receive a vocationally specific, nationally recognised Level 2 qualification. It provides the knowledge, understanding and skills necessary for learners to provide an effective road passenger transport service; driving towards a national standard. The Driving Standards Agency driving test is an assessment of a driver's practical driving skills. This practical assessment is specifically designed for taxi and private hire drivers and is a nationally recognised safety and service delivery appraisal.

If the proposed change to the condition relating to the type of vehicle which the Council will licence as a Hackney Carriage is implemented, more drivers will be trained in relation to their responsibilities under the Equality Act 2010.

- 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 licences resulting from this consultation exercise will be implemented at a future date to be determined by the Members of the Licensing Committee but will not be before July 2011.
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2. When will the actual impacts of the policy be monitored and reviewed?

The impacts of the consultation will be reviewed at the end of the consultation period, ie, 21st June 2011. The Licensing Service will collate comments from the consultees and a further report referring to the feedback from the consultation will be prepared and presented to the Council's Licensing Committee at a date to be confirmed. Members of the Council's Licensing Committee will consider the comments from consultees before they make a decision whether or not to introduce the proposed changes to the conditions of licence...

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 numbers of drivers gaining the qualifications and 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.

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