

Taxi Liaison Group

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

Chair: Councillor Sean Rhodes (SR)

Attendees: Councillor Keith Cranney (KC), Kevin Barley (KB), Kayleigh Morris (KM), PC Patrick Quinton (PQ), Sashi Bhurton (SB), Mike Worley (MW), Kerry-Dee Harding (KH), Sharon Shaw (SS), Juan Sanzo (JS)

Apologies: Paula Gillett (PG), Tony Lidbury (TL)

Item	Description		Action
1	Welcome and Apologies	<ul style="list-style-type: none"> SR welcomed everyone to the meeting and introduced Councillors and SGC staff 	
2.	Previous minutes, matters arising	<ul style="list-style-type: none"> VAT applied on taxi / private hire fares. KB clarified previous advice given to group, a request was made to provide guidance for those who are VAT registered. Hackney Carriage plates/top sign. It was suggested the front plate is not clear, KB clarified this is to distinguish the vehicle and able to identify them when stopping vehicles on the street. It was also suggested a H&S risk assessment be completed for the plates. SS suggested that there be more public consultation and the new plates came in overnight, and it was clarified they cannot be fitted in the wet due to the adhesive or they may fall off. KB clarified that moving forward the top sign for HCVs may be permitted to be smaller, no plates fitted to them now, and just state 'Taxi' but this would need to be approved by committee as a policy amendment. Minute taker. KB reiterated that PG and KM do not have staff resource. KB also 	KB to produce guidance sheet

		<p>confirmed that other committees/forums have third party minute taker. MW made point that with a Taxi and Private Hire fee surplus that will pay for this. SS stated that the TLG is not seen as an official council meeting and this is disrespectful. KC suggested speaking with Amy Evans (Community Forums).</p> <ul style="list-style-type: none"> • WAV ISP / post decision communication. KB clarified that his role is operational only at this time given the Licensing team workload and support required, that the management team are aware of this in terms of the committee programme. The likelihood is that the council require a third-party consultant to assist with a accessibility survey for the district. • Newsletter. KB clarified that with Lily Brine (LB) returning from maternity that one of her tasks will be to draft a current newsletter covering matters of interest. Request for list of service staff to be published, all other items to KB and/or LB. • Licence conditions – signed acknowledgement. KB reiterated as current agreed procedure that all licence applicants granted a licence member of service staff reaffirms the main licence conditions, and then sign for acknowledgement of receipt of the licence and the conditions. MW and SS raised concern if the applicant isn't responsible enough to adhere to the licence conditions are they fit and proper? KC and SR then referred to concerns relating to Licensing Sub-Committee hearings, to speak with KB. • Licensing team representation. KB confirmed that he will continue to represent the Licensing team at future meetings, and if required another member of the team will cover in his absence. • Change of venue. It was suggested that a meeting at Dings RFC, previously used prior to the pandemic, will be more central for more licence holders to attend. 	<p>KB to make contact with AE</p> <p>LB to produce</p> <p>KC & SR to speak with KB</p> <p>KB to request meeting room with Dings RFC for next meeting</p>
3.	Hackney Carriage and	<ul style="list-style-type: none"> • PQ stated that joint enforcement operations with DVSA continue to take 	

	<p>Private Hire licensing enforcement update – surgeries and compliance checks update from PC Patrick Quinton</p>	<p>place, and that E-Scooter riders are being fined as part of these operations.</p> <ul style="list-style-type: none"> • PQ stated that loading bays being used at front of Parkway Station. • There is no Traffic Regulation Order in place to stop PHVs at ‘No Entry Access’ used by HCVs, this is private land throughway. • PQ aware of PHVs parking up outside The Beaufort Arms (North Road), this is then pushing others to park elsewhere. • PQ has looked at all reported crimes in relation to taxis across the Avon and Somerset Police area summarising: <ul style="list-style-type: none"> ○ Drivers are the victims of crime in the majority ○ However, drivers crimes are more serious ○ Property left in vehicles, mostly PHVs • SB raised a concern about gangs/groups of hoodies smashing up vehicle on Filton Road/Gloucester Road, PQ acknowledged. • SS asked when the horn can be used on a vehicle in the case of 2/3 pushbikes abreast in the road, is this allowed, clarified this is permitted. • SB asked about vehicle modifications and if this affected insurance, to clarify with each respective insurer. 	
<p>4.</p>	<p>Home to school transport update (Client Transport team)</p>	<ul style="list-style-type: none"> • No specific updates from the Client Transport team and no feedback from the group. 	
<p>5.</p>	<p>Licensing Office - current service demand, service staff resource update, and over-the-counter service updates</p>	<ul style="list-style-type: none"> • KM stated there is a current two week wait for an appointment at LO1. The taxi mailbox is currently five working days response time. • KM reiterated that licence renewal paperwork is sent out 3 months in advance advising each licence applicant of the documentation required, this is sent by email where contact details ave been provided. • KM clarified there 4 appointments an hour at LO1 to meet service demand. 	

6.	Vehicle fitness tests (Broad Lane Garage)	<ul style="list-style-type: none"> • KB confirmed that BL Garage management team advise there is a three week wait for a next appointment, regular meetings take place to address wait times. There are currently 32 vehicle fitness test inspections taking place each day. • KB confirmed that the vehicle fitness testers do not have delegated authority to issue stop notices under taxi & private hire legislation. • SB asked the question if other garages can be used for fitness tests. KB reiterated that the Regulatory Committee could review the policy and if amended can consult on multiple fitness test centres in the district, or outside the district. Officers would require a direction from the committee. • SR noted the question. 	SR to consider appropriate action.
7.	New driver learning and suitability assessment package	<ul style="list-style-type: none"> • KB stated that a maximum of 12 candidates are sitting the L&SA each week to ensure a sustainable service. The current pass rate is being maintained between 80% and 85%. 	
8.	Revisiting historical items	<ul style="list-style-type: none"> • KB advised that the BL Garage had previously been discussed, no further discussion required. 	
9.	Any other business	<ul style="list-style-type: none"> • Concern raised in relation to a driver's licence renewal for a licence holder who had a stroke and in hospital. Advised unable to renew as request to the service was days before licence expiry. Should circumstances be taken into account when allowing licence renewals, but as previous advice all renewal letters are sent out three months in advance. • CSE awareness/safeguarding training to be reviewed for its effectiveness, are all drivers taking note. KB clarified that learning outcomes are stated on rear of certificate to ensure all candidates fully understand these. KB agreed that working group may be of benefit to review the objectives and future content of refresher training, although procurement and policy development via the committee likely to be required as part of the direction of travel. 	KB to draft list of potential participants for group, to confirm with SR and Andrew Birch

10.	Next meeting	<ul style="list-style-type: none">• <i>Wednesday 20th December 2023, 10:00am, Dings Crusaders Rugby Football Club, Shaftesbury Park, Frenchay, Bristol, South Gloucestershire, BS16 1LG</i>	KB to book. (This has been changed from the initial agreed date of 6 th December)
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