

Drivers and Operators Forum

Chair: Marianne Rolfe

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Minutes: Meeting - 2 March 2015 at Riverside House

		Action
1.	<p>ATTENDANCE/APOLOGIES.</p> <p>Present: Ahmed Rafiq, Amit Sidhu, Maid Ali, Marianne Rolfe, PC Mann, Richard Weare, Simon Brook, Kathleen Rose, Afsin Bakar Ozeker</p> <p>Apologies: Phil Court, Chand Mubarak, Pital Bains, Rachael Russell, Sgt. Pittam</p>	
2.	<p>PREVIOUS MEETING MINUTES</p> <p>Agreed</p> <p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <ul style="list-style-type: none"> • Knowledge Test review is on-going, there is nothing to add at present. The list of places has been updated. • Timescale policy is almost complete. • Ranks - discussions still underway. This issue is quite complicated and needs to involve many agencies. The issue is being pursued by Licensing. • Fleet Colour - No progress at present. • No update on Fare skipping as Sgt Pittam had sent apologies to the meeting. 	
3.	<p>PROCEEDURAL CHANGES UPDATE</p> <ul style="list-style-type: none"> • New Convictions and Cautions Policy has now been introduced. • All applications are now being processed under the new guidance, new and renewal applications. • Report about Rotherham incident mentioned • Drivers who were failing to provide DBS update. • 12 drivers were called in to appear in front of committee, 11 found their certificates and did not have to appear, however 1 driver has been suspended. • There is a will to move to an on-line application system, however, this will not alter the fact that we are not given a copy of the final certificate. We would only be told that the certificate was clear or not. We can currently see when the certificate was posted out or 	

	<p>what stage it is at in the process.</p> <ul style="list-style-type: none"> • Drivers are still failing to attend disability awareness course. • There are still a large number of drivers not attending. We are now preparing for suspension via committee for those that continue to refuse. Operators will be informed of any staff members that are not meeting the conditions of their licence. 	
4.	<p>MOT GARAGES</p> <p>A. Replacing the third garage</p> <ul style="list-style-type: none"> • MR reported that we are now looking for a replacement garage as Central Car and Commercial have now left the area • We are now beginning a new tendering process which will have to cover 4 opportunities. Current providers will be eligible to reapply. • Successful garages will have to commit to continued support of the fleet inspection events, and maintenance of the agreed standards of vehicle presentation. <p>B. Obtaining a Kenilworth garage</p> <ul style="list-style-type: none"> • As part of the tendering process we will be including an additional garage for the Kenilworth area. <p>C. Wear and tear guide for inspections</p> <ul style="list-style-type: none"> • A copy of the current draft guide was distributed to members for comment. Feedback was positive. MR explained that the guide is a work in progress and will be added to as the fleet inspections take place. • A 'Fair Wear and Tear Guide' is being prepared for use in the successful garages. This will ensure consistency. <p>D. New inspection form</p> <ul style="list-style-type: none"> • The proposed inspection sheet was distributed to members for comment. New guidance will include tyre condition and tread. • Fire extinguishers and first aid kits were discussed. It was proposed to alter the measures of validity for both. This is under review currently. • Standards need to be reasonable and realistic. • Vehicle age was raised. The age policy is in draft form at the moment. The policy will be ready for consultation in the next few months, however the current policy remains in place for now. 	
5.	<p>RESULTS OF FLEET INSPECTION EVENTS TO DATE</p> <ul style="list-style-type: none"> • 112 inspections have taken place • 49% were broadly compliant • 51% were non compliant with the conditions of their licence • 1 vehicle was immediately suspended by WDC as unsafe - this vehicle is now back on the road. • VOSA served 1 Advisory notice, 8 deferred prohibition notices 	

	<p>and 1 immediate prohibition notice.</p> <p>MR confirmed that the fleet inspection events will continue to take place.</p>	
6.	<p>PLATE CAP FOR HACKNEY CARRIAGES UPDATE (DRIVERS)</p> <ul style="list-style-type: none"> • A petition signed by around 70% of HC drivers was handed in to MR. This will be reviewed. • The Deregulation Bill was raised. After a short discussion it was agreed that there was little to be gained from discussing the possible changes. It was agreed that any items of significance will be brought to the attention of licence holders after the 6th April. • 	<p>WDC</p> <p>WDC</p>
7.	<p>'SKIPPING OUT ON FARES' GUIDANCE (POLICE)</p> <ul style="list-style-type: none"> • Item was deferred to the next meeting. 	
8.	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Ranks This issue of parking in the ranks was raised. DOF members were encouraged to get drivers to take pictures of the vehicles parked illegally and forward them to Licensing@warwickdc.gov.uk • Warwick Child Sex Exploitation Campaign Drivers are being asked to use their time on the roads to keep an eye open for unusual or suspicious behaviour. This is an awareness raising campaign. MR will forward information to DOF members and asked that they passed the items forward to colleagues. • E cigarettes DOF members raised the issue of stopping passengers smoking e-cigarettes in their vehicles. MR agreed to look in the legality of asking a passenger to stop smoking as one brand o e-cigarette has been designated as 'medicine' and there may be complications. • Complaints - do they need a face to face meeting? DOF members asked if a complaint investigation could be conducted over the phone rather than with a face to face meeting, as this takes time from the driver. MR informed members that WDC needs to be satisfied that we are dealing with the correct person when investigating any complaints, face to face, is really the only way that we can guarantee that, so face to face meetings will continue to be used. 	<p>MR</p> <p>MR</p>
9.	<p>NEXT MEETING</p> <p>2nd June 2015 at 12.00pm in Riverside House</p>	