

**Overview of Policy Amendments in relation to DfT Guidance**

<b>Guidance requirements/recommendations</b>	<b>Compliant or policy addition/amendment</b>
Authorities should produce a cohesive policy document	Existing policy compliant
Duration of licence – 3 years driver, 5 years operator	Existing policy complaint
Whistleblowing	Corporate policy in relation to whistleblowing
Online DBS update service	Existing policy compliant
Maintaining close links with police	Compliant
Licensee Self Reporting – notification to authority within 48 hrs	Amendment to Driver conditions to reflect this
Referrals to DBS	Added to policy (page 19)
Feedback to police	Added to policy (page 19)
Sharing information with other authorities and applicant required to disclose if they have had application refused, revoked or suspended by another licensing authority	Already compliant
Multi Agency Safeguarding Hub - MASH	Compliant
Overseas convictions	Existing policy partially complaint slight amendment to wording (pages 17 and 20)
Regulatory Framework, decision making, recommended convictions policy	Existing policy partially compliant, addressed in report
Safeguarding training	Existing policy compliant
English test requirement	Existing policy complaint
Vehicle proprietors requiring DBS	Added to policy (Page 23)
Stretch Limousines	Although no specific policy we do licence them, addressed in report
CCTV	No current policy – addressed in report
Licensed Operators and Staff requiring annual DBS	Addition to 4.8 of policy to add requirement for staff and amendment to condition 7 of operator conditions

## Appendix 1

Operator to keep register of staff	Addition to policy 4.14 (Page 36) and amendment to condition 7 of operator conditions.
Joint Enforcement	Already have agreement in place with the WY authorities (inc York) – compliant
Record of bookings	Slight amendment to requirements para 4.11 (pages 34 and 35) in policy and amendment to existing condition 5 of operator conditions