



Regulatory Committee

Wednesday, 15 March 2023 at 7.30 pm

Committee Room - Civic Centre

Members of the Committee

Councillors: J Wilson (Chairman), E Gill (Vice-Chairman), J Broadhead, T Burton and S Saise-Marshall

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss Clare Pinnock, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact Democratic.Services@runnymede.gov.uk or 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
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The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

List of matters for consideration

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Part I

Matters in respect of which reports have been made available for public inspection

1. **Notification of Changes to Committee Membership**
2. **Minutes** 4 - 5

To confirm and sign as a correct record the Minutes of the meeting held on 4 January 2023 (Appendix 'A').
3. **Apologies for Absence**
4. **Declarations of Interest**

Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
5. **Hackney Carriage Ranks** 6 - 7
6. **Taxi Driver Medicals Consultation** 8 - 24
7. **Exclusion of Press and Public**

Part II

There are no exempt or confidential items on this agenda.

Runnymede Borough Council**Regulatory Committee****Wednesday, 4 January 2023 at 7.30 pm**

Members of the Committee present: Councillors E Gill (Vice-Chairman), J Broadhead, S Saise-Marshall and V Cunningham (In place of J Wilson).

Members of the Committee absent: Councillor T Burton.

1 Minutes

The Minutes of the meeting held on 8 November 2022 were confirmed and signed as a correct record.

2 Apologies for Absence

Apologies for absence were received from Councillor T Burton.

3 Declarations of Interest

There were no Declarations of Interest.

4 Disability Awareness Training - Outcome of Consultation

The Committee received the results of a recent consultation on disability awareness training and was asked to approve an amendment to the Council's policy on Hackney Carriage and Private Hire Licensing.

The issue of whether to make disability awareness training mandatory for all drivers and operators was discussed at the meeting of the Committee on 27 September 2022. Members had approved that a public consultation be carried out to survey the trade, public and other stakeholders.

Officers reported that 67 people had responded to the consultation. The majority of the Trade considered mandatory training should not be introduced, whilst the majority of others responding thought that it should.

The survey contained a section for comments and the Committee considered these carefully. A number of the trade considered training was unnecessary. Comments suggested this was because they felt well informed already and that a lot of such awareness was common sense.

One of the public objectors mentioned cost; this concern was echoed by Members of the Committee. Officers confirmed that the cost of undergoing on-line training was in the region of £40 but assured Members that this was a one-off fee to be borne by the drivers and operators.

Those responding to the survey who were in favour of mandatory training gave reasons including the need to be fully informed and up to date with rules and regulations. From the public side, some had experienced difficulty as disabled people and others felt training was long overdue. It was mentioned that on-line training would be sufficient and should be cost effective.

In the absence of current guidance on disability awareness training, Officers had

considered the draft, revised Best Practice Guidance from the Department for Transport which Officers felt was likely to be introduced. This strongly encouraged disability awareness training. In addition, the Local Government Association urged licensing authorities to go beyond the legal requirements.

Members noted that firms operating school transport services under contract with Surrey County Council did undertake disability training specific to issues arising from home to school transport, but this did not cover the new duties required of drivers and operators under the amended Equality Act.

The Committee was advised that three other local licensing authorities in Surrey mandated disability awareness training. Examples of three providers were noted, although Officers did not intend to recommend one to the trade. This meant that no procurement route need be taken.

The Committee was mindful of the need to attract new drivers, the number of licensed drivers was approximately 96. Some Members considered that the cost of the training might be prohibitive in the current climate. Officers confirmed that on-line training was much cheaper than in person learning. Unfortunately, the Council did not have sufficient funds in the Taxi Licensing budget to pay for the training, even for existing drivers.

Officers were asked to consider whether the number of medicals required could be reviewed and other ways to increase the number of new drivers. It was also noted that there were currently only 5 fully accessible licensed vehicles in the borough because they were very expensive.

Members agreed that, on the whole, introducing mandatory training was proportionate, appropriate and necessary to demonstrate a commitment to ensure the safe travel of disabled people and compliance with the Council's Public Sector Equality Duty.

Officers tabled suggested wording to amend the policy which was approved. The Committee was keen for the requirement to be implemented swiftly. It was agreed that giving all drivers and operators 6 months from when the policy changed to complete training and provide a certificate issued by the training company was reasonable.

