

**Minutes of Taxi Liaison Group Meeting on Wednesday 16<sup>th</sup> January 2013**  
**Bradley Stoke Jubilee Centre**

Chair: Councillor Shirley Potts (SP)  
Attendees: Councillors Keith Cranney (KC)

SGC Licensing: Kevin Barley (KB), Keith Jones (KJ), Dave Calloway (DC)

Taxi & Private Hire Service: Dave Blake (DB), Janet Platten (JP), William Sanzo (WS), Tony Lidbury (TL)

Apologies: Howard Gawler (HG), Mark Pullin (MP), Peter Harris (PH), Emma Pain (EP), Sharon Shaw (SS) and Angela Marsh (AM)

		<b>Action</b>
<b>I) Welcome</b>	SP welcomed everyone to the meeting.	
<b>II) Previous minutes and matters arising</b>	<p>A run through and discussion of previous minutes and action notes. All agreed a true reflection of meeting.</p> <p>KB stated that the Licensing Team continue discussions with UWE Management Team in regards licensed vehicles on the UWE site. KB re-iterated that UWE is private land.</p> <p>KB clarified that Taxi newsletter cannot be used for recruiting purposes as objective is to detail national and local information in relation to policy, legislation and news.</p>	<b>KJ</b>
<b>III) Licensing Office move to Broad Lane</b>	KB confirmed that the Licensing Team have moved into the large bungalow at the Broad Lane site as of 11 <sup>th</sup> December. The office address is: Licensing Team, Engine Common Lane, Yate, South Gloucestershire, BS37 7PN.	
<b>IV) DfT consultation on removing the requirement for Insurance Certificates (closed 11 January 2013)</b>	<p>KJ advised that the DfT held a consultation in relation to Insurance Certificates. The majority of insurance companies are now issuing electronic copies of certificates, KB advised that an electronic copy is acceptable and can be stored as part of the Licensing Team records. There is a national website (<a href="http://www.askmid.com">www.askmid.com</a>) which can give information about vehicles currently insured, although there are problems nationally with some insurance companies not ensuring that all information is being updated to this website.</p> <p>Insurance brokers seem to continue issuing motor vehicle insurance certificates. The Licensing Team did not respond to the consultation, proof of motor vehicle insurance will have to be given as part of applications, whether electronic or paper. This will be reflected in an updated SGC Taxi Policy.</p> <p>The Licensing Team will advise of the outcome of the consultation.</p>	

<b>V) Cautions and convictions</b>	<p>KJ re-iterated that all cautions and convictions are relevant for Hackney Carriage and Private Hire drivers. All traffic offences must also be reported to the Licensing Team as required under the Driver's Licence conditions. Cautions will show up on enhanced CRB checks.</p> <p>KJ also stated that where drivers have accepted cautions for offences they do not realise that these matters will then be considered by a Licensing Sub-Committee. It has been apparent that the driver has not sought legal advice prior to receiving the caution.</p>	
<b>VI) Expiry of DVLA driving licence photocard</b>	<p>KJ stated that a recent national newspaper article detailed a press release from DVLA in relation to out of date photocards. Approximately 2 million people in the UK have expired photocards (renewed every 10 years for photograph purposes) and this can result in further action being taken by DVLA. The advice is to check the expiry date on your photocard and get it updated with DVLA if required. The Licensing Team are also checking photocards as part of new and renewal applications.</p>	<b>ALL</b>
<b>VII) Cancellation fee for non-attendance or late notification (less than 24 hours) for Council vehicle fitness test inspections</b>	<p>KJ stated the Licensing Team continue to see vehicle owners/licence holders missing fitness test appointments at Broad Lane Garage. The fee for missing an appointment is £38 and the licence holder will be contacted to pay this or further action may be taken.</p> <p>Please be reminded to give at least 24 hours notice of cancellation as the available appointment slot can then be filled, particularly as the Licensing Team receive quite a few requests for last minute appointments.</p>	<b>ALL</b>
<b>VIII) Taxi Fares &amp; Licence Fees – update from Regulatory Committee meeting held on 01<sup>st</sup> November 2012 and consultation</b>	<p>KB stated that the Regulatory Committee had met on 01<sup>st</sup> November and determined that a 'no increase in fares and fees' would go out to public consultation. Both were advertised in the Bristol Evening Post and 2 responses were received.</p> <p>The Regulatory Committee met and agreed the no increase in fares and fees on 24<sup>th</sup> January 2013; therefore no change from 01<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.</p>	
<b>IX) Taxi licensing enforcement update (December 2012)</b>	<p>KJ stated that the Licensing Team, Police and VOSA had held a joint enforcement exercise on 04<sup>th</sup> December 2012. Officers had been based at Bradley Stoke and then Frenchay (UWE) where the inspections took place. A number of issues were identified as appropriate action taken.</p> <p>KB stated that Section 50 inspections of licensed vehicles continue to take place where intelligence is received of non-compliance.</p>	
<b>X) Any other business</b>	<p>Some queries were raised about Bristol International Airport and parking controls; as previous advice this must be</p>	

	<p>discussed direct with the BIA management team.</p> <p>JP enquired if first aid kits and fire extinguishers need to be carried in licensed vehicles. KJ clarified that first aid kits are no longer required to be carried but good practice to have one in vehicle. A fire extinguisher is still required as part of vehicle conditions but advice from the Fire Service would be to get all persons (including driver) out of the vehicle and away from any fire.</p> <p>WS raised question about plate exemptions and use of bus lanes in Bristol City Council area. KJ clarified that SGC Licensing Team liaise with BCC Parking Department and the intention is to provide a list of SGC licensed vehicles, updated on a regular basis, so that unnecessary paperwork and time spent are avoided. KJ stated to advise Licensing Team of any issues to then clarify with BCC.</p> <p>TL raised concerns about the operations of PSV 'O' Licence vehicles around SG district. KB re-iterated previous advice that VOSA are responsible for the issuing of PSV discs and enforcement of this, and all complaints to be directed to VOSA. SP requested that a briefing paper be put before the Regulatory Committee to then consider writing to the Traffic Commissioner for clarification on the legality of PSV operations.</p>	<p><b>ALL</b></p> <p><b>KB</b></p>
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Next Meeting: 10.00am, Thursday 25<sup>th</sup> April 2013 @ Bradley Stoke Jubilee Centre (The Oak Hall), Savages Wood Road, Bradley Stoke