

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING COMMITTEE

Agenda Item No. 9

meeting date: 17 MARCH 2015  
 title: DISCLOSURE AND BARRING SERVICE AND DRIVERS LICENCE CHECKS  
 submitted by: CHIEF EXECUTIVE  
 principal author: DIANE RICE – HEAD OF LEGAL AND DEMOCRATIC SERVICES

### 1 PURPOSE

1.1 To seek Committee approval to consult licence holders in relation to two changes to the process of licensing drivers namely:

- The use of a third party to carry out Disclosure and Barring Service checks
- Additional drivers licence checks

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives - }
- Corporate Priorities - } The Council aim to be a well managed authority these proposals support that objective.
- Other Considerations - }

### 2 BACKGROUND

#### DBS

2.1 The Council currently requires all applicants for a drivers licence, both private hire and hackney, to provide details of their Disclosure and Barring Service (formerly Criminal Records Bureau) status.

2.2 The procedure to obtain a Disclosure and Barring Service check (DBS) is as follows:

- i. The Council provides the application form.
- ii. The application is countersigned by Council staff who also check the supporting identity documents etc.
- iii. The Council pays for the DBS check but is reimbursed by the applicant.
- iv. Council staff send the application to DBS.
- v. DBS checks cost £44.00 and take 2/3 weeks to process.

2.3 The Council has recently been notified that the DBS service may be withdrawn from users who make a low number of applications each year.

#### Drivers Licence

2.4 From 8 June 2015 the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA. The counterpart was introduced to display driving licence details that could not be included on the photocard. These

details include the vehicle categories a driver is entitled to drive and any endorsements/penalty points.

### 3 ISSUES

#### DBS

- 3.1 At present the Council has sufficient applications, both in relation to drivers and in relation to staff, to maintain its user status.
- 3.2 Should the situation change other arrangements would have to be made, ie the use of a third party.
- 3.3 The service provider would charge a fee for this work, the Council would either have to pay the fee or pass the fee on to applicants. The likely fee is in the region of £10 per application.
- 3.4 The use of a service provider may benefit applicants in that, due to the integrated computer systems they operate, the response is likely to be received more quickly. Staff time would also be freed up for other related duties.
- 3.5 The purpose of raising the matter with Committee at this stage is to seek Committee's approval to consult licence holders as to their view about potential changes.

#### Drivers Licence Checks

- 3.6 The Council has also been asked to consider whether, as part of the application process, the Council should make more detailed checks about the validity of the driver's licence documents submitted.
- 3.7 At present the paper counterpart gives detailed information and staff compare existing and older licences whenever possible to ensure consistency. Licensing staff check the information provided carefully but are not trained to detect fraud and fake documents.
- 3.8 The abolition of the counterpart will reduce the Council's ability to check the driver's history, hence the proposal to introduce further checks.
- 3.9 There would be a cost to carrying out this work, probably in the region of £5 and it is proposed that the cost would be met by licence holders.
- 3.10 Before any decision is made by Committee, it would be appropriate to seek the views of licence holders.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
  - Resources – There would be a cost for the applicant, which could form the basis of a request for fees to be frozen or reduced.
  - Technical, Environmental and Legal - No implications identified.

- Political - No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

## 5 **RECOMMENDED THAT COMMITTEE**

### 5.1 Consult licence holders in relation to:

- i. Potential changes to the DBS checking process and the associated costs.
- ii. Introduction of an additional check on drivers licences and the associated costs.

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CHIEF EXECUTIVE

BACKGROUND PAPERS  
(If any)

For further information please ask for Diane Rice, extension 4418.

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