Officers confirmed that the importance of doing training for their own benefit would be stressed to the trade and that carrying the certificate would be publicised as a positive selling point for using locally licensed drivers and operators. The training would be highlighted on the Council's social media, at the next taxi forum in March 2023. Members asked whether it was possible to include an article in the next Borough Magazine. Officers agreed to raise this with the Communications and Marketing team.

RESOLVED that –

- i) Mandatory disability awareness training for all drivers and operators should become a requirement of licensing for drivers and operators; and**
- ii) the Hackney Carriage and Private Hire Licensing conditions be amended as set out in section 11 of the tabled document, as resolved and approved**

5 Exclusion of Press and Public

There were no exempt or confidential items on the agenda.

Hackney Carriage Ranks (Environmental Services, Robert Smith)

Synopsis of report:

To make Members aware of the current situation regarding hackney carriage ranks in the Borough

Recommendation(s):

None. This report is for information.

1. Context and background of report

- 1.1 Under section 63 of the Local Government (Miscellaneous Provisions) Act 1976-part II, councils may provide hackney carriage stands (known as ranks).
- 1.2 In Runnymede there are 48 licensed hackney carriages, these are able to operate and pick up passengers from strategically placed ranks around the Borough. These ranks are located at the following five locations and comprise a total of 17 bays.

Egham Railway Station	6 bays
Virginia Water Station Parade	2 bays
Chertsey Railway Station	2 bays
Addlestone Railway Station	2 bays (out of use since Sept 2022 due to railway maintenance work)
Thorpe Park	5 bays

A drop off/pick up point for use by hackney carriage and private hire vehicles has been provided at the front of the new Waitrose store in Egham.

2. Report and, where applicable, options considered and recommended

- 2.1 The ranks on railway station land at Addlestone, Egham and Chertsey, South Western Railway (SWR) are subject to an annual contract between South Western Railway (SWR) and Runnymede Borough Council (RBC). This is a long standing arrangement which has been in place for over 15 years.
- 2.2 SWR makes an annual charge to the Council for use of the ranks. Prior to 2008 the contract had no provision for increased charges and the amount charged to Council for the taxi ranks before 2008 was £150 per year per bay. A total of £1,500 plus VAT for all station ranks
- 2.3 Post 2008, provision for annual increases were included in the contracts and these have gradually increased, for the most recent year (2023) they stand at £500 plus VAT per bay. A total of £5,000 for all station ranks
- 2.4 In order to recover the Council's costs for these ranks a surcharge to the licence fee for hackney carriages. This ensures recovery of the SWR charges through hackney carriage vehicle licence fees. This accounts for the difference in cost between hackney carriage and private hire vehicle fees, for

example in the financial year (FY)2023/24 the difference is £143, a hackney carriage vehicle licence will cost £339 and a private hire vehicle licence £196.

2.5 This is a very reasonable charge for the ranks and compares very favourably with the situation at most other stations where drivers themselves enter into individual contracts with South Western Railways which are in the region of £1000 per year or higher.

2.6 As far as Officers can ascertain the ranks at Egham and Chertsey Railway Stations are in constant use but the others are used infrequently.

3. **Policy framework implications**

3.1 None identified.

4. **Resource implications/Value for Money (where applicable)**

4.1 None identified.

5. **Legal implications**

5.1 The Council has no legal obligation to provide the taxi ranks or bays on behalf of taxi Drivers and it can be described as a discretionary service. The Council has the power to 'appoint stands' maintainable at public expense under Section 63 of the Local Government Miscellaneous Provisions Act 1976, which lays down certain requirements. Before a stand is appointed a notice must be advertised in a local newspaper and the Chief Officer of Police for the area must be notified.

5.2 A period of 28 days must be given from the date of publication of the notice and thereafter any representations or objections must be considered.

6. **Equality implications**

6.1 None identified.

(For information)

Background papers

None.

Taxi Driver Medicals Consultation (Environmental Services, Robert Smith)

Synopsis of report:

The purpose of this report is to seek approval for consultation on an amended policy regulating the assessment of a person's medical fitness to drive hackney carriage and private hire vehicles.

