

Hackney Carriage Association Meeting

Thursday 21st November 2019

1. Introduction and Welcome

Yousaf Hussain (Licensing Manager) opened the meeting and thanked everyone for attending.

Officers present:

Yousaf Hussain (YH)	Licensing Manager
Elisabeth Spencer (ES)	Customer Service Manager
Sadiya Patel (SP)	Senior Licensing Officer
Samantha Kaye (SK)	Licensing Officer (Service Support)
Tahir Riaz	Hackney Carriage Owners and Drivers Association
Shabbir Master	Hackney Carriage Owners and Drivers Association
Mohammed Khan	Hackney Carriage Owners and Drivers Association

2. Actions from last meeting

There were two actions from the last meeting, these were;

- Send out process on how to send in rank requests
This is still been worked on, once finalised it will be circulated to the trade.
- Update and distribute the list of current rank information
We are currently updating the rank information, once complete it will be circulated.

Action:

Complete actions 1 and 2 above ready for next Hackney Carriage Association Meeting.

3. Green Stripe

Mandatory Green Stripes on HC Vehicles

The service only has a small amount of the green stripe left in stock. A discussion took place around the price and availability of this material and it was agreed that the proprietors can purchase this cheaper and easier than what the service can provide. It was agreed the service would no longer stock the material.

Action:

The service is to email all HCV proprietors informing them of the change.

4. Bradford District Hackney Carriage Taxis

A discussion was held regarding the type of 'Receipts' issued to customers by Hackney Carriage Drivers, in particular one with the heading 'Bradford District Hackney Carriage Taxis'.

Action:

HC Association to inform the service with their findings.

5. Enforcement Update

Vehicle Specification

Please see below proposed changes to the Vehicle Specification. The service will notify the trade once engagement commences.

Proposal 1

Vehicle proprietors to be offered the option to apply for an extension to their current vehicle licence beyond the 10 (12 WAV) years maximum age limit.

Background

For proprietors of vehicles which were first licenced prior to 01 November 2019 and whose vehicle is due to reach the maximum age for a licenced vehicle (10 years or 12 years for WAV) on or before 31 May 2020, it is proposed that an exemption be made available to allow such vehicles to be re-licenced for an additional period not to exceed 6 months or until clarity has been provided with regards to the Clean Air Zone (CAZ) vehicle requirements. This will provide time for the future CAZ emission standards to be clarified and thereby aide proprietors in not purchasing vehicles which may not meet future requirements.

Exemptions will be granted subject to the following -

- There has been no break in the vehicles licence.
- Vehicles which do not pass a vehicle safety inspection due to a major defect and an appeal is not upheld will not be licensed for this extra period.
- Vehicles which are granted an exemption will be subject to random testing given 24hrs notice.

Proposal 2

To remove the following from the vehicle specification for vehicles with more than 4 passenger seats –

“Access to every seat must be unobstructed and be easily accessible to all passengers and without the need to tip forward, fold or remove seats when the vehicle is fully occupied”.

Background

The Licensing Service recognise that there are now fewer vehicles which meet the above condition and following a request for this to be considered by a number of Operators the Service is minded to relax the seating requirements for vehicles with more than 4 passenger seats. By removing this section of the vehicle Specification it will provide a wider range of factory built minibuses for proprietors to consider.

Proposal 3

To reduce the minimum vehicle head room requirement from 34 inches to 32 inches.

Background

During recent vehicle inspections it has been identified that the available headroom in some brands of ULEV, Hybrid and EV's is reduced due to the space required for vehicle batteries and drive systems. Reducing the minimum headroom required will permit the licensing of a wider range of factory built ULEV, Hybrid and EV's.

Proposal 4

To change the "requirement" to carry a spare bulb kit in licensed vehicles to a "recommendation".

Background

The majority of modern vehicles are fitted with headlights that require a specialist fitment or mechanical knowledge to replace bulbs, including HID and LED lights. Drivers are/may therefore not be able to change defective bulbs. The proposed change will include that it remains advisable for drivers of older vehicles to carry a spare bulb kit.

Vehicle first time pass rates

The average overall first time pass rate for September and October is around 70% for all licenced vehicles, this has been the same for a round 12 months now.

The first time pass rate for Hackney Carriage Vehicles during the same time period shows an average of 76%, with 10% minor fails and 14% major fails.

6. Customer Service Update

Digital Forms will be used to apply for and renew your Drivers or Vehicle Licence, and will be going live in January 2020. A short presentation was made by the Customer Service Manager which covered the renewal process, and what the system looks like. Emails were also sent out to the meeting attendees to enable them to trial the test system and go through a dummy renewal for a vehicle. All tests

were successful, with comments regarding the simplicity of the application made by the people present.

Further training sessions will be available for anyone that requests it, or would like to go through it again.

From January 2020 vehicle exchanges and transfers will cease to exist, however the service is aware that a HCV licence must continue and a new HCV licence cannot be issued, so an exchange will be available in these situations. Digital Forms however are not able to facilitate vehicle exchanges so they will be completed through smart forms.

The first batch of renewal reminder emails will be sent out in the first week of January and will affect the drivers and proprietors expiring in mid-February.

7. Peer Review Update

There are two outstanding actions on the peer review; these are the English Comprehension Test which is currently being assessed throughout West Yorkshire, and updating and publishing the flowcharts.

All updates on the peer review can be found on our website using the following link: [Peer Review](#)

8. Agenda Points

Agenda point 1 – Booking vehicles in emergency, sometimes waiting 6/7 days for a test

When proprietors contact the service to book in a vehicle that has been in an RTA the email is dealt with as priority and the vehicle is booked into the next available test slot.

Agenda point 2 – Send renewal in plenty of time but not hearing back until a few days before expiry

It is not possible for the service to answer none specific questions of this type as there are many reasons an application process fails.

As explained during the demonstration of the new on line application system, 'Digital Forms' due to go live in January, many of the issues causing delays have been addressed and provide the application process is started in good time there should be no reasons for applications not be completed in time.

Agenda point 3 – No updates from highways about ranks

SP has sent an email to highways and escalated the request; as soon as a response is received we will inform the trade.

Agenda point 4 – Danny Stewart attending the meeting

As discussed previously it is highways that inform us of any road closures or changes to Hackney Carriage Ranks. If you have any queries you will need to contact the highways department directly.

Agenda point 5 – Training

It has been confirmed that both Modular Training and Wheel Chair Training must be completed every 3 years.

- ❖ Association Representative Question – Can you arrange both training courses on the same day so that we are not losing 2 day's work?

Response – [The service will address this with the Training Department](#)

- ❖ Association Representative Question – Some years ago were we provided with first aid training will this be provided again?

Response – It is not a mandatory requirement for drivers to be first aid trained therefore this is not something we would provide.

Action:

SP to speak to the training department to see whether it would be possible to provide the modular training and wheelchair training on the same day

9. Date of Next Meeting