

Taxi Liaison Group

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Location: Yate Outdoor Sports Complex (YOSC), Broad Lane, Yate, South Gloucestershire, BS37 7LB

Chair: Councillor Paul Hughes

Attendees: Councillor Tony Davis (TD), Councillor Kim Scudamore (KS), Kevin Barley (KB), Kayleigh Morris (KM), members of the South Gloucestershire Hackney Carriage and Private Hire Service (names recorded)

Apologies: Paula Gillett (PG), PC Patrick Quinton (PQ)

Item	Description		Action
1	Welcome and Apologies	<ul style="list-style-type: none"> PH welcomed everyone to the meeting and introduced Councillors and SGC staff 	
2.	Previous minutes, matters arising	<ul style="list-style-type: none"> Minute taker for future meetings Clarity of service structures given by KB SS raised why officers are inspecting vehicles if only MOT testers conducting fitness tests. KB clarified that LOs and LAs can conduct vehicle fitness tests as well but not currently doing so as Broad Lane garage have sufficient staff and fulfilling all fitness tests and keeping to 2-week timescale. Inspections have been carried out as part of daily duties, Bristol Airport, Bristol City Centre, UWE, Bristol Parkway etc. SS and MW do not agree that garage monopoly question has been answered for fitness tests and who conducts these in the future. PH and TD clarified that it should be a matter put before the committee, service users to document their thoughts and comments on moving forward 	<p>KB requested with Place Business Support, JS due to advise</p> <p>Everyone to submit comments and appendix to report to committee at future meeting</p>
3.	Hackney Carriage and Private Hire	<ul style="list-style-type: none"> KB clarified that PQ is currently undertaking charity work, PCSO Paul 	

	licensing enforcement update – surgeries and compliance checks update from PC Patrick Quinton	Caines is covering duties and therefore to send messages on WhatsApp, or can contact PC at paul.caines@avonandsomerset.police.uk	
4.	Home to school transport update - guidance and enforcement work with Client Transport team (ITU)	<ul style="list-style-type: none"> KB clarified the generic email address for Client Transport (ITU) is ClientTransport@southglos.gov.uk 	
5.	Licensing Office - current service demand, service staff resource update, and over-the-counter service updates.	<ul style="list-style-type: none"> KM updated everyone on current waiting times, there is an increase of new driver applicants and therefore adding to the current renewal appointments, this is impacting on waiting times Reiterated that Technical Support staff resource in place, no vacancies MW asked whether the licensing office will be open 5 days a week, have attended Broad Lane on a Tuesday and office was closed. KM clarified that office open 4 days a week, 1 day a week to do other licensing functions work PV stated that emails being sent to the wrong address, KM apologised and to ensure that staff use email addresses stated on the application form 	<p>Subsequently agreed that licensing offices open 5 days a week from January 2023</p> <p>KM to address with staff</p>
6.	Broad Lane Garage	<ul style="list-style-type: none"> KB advised that a sticker will be added to all fitness test (pass) certificates stating to email a copy of the certificate to taxis@southglos.gov.uk, the subject line to be the vehicle registration number 	All vehicle licence holders
7.	New driver learning and suitability assessment package	<ul style="list-style-type: none"> KB stated that the aim of the L&SA was for all candidates to pass, but the current pass rate is 80%, this is reviewed on a weekly basis KB stated that work will continue with PHOs to propose additional content to increase standards, PHOs to continue to be invited to attend a session in person PH clarified that face-to-face booking sessions now in place, 25 to 30 people 	

		invited in at a time, initial individual screening for the process	
8.	Regulatory Committee – policy development	<ul style="list-style-type: none"> • KB updated that no licensing items at the July and September meetings, discussions to be had with PH, TD and KS, KB to arrange with AB and NR • WAV policy - extensive conversation between all parties to this point, PH stated that to consider available options for policy and to look at legal implications, take current evidence into account • Enquiry from NS to how many current WAVs, KM and KB to look back through 	<p>PH and KB to speak with SGC Legal Services</p> <p>12 new HCV applications since 1st April 2021, just under 30 WAVs currently licensed</p>
9.	Any other business	<ul style="list-style-type: none"> • SS raised public safety concern, reiterated by MW, over driver's badge production equipment - current status made clear by KM and KB, working with ITD to resolve as initial prognosis condemned the hardware and proposing alternative solution to print from Uniform. PH to follow up with lead member (ITD) • KM and KB to produce report of licence expired drivers (2022/23) • SS wanted to highlight that service staff working from home, but some bookings made even when office closed, to check dates • SS highlighted that some vehicle plates production issues continue, further instances of incorrect vehicle details requiring new plates to be made, this is at cost to service users 	PH to speak with Cllr Ben Burton
10.	Next meeting	<ul style="list-style-type: none"> • <i>Wednesday 14th December 2022, 10:15am, Yate Outdoor Sports Complex (YOSC), Broad Lane, Yate, South Gloucestershire, BS37 7LB</i> 	KB to book