Recommendation that:

Members approve a consultation with the public and the taxi trade regarding the proposed amendments to Runnymede's Hackney Carriage and Private hire Licensing Policy, to be undertaken in accordance with the provisions set out in the Council's Constitution regarding consultation requirements.

1. Context and background of report

- 1.1 The Council as Licensing Authority is responsible for the licensing of Hackney Carriage (HC) and Private hire drivers (PHV) under the Local Government (Miscellaneous) Provisions Act 1976 part II. For the purposes of this report the terms Hackney Carriage (HC) and Private hire drivers (PHV) will be replaced with the generic term taxi driver.
- 1.2 Licensing Authorities are required to satisfy themselves that those holding a taxi driver licence are 'fit and proper'. In a case where evidence is obtained that suggests that a licensed individual is not a 'fit and proper' person the licensing authority is entitled to suspend, revoke, or refuse to renew a licence.
- 1.3 Part of this 'fit and proper' assessment relates to the medical fitness of drivers, to ensure drivers licenced by Runnymede Borough Council are fit to carry out the duties of a taxi driver. There is general recognition that it is appropriate for taxi drivers to have more stringent medical standards than those applicable to normal car drivers because:
 - they carry members of the public who have expectations of a safe journey;
 - they are on the road for longer hours than most car drivers; and
 - they may have to assist disabled passengers and handle luggage
- 1.4 The Department for Transport's best practice guidance for taxi licensing dated 2010 for local authorities in England and Wales recommends that DVLA Group 2 medical standards should apply to taxi drivers.
- 1.5 The proposed updated best practice guidance (consulted upon in 2022) for taxi licensing for local authorities in England and Wales recommends that DVLA Group 2 medical standards should apply to taxi drivers and specifically makes mention that the Group 2 timescales for medicals should be followed.
- 1.6 The purpose of this report is to propose a consultation on amendments to Runnymede's Policy so that it reflects the DVLA Group 2 frequency for medical examinations.

- 1.7 The standard of driver's fitness in Runnymede has been in place for over 25 years and is, apart from the frequency of medical examinations, identical to the standards which have been applied by the DVLA in their Group 2 standard for bus and lorry drivers since approximately 1992.
2. **Report**
- 2.1 The DVLA has medical standards for each group of vehicle being driven. Group 1 covers cars and motorbikes while Group 2 covers buses and lorries. Most councils use the Group 2 standard for taxi driver licensing.
- 2.2 The DVLA publication 'Assessing Fitness to Drive – A Guide for Medical Professionals', defines the medical standards considered safe for driving. All Group 2 applicants require a medical assessment by a medical practitioner on a DVLA D4 form (Appendix A). The criteria includes the nervous system, diabetes, psychiatric illness (including drug/alcohol dependency), cardiac related illnesses and sleep disorders.
- 2.3 The DVLA require a Group 2 medical for lorry and bus drivers at initial licensing this medical is then valid until the age of 45. Licence Holders' of course have a legal duty to notify DVLA of any medical condition which may affect their ability to drive in the intervening years and must declare any medical condition change on the 5-yearly renewal of their lorry or bus licence. Upon reaching the age of 45 years a medical examination is then required every five years and at the age of 65 years an annual medical is required. For those with known medical conditions medicals may be requested yearly or when required.
- 2.4 Runnymede have within their Hackney Carriage and Private Hire Licensing Policy (5.56 – 5.60, shown below), a longstanding requirement that taxi drivers must meet DVLA Group 2 standards. However, this authority in common with many others applied different timescales for the frequency of medicals.

5.56 *RELEVANT MEDICAL STANDARDS*

5.57 *As recommended best practice by the Department for Transport (DfT), the licensing authority will only normally consider and determine medical and physical fitness standards to drive a hackney carriage and/or private hire vehicle by reference to the extant Group 2 standards of medical fitness applied by the DVLA.*

5.58 *General frequency of medical checks*

5.59 *To ensure currency and relevance the licensing authority will normally require applicants to submit a suitable medical report which is dated no more than three months prior to the initial application and then every five years from the date the licence was initially granted.*

5.60 *However, in order to protect the safety of those using licensed vehicles and/or those who may otherwise be put at risk by unfit drivers (e.g. other road users etc.), the licensing authority considers it legitimate and proportionate to require more frequent and/or additional medical assessments in the following circumstances. Where*

appropriate, the costs of any additional requirements shall be met by the applicant.

