Main changes to the approved Hackney Carriage/Private Hire Driver and Vehicle Rule books and Operator Rule Books approved by the Licensing and Enforcement Committee September 2021

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|  | Topic | Changes | Impact on licence holders |
| 1 | **Frequency of DBS Enhanced Criminal Checks** | All drivers will be required to have a DBS Enhanced check every six months. The DBS check must satisfy the following:* Workforce must state ‘Other Workforce’
* Child and Adult Barring lists must be included.
 | All drivers should have subscribed to the update service by 31st December 2021 so no financial impact. |
| 2 | **Time period for licence holders to notify the Council of arrest, charges and offences** | 48 hours for arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence.  | No significant impact on licence holders |
| 3 | **How to complain Signage in vehicles** | Signage to be displayed in vehicles giving guidance for passengers on how to complain and displayed where it can easily be read. Failure to display could lead to suspension and a possible review of their licence. | Licence holders will need to display an additional sign in the vehicle. This will be rolled out during the renewal process. |
| 4 | **Immediate suspension and revocation of licences** | Where there are concerns that cannot wait until the next Licensing and Enforcement Committee, Officers will be able to decide if immediate action is necessary including to suspend or revoke the licence. | This gives more reflexibility for officers to take immediate action if there is a possible public risk |
| 5 | **Mandatory Training**  | Existing licensees will be required to undertake refresher training every three years. | This is an additional cost and time commitment for existing licence holders.Likely cost of the training will be between £50 and £70.The requirement for refresher training will be within 3 years of the policy being approved due to the current economic climate.   |
| 6 | **Criminality checks for vehicle proprietors** | Licensed vehicle proprietors must provide an annual basic disclosure certificate from the DBS unless they are also a licensed driver. | The Cost of a basic DBS is currently £23 if not a holder of a Council issued drivers licence.

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| 7 | **Criminality checks for private hire operators** | Licensed private hire operators must provide an annual basic disclosure check from the DBS unless they are also a licensed driver  | Small impact as nearly all licensed operators licensed by Gloucester City Council also hold a driver licence. |
| 8 | **Private Hire Operator Booking and dispatch staff** | Private hire operators must have written policies and procedures in place to ensure criminality checks are undertaken on all booking and dispatch staff at appropriate intervals and set out its approach on employing staff that are ex-offenders.Where a booking is outsourced the operator must ensure the third-party have adequate arrangements in place as outlined above. | Some impact on operators who must develop policies and procedures. Basic criminal conviction disclosure cost is £23. |