

Taxi Liaison Group (TLG) meeting minutes
Tuesday 6th September 2016, 10:30hrs

Shire Way Community Centre (Skittle Hall), Shire Way, Yate,
BS37 8YS

Chair: Councillor Keith Cranney (KC)

Councillors: Councillor Tony Davis (TD), Councillor Shirley Potts (SP)

SGC Licensing: Kevin Barley (KB)

Hackney Carriage & Private Hire Service: Mike Worley (MW), Paul Venn (PV), Janet Platten (JP), Sharon Shaw (SS), Jonny Halliday (JH), Huw Bevan (HB)

Community Transport: Jenny Bright (JB)

Apologies: Tony Lidbury (TL)

Item			Action
1	Welcome	(KC) welcomed everyone to the meeting at 10:40hrs	
2	Previous minutes and matters arising	<p>Matters arising from previous minutes and subsequent actions were discussed.</p> <p><u>Broad Lane Garage</u> - (KB) reiterated that discussions had taken place between the Licensing office and garage staff to add appointment slots for licensed vehicles given increased demand, members of the group continue to feel that there are still not enough slots. (MW) then raised about the Council fitness test criteria and that some elements of the test are part of the MOT test. (KB) agreed that lights and bodywork are part of the MOT but that when Licensing Officers inspect vehicles throughout the year fresh issues occur and why these will remain as part of the fitness test criteria.</p> <p>(SS) also raised why the HCV and PHV fitness test fees are the same if the HCV requires a meter test, therefore a PHV test is less time. (KB) confirmed it is £38 for a fitness test charged within the HCV and PHV vehicle licence application fees. The group also raised questions about consistency of the garage testers in relation to vehicle standards. (JB) confirmed the cost per hour charged by the garage to Community Transport Operators for the testing/servicing of their vehicles.</p> <p>(HB) raised whether a second garage conduct fitness tests, (KB) is not keen on this as aiming for consistency with one</p>	

		<p>garage, but if standards are not met then the Council can consider an alternative garage but would have to invite proposals from interested parties.</p> <p>(KC) asked what could be done about the discussed matters and (KB) suggested that a meeting is arranged with Ron (Manager) and Mary (Administrator) at the garage, (SS) and (MW) to also attend with (KB).</p> <p><u>Satellite Navigation Systems</u> – discussion took place between the group about how drivers cannot rely on technology, concerns raised that the most direct route is sometimes not being taken even though it is quicker or marginally quicker to go an alternative longer route. The customer ends up paying more, this is not in accordance with taxi law unless you agree the journey and price beforehand. Members of the group also concerned that Sat-Nav systems are not always up to date, (JH) suggested it may be best to use Google maps as constantly updated, or an alternative is ‘Wayz’ available on the market.</p> <p><u>Knowledge test</u> – Members of the group raised whether there is an English test for new driver applicants as some concerns about the standard of English for some licensed drivers. (KB) confirmed that the Hackney Carriage knowledge test and Private Hire basic skills test are conducted in English, this Licensing Authority will then determine if it is satisfied with the standard of English shown by each candidate.</p> <p>Members of the group then agreed that the current waiting time of 3 to 4 months for a knowledge/basic skills test is not acceptable and what could be done about it. (KB) stated that the Licensing Officers had organised and run Saturday tests previously and brought the waiting time down to around 2 months, with the aim to be no more than one month. As no Saturday tests had taken place since the end of June he was not certain of the current waiting time. (KC) asked who was the best person/s to speak to about the knowledge/basic skills test and (KB) suggested that the Lead Members or group members speak with Head of Service, Andrew Birch, or Technical Support Team Manager, Rebecca Patten, if there were concerns about the waiting time.</p> <p><u>Driving Assessments</u> – (KB) confirmed that he had asked one of the team to contact Southampton City Council to discuss the Btec Driving Assessment in place as part of their driver application criteria. Members of the group were aware that DVSA had announced on 31/08/16 that they were not going to offer the taxi driving assessment tests after 31/12/16 as they are going to concentrate on their core business of</p>	<p>KB</p> <p>ALL</p>
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		<p>standard driving tests. No public consultation had taken place and this was the first anyone had known about this plan. This will have an effect on potential driver applicants as no further appointments are being offered at test centres such as in Bristol. (KB) will investigate and research this matter over the coming weeks before a proposal is made to the Regulatory Committee, in essence this will either be an alternative driving assessment equivalent to the DVSA test or to remove the test from the application criteria.</p> <p><u>HCV Licence conditions</u> - (KB) stated that previous HCV conditions were being issued on licences and had raised with the Technical Support Officers and Licensing Officers to ensure the correct licence conditions template, stated in policy, was in place on the current database.</p> <p><u>Child booster seats</u> – The group further discussed this following the minutes of the last meeting. (KB) will distribute an article from August’s edition of Private Hire & Taxi Monthly magazine which just about sums up the uncertainty of this important public safety matter. (PV) stated that he had read a law article about ‘unexpected journey’s being exempt’, say children carried in a Police car, they then do not require a booster seat. Would this apply to licensed vehicles too? (PV) to send web link to (KB) to make known to group members. The current specialist link on GOV.UK is as follows; https://www.gov.uk/child-car-seats-the-rules/when-a-child-can-travel-without-a-car-seat</p> <p><u>Highwood Lane, Patchway</u> – (KB) advised that (MP) had tried to call (PV) on this matter but unable to speak with him, and will try to call him again to discuss. (JP) stated that the matter had been discussed previously with (MP), and the group agreed that with the current signage that it is not enforceable by the Council.</p>	<p>KB</p> <p>KB</p> <p>PV</p> <p>MP</p>
3	6 monthly review of Hackney Carriage Table of Tariff and Fares commencing 1 st October 2016 – item listed for Regulatory Committee meeting on 15 th September	(KB) advised the group that the proposal for no change of the hackney carriage table of tariff and fares had been approved for public consultation in June, and the consultation took place at the end of July for 14 days. No responses were received from the Hackney Carriage and Private Hire Service or the public for this consultation and the matter will be determined by the Regulatory Committee on Thursday 15 th September, for commencement on 1 st October 2016. Members of the group are welcome to attend the Committee meeting at Kingswood Civic Centre taking place at 10am.	
4	Taxi Policy review (2015-20) – Completion of public	(KB) stated that the draft amended Policy agreed by the Regulatory Committee had been out for public consultation up until 1 st July. The Council Consultation Team had	