5.61 *Age-related frequency of medical checks*

In recognition that physical deterioration and medical conditions generally become more prevalent with age, following the 60th birthday of any applicant the licensing authority will normally require an annual medical examination every year from the date the licence was initially granted.

- 2.5 Taxi driver licence Holders' have a legal duty to notify the Council of any medical condition which may affect their ability to drive and as part of the renewal application must declare any change in the medical condition.
- 2.6 For members information there are 90 drivers licenced in Runnymede, their age ranges being as follows:
- 21 drivers are in the age range 21 – 45
34 drivers are in the age range 46 – 60
20 drivers are in the age range 61 – 65
15 drivers are over 65
- 2.7 As Members will note, time scales for medical assessments are different to those required by DVLA for bus and lorry drivers. Runnymede require a medical on initial application and then every 5 years up to the age of 60, thereafter a yearly medical is required.
- 2.8 For those with known medical conditions medicals may be requested yearly or when required.
- 2.9 The responsibility for determining standards and medical requirements for taxi drivers, rests with the local council and in light the following factors it is appropriate to review our frequency for medicals:
- i) The draft revised best practice guidance which recommends the DVLA Group 2 frequency for medicals be used by licensing authorities.
 - ii) To reduce the cost to drivers, the cost of a typical Group 2 medicals can vary between £100 and £150.
 - iii) To reduce the amount of officer time spent sending medical reminders to drivers and checking of medicals when they are received.
 - iv) Officers are aware of the difficulty drivers are having in many cases trying to arrange a medical appointment with their GP. It may be that these are unnecessary and place a further burden on GP surgeries.
 - v) There is no evidence to show that having medicals of a greater frequency that the Group 2 requirements has made transport by taxis any safer.
- 2.10 It is proposed that the Council consult on making amendments to our policy so that it reflects the frequency of medical checks as required by the DVLA Group 2 medical standard as set out below:

A group 2 medical assessment will be required at the following frequencies:

- (i) On submission of a new HC or PHV driver licence application.
- (ii) At age 45 and thereafter every five years until the age of 65
- (iii) At age 65 and thereafter on an annual basis.
- (iv) In the event of a disability or medical condition which may affect an applicant's ability to drive being disclosed to the Council's licensing section whilst the grant of a licence is in force.

- 2.11 The proposed consultation document can be seen at Appendix 'B'.
- 2.12 The consultation, if approved, would take place over the period 22 March 2023 to 17 May 2023, a period of 8 weeks. Following consultation, a further report on this matter with results of the consultation would be brought before this Committee on 20 June 2023.

Benchmarking

- 2.13 Officers have ascertained that the other 10 Surrey authorities all use the Group 2 standards but there are variations in the frequency and age requirements as shown below.
 - i) Identical to the Group 2 frequency/ages – 2 authorities
 - ii) A medical on licensing and then every 3 years from age 45 till age 65, thereafter yearly – 1 authority
 - iii) A medical on licensing and then every 3 years until age 65, thereafter yearly – 2 authorities
 - iv) Same as Runnymede – 2 authorities, one of which is are considering changing to the Group 2 frequency/age
 - v) A medical on licensing and then every 5 years until age 65, thereafter yearly – 1 authority
 - vi) A medical on licensing and then every 5 years from age 45 till age 65, thereafter yearly – 2 authorities but they are considering changing to the Group 2 frequency/age

3. Policy framework implications

- 3.1 This would entail a small change to our policy at 5.59 – 5.61 to amend the medical frequency requirements.

4. Resource implications

- 4.1 Any change in the frequency of medical assessments would save Officers' time in the administration of driver medicals.

5. Legal implications

- 5.1 The Council has a duty to ensure that all current holders and applicants for private hire and hackney carriage licences are fit and proper to do so. Failure to carry out necessary steps to ensure medical fitness to DVLA group 2 standards could result in a risk to public safety.

