

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING COMMITTEE

Agenda Item No. 6

meeting date: 23 JUNE 2015
 title: REPORT ON CONSULTATION ON DISCLOSURE AND BARRING SERVICE, DRIVER'S LICENCE CHECKS
 submitted by: CHIEF EXECUTIVE
 principal author: MAIR HILL - SOLICITOR

1 PURPOSE

1.1 To seek Committee approval 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 aims to be a well-managed authority these proposals support that objective.
- Other Considerations - }

2 BACKGROUND

2.1 A report was brought to Committee on 17 March 2015 detailing potential changes to the procedure for licensing drivers in relation to the DBS checks and the effect of abolition of the paper counterpart to a DVLA driver's licence. The report set out in detail the issues which arose and its proposals to resolve them.

2.2. Committee authorised the Head of Democratic and Legal to Services to consult licence holders upon the Council's proposals. A copy of the letter and consultation documents is enclosed as **Appendix 1** and the responses which the Council received are at **Appendix 2**.

3 ISSUES

DBS

3.1 The Council received 3 responses to its proposal for the use of a service provider to process DBS checks with an additional cost of approximately £10. 2 of the responses were supportive of this proposal and one did not support it. Committee is asked therefore to approval the proposal.

Drivers Licence Checks

3.1 The Council received 3 responses to its proposal for the introduction of additional checks on driver's licences with the additional cost of approximately £5 being met by

licence holders. All 3 responses supported this proposal and Committee is therefore asked to approve it.

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 Approve the use of a third party service provider to process DBS checks with any associated costs being borne by licence holder in the event that the Council's status as a registered body for the DBS service is withdrawn.

5.2 Approve the introduction of additional checks on drivers licences to validate information previously contained in the paper counterpart of a DVLA licence and that the associated costs should be borne by licence holders.

MAIR HILL
SOLICITOR

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS
(If any)

Report of the Chief Executive dated 17 March 2015

For further information please ask for Mair Hill, extension 3216.

REF: MJH/LICENSING/23 June 2015

APPENDIX 1

please ask for: DIANE RICE
direct line: 01200 414418
e-mail: diane.rice@ribblevalley.gov.uk
my ref: DER
your ref:
date: 13 May 2015

Dear Sirs

RE: Consultation on changes to DBS and additional checks on driver's licences.

I write to inform you that the Council's Licensing Committee has recently been considering potential changes to the DBS checking process and the introduction of additional checks on driver's licences from 8 June 2015, when the paper counter parts become invalid.

The Council's Licensing Committee considered a report on this issue on 17 March 2015. If you wish to read this report it is available on the Council's website or you can telephone Lindsay Crawford to request a copy.

The proposed change is outlined in the attached note.

The Council is also considering the merits of the Steering to Success Course and whether there are alternative courses available. Your views are welcome upon this also.

If you wish to respond with your views on the proposed change, please do so in writing using the enclosed form and submitting it to Mair Hill at the above address on or before **9 June 2015**.

Please contact me if you have any queries.

Yours sincerely

**DIANE RICE
HEAD OF LEGAL AND DEMOCRATIC SERVICES**

To all private hire operators and all private hire and hackney carriage drivers and vehicle licence holders

Ribble Valley Borough Council
Potential changes to Disclosure and Barring Service, the introduction of an additional check on drivers licences and the associated costs

The Council's Licensing Committee discussed these matters on 17 March 2015. Committee was informed that it was possible that the Council's status as a registered body for the DBS service may be withdrawn in the future and the Council needed to make arrangements should this occur. It was proposed that this be through use of a service provider to process the DBS checks on behalf of the Council and that this would have an additional cost of approximately £10, the cost to be borne by licence holders.

Committee was also informed that from 8 June 2015 the paper counterpart of driving licences would no longer be valid and that the DVLA would no longer issue these. Committee considered the introduction of additional checks to be carried out on driver's licences to validate the information which would otherwise have been available in the counterpart licence. This would have an associated cost of £5 which it is proposed should be met by licence holders.

The Council's Licensing Committee has therefore decided to consult upon these issues.

The Council is also considering the relative merits of the Steering to Success Course and whether there are possible alternatives. If you have any views upon this or any information on possible alternatives, these are welcomed by the Council.

Timetable

The next meeting of the Council's Licensing Committee will be held on 23 June 2015. It is proposed that the results of this consultation will be reported to that Committee. The Consultation will therefore run from 14 May 2015 to 9 June 2015.

More details on the above proposals can be found in the Committee report available on request or via the Council's website.

If you wish to respond with your views on the proposed change to the licensing conditions please do this by completing the enclosed form and submitting it to Mair Hill at the Council Offices on or before **9 June 2015**.

CONSULTATION RESPONSE FORM

Name:

Address:
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.....

Licence No:

Contact details:
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I support/do not support the use of a service provider to process DBS checks with an additional cost of approximately £10.

Comments:
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I support/do not support the introduction of additional checks on driver's licences with the additional cost of approximately £5 being met by licence holders.

Comments:
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I wish to comment/not comment upon the Steering to Success Course and recommendations of possible alternatives.

Comments:
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APPENDIX 2

Response to Consultation on Disclosure and Barring Service

I support/do not support the use of a service provider to process DBS checks with an additional cost of approximately £10	Comments
Support	
Do not support	
Support	As a subscriber to the DBS updates service, I would expect the £10 fee to be my only additional cost, and that the third party service provider would access my record.

Response to Consultation on changes to driver's licence checks

I support/do not support the introduction of additional checks on driver's licences with the additional cost of approximately £5 being met by licence holders	Comments
Support	
Support	
Support	I support this in principle, but as the owner of the old style paper licence which will remain valid, then I would not expect to pay that additional charge personally.