	<p>consultation, feedback on WAV survey and full consultation responses</p>	<p>compiled a report stating there had been 34 responses in total, including 16 paper responses. (KB) had spoken with (SS) a few weeks ago and was aware that more than 20 paper responses had been sent to the Council from drivers associated to her business, although she he had not kept copies. (KB) has chased this up with the Council Consultation Team and it may be that some paper responses have not been received, but will cross-reference with (SS) and (PV) in due course. This may result in a further period of public consultation to ensure all who wish to respond are able to do so, group members were in agreement.</p> <p>(KB) then brought in (JB) of Green Community Travel Ltd stating that Community Transport Operators were also a key part to the amended Taxi Policy in regards transport of passengers who use a wheelchair. (KB) had agreed with Lead Members that a meeting should take place with all the Community Transport Operators in the near future to discuss their future role in transporting disabled passengers, and for this to be cross-referenced in the amended Taxi Policy.</p>	<p>KB</p> <p>KB</p>
<p>5</p>	<p>Review of Licensing fees and charges – Committee report update</p>	<p>(KB) stated that a report is still being prepared for the Regulatory Committee to review all fees and charges across the licensing functions. This would include a comprehensive review of Hackney Carriage and Private Hire fees and charges. (KB) has continued to liaise with (PV) and (SS) on the development of a costs spreadsheet factoring in all cost calculations from the current Licensing budget, and times taken on the respective licensing functions and application processes. (KB) is awaiting confirmation of all costs to be reviewed and confirmed by Finance colleagues, before this will go to a third party auditor for final sign off before being presented to the Regulatory Committee. There will be public consultation on the proposal agreed by the Committee, with details sent out to all licence holders.</p>	<p>KB</p>
<p>6</p>	<p>Taxi licensing enforcement update – compliance checks with the Police and Bristol City Council, and ITU at schools and colleges</p>	<p>(KB) stated that the Licensing Officers had recently carried out a joint operation in August with Police Traffic Officers and Bristol City Council Officers, based at BAWA. Around 30 vehicles were stopped by the Police and then checked by Officers, of these 10 were South Gloucestershire licensed vehicles. 5 stop notices were issued out of the 10 vehicles for reasons including below legal limit tyres, no fire extinguisher and failing to display plates correctly. The other 20 vehicles were Bristol City licensed vehicles and 2 stop notices were issued.</p> <p>A further operation took place early September in the Sodbury, Kingswood and Parkway areas, 13 SGC licensed vehicles were stopped by the Police and 2 stop notices were</p>	

		<p>issued for a meter set with the incorrect time and a below legal limit tyre. Some drivers replaced light bulbs immediately when prompted by the Police, to avoid stop notices.</p> <p>Licensing Officers also continue to work in partnership with colleagues from the Integrated Transport Unit, basing themselves at a number of schools and colleges to also ensure compliance with all aspects of school transport contract work.</p> <p>Further partnership operations will take place in the coming months in addition to continued day to day intelligence-led enforcement.</p>	
7	Safeguarding (Child Sexual Exploitation) training sessions for all SGC and BCC licensed drivers, next training session on Wednesday 14 th September at BAWA, Southmead Road, Filton	<p>(KB) stated the Licensing Officers and Sue Wheeler of Barnardo's had agreed further free training sessions at BAWA in September, the first session being on the evening of the 14th. (KB) advised that all drivers are still encouraged to voluntarily attend one of the planned sessions and to contact the Licensing Team on 01454 868001 or licensing@southglos.gov.uk to book a place. It is likely that this will become mandatory training as part of the new and renewal driver application criteria, so drivers are encouraged to complete this at the earliest opportunity.</p>	ALL
8	Any other business	<p><u>Medical Forms</u> - (HB) requested that the SGC medical form be made available online, (KB) stated that he had reviewed this with the Licensing Officers and were in agreement that the D4 (DVLA Group 2) medical form link from GOV.UK will be put on the Taxi Licensing webpages along with the current final page from the SGC medical form which is signed by the GP conducting the medical, to determine if an applicant is fit or unfit to drive. (KB) will again advise TLG members when this is done and available.</p> <p><u>Plates and Paper Licence replacement fee</u> - (PV) asked on behalf of (TL) why it cost £68 to replace 2 HCV plates and the paper licence as this is what he was charged recently at the Licensing office. (KB) will check with the Technical Support Team with this particular case to ensure the correct fee/s are being charged and will then confirm with (TL).</p>	KB KB
9	Date and venue of next meeting	<p>Proposed for Wednesday 7th December 2016 @ 10.30hrs, at Frampton Cotterell & District Community Association.</p> <p>Meeting concluded at 12:15hrs.</p>	

Next Meeting: 10:30hrs, Wednesday 7th December 2016 @ FC&DCA, Crossbow House, School Road, Frampton Cotterell, BS36 2DB