6. Equalities implications

- 6.1 The Council has a duty under the Equality Act 2010. Section 149 of the Act provides that we must have due regard to the need to;
- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
 - b) to advance equality of opportunity
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 6.2 We should at all times act in a way that is non-discriminatory through our policies and procedures and interactions with people.
- 6.3 An Equalities screening assessment will be submitted prior to the further report on this subject and included within that further report.

(To resolve)

Background papers

Department for Transport Best Practice Guidance

[Taxi and Private Hire Vehicle Licensing. Best Practice Guidance for Licensing Authorities in England. \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/428222/taxi-and-private-hire-vehicle-licensing-best-practice-guidance-for-licensing-authorities-in-england.pdf)

DVLA Medical Guidance

<https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals>

[Runnymede Borough Council Policy](https://www.runnymede.gov.uk/downloads/file/572/hackney-carriage-and-private-hire-licensing-policy)

<https://www.runnymede.gov.uk/downloads/file/572/hackney-carriage-and-private-hire-licensing-policy>

DR: _____ Name: _____

Medical examination report D4 (for a Group 2 (hackney carriage / private hire driver licence)

If this form is not fully completed we will return it to you and your application will be delayed.

Please note that in accordance with Runnymede Councils Hackney Carriage and Private Hire Licensing Policy the examining Doctor must have access to your medical records.

For information about completing the form read the leaflet INF4D.

Your details (applicant)

Name _____

Full address _____

Daytime phone number _____ Date of birth _____

Email address _____

Your doctor's details

Doctor's name _____

Full address _____

Phone number _____ Email address _____

You must sign and date the declaration on page 8 when the doctor and/or optician has completed the report.

This report is valid for 3 months from the date the doctor and/or optician or optometrist signs it. Please return it together with your application form.

Examining doctor's details – to be completed by the doctor carrying out the examination.

Please note that in accordance with Runnymede Councils Hackney Carriage and Private Hire Licensing Policy the examining Doctor must have access to the applicants medical records.

Doctor's name _____

Full address _____

Phone number _____ Email address _____

GMC registration number

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You must sign and date this form in Section 10. All black outlined boxes MUST be answered. Please make sure all sections of the form have been completed. The form will be returned to you if you don't do this.

Medical examination report

Vision assessment

To be filled in by a doctor or optician/optometrist



If correction is needed to meet the eyesight standard for driving, all questions must be answered. If correction is not needed, questions 5 and 6 can be ignored.

1. Please confirm (✓) the scale you are using to express the driver's visual acuities.
 Snellen Snellen expressed as a decimal
 LogMAR

2. Please state the visual acuity of each eye (see INF4D).
 Snellen readings with a plus (+) or minus (-) are not acceptable. If 6/7.5, 6/60 standard is not met, the applicant may need further assessment by an optician.

Uncorrected		Corrected (using prescription worn for driving)	
R	L	R	L

3. Is the visual acuity at least 6/7.5 in the better eye and at least 6/60 in the other eye (corrective lenses may be worn to meet this standard)? **Yes** **No**

4. Were corrective lenses worn to meet this standard? **Yes** **No**
 If **Yes**, glasses contact lenses both together

5. If **glasses** (not contact lenses) are worn for driving, is the corrective power greater than plus (+)8 dioptres in any meridian of either lens? **Yes** **No**

6. If correction is worn for driving, is it well tolerated? **Yes** **No**
 If **No**, please give full details in the box provided

7. Is there a history of any medical condition that may affect the applicant's binocular field of vision (central and/or peripheral)? **Yes** **No**
If formal visual field testing is considered necessary, DVLA will commission this at a later date

8. Is there diplopia? **Yes** **No**
 (a) If **Yes**, is it controlled?
 If **Yes**, please give full details in the box provided

9. Does the applicant on questioning, report symptoms of intolerance to glare and/or impaired contrast sensitivity and/or impaired twilight vision that impairs their ability to drive? **Yes** **No**

10. Does the applicant have any other ophthalmic condition? **Yes** **No**
 If **Yes** to any of questions 7-10, please give full details in the box provided.

Details/additional information

You must sign and date this section.

Name of examining doctor/optician (print)

Signature of examining doctor/optician

Date of signature

D	D	M	M	Y	Y
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Please provide your GOC or GMC number

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Doctor/optometrist/optician's stamp

Applicant's full name

Date of birth

D	D	M	M	Y	Y
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Please do not detach this page

Medical examination report

Medical assessment

Must be filled in by a doctor

- Please check the applicant's identity before you proceed.
- Please ensure you fully examine the applicant and take the applicant's history.

D4

1 Neurological disorders

Please tick / the appropriate box(es)

Is there a history of, or evidence of any neurological disorder? Yes No

If **No**, go to section 2

If **Yes**, please answer **all** the questions below, give details in section 6, page 6 and enclose relevant hospital notes.

- Yes No
1. Has the applicant had any form of seizure?
- (a) Has the applicant had more than one attack?
- (b) Please give date of first and last attack
- First attack
- Last attack
- (c) Is the applicant currently on anti-epileptic medication?
- If **Yes**, please fill in current medication in **section 8, page 7**
- (d) If no longer treated, please give date when treatment ended
- (e) Has the applicant had a brain scan?
- If **Yes**, please give details in **section 6, page 6**
- (f) Has the applicant had an EEG?
- If **Yes** to any of above, please supply reports if available.

- Yes No
2. Stroke or TIA?
- If **Yes**, please give date
- Has there been a **FULL** recovery?
- Has a carotid ultrasound been undertaken?
- If **Yes**, was the carotid artery stenosis >50% in either carotid artery?
3. Sudden and disabling dizziness/vertigo within the last year with a liability to recur?
4. Subarachnoid haemorrhage?
5. Serious traumatic brain injury within the last 10 years?
6. Any form of brain tumour?
7. Other brain surgery or abnormality?
8. Chronic neurological disorders?
9. Parkinson's disease?
10. Is there a history of blackout or impaired consciousness within the last 5 years?
11. Does the applicant suffer from narcolepsy?

2 Diabetes mellitus

Does the applicant have diabetes mellitus? Yes No

If **No**, go to section 3, page 4

If **Yes**, please answer **all** the questions below.

- Yes No
1. Is the diabetes managed by:
- (a) Insulin?
- If **Yes**, please give date started on insulin
-
- (b) If treated with insulin, are there at least 3 continuous months of blood glucose readings stored on a memory meter(s)?
- If **No**, please give details in **section 6, page 6**
- (c) Other injectable treatments?
- (d) A Sulphonylurea or a Glinide?
- (e) Oral hypoglycaemic agents and diet?
- If **Yes** to any of (a)-(e), please fill in current medication in **section 8, page 7**
- (f) Diet only?
- Yes No
2. (a) Does the applicant test blood glucose at least twice every day?
- (b) Does the applicant test at times relevant to driving (**no more than 2 hours before the start of the first journey and every 2 hours while driving**)?
- (c) Does the applicant keep fast acting carbohydrate within easy reach when driving?
- (d) Does the applicant have a clear understanding of diabetes and the necessary precautions for safe driving?
- Yes No
3. Is there any evidence of impaired awareness of hypoglycaemia?
- Yes No
4. Is there a history of hypoglycaemia in the last 12 months requiring the assistance of another person?
- If **Yes**, please give dates and details in **section 6**
- Yes No
5. Is there evidence of:
- (a) Loss of visual field?
- (b) Severe peripheral neuropathy, sufficient to impair limb function for safe driving?
- If **Yes** to any of 4-5 above, please give details in **section 6, page 6**
- Yes No
6. Has there been laser treatment or intra-vitreous treatment for retinopathy?
- If **Yes**, please give date(s) of treatment.
-

Applicant's full name

Date of birth

3 Cardiac

a Coronary artery disease

Is there a history of, or evidence of, coronary artery disease? Yes No

If **No**, go to **section 3b**

If **Yes**, please answer **all** questions below and give details at **section 6** of the form and enclose relevant hospital notes.

1. Has the applicant suffered from angina? Yes No

If **Yes**, please give the date of the last known attack

2. Acute coronary syndrome including myocardial infarction? Yes No

If **Yes**, please give date

3. Coronary angioplasty (PCI)? Yes No

If **Yes**, please give date of most recent intervention

4. Coronary artery bypass graft surgery? Yes No

If **Yes**, please give date

5. If **Yes** to any of the above, are there any physical health problems (e.g. mobility/arthritis, COPD) that would make the applicant unable to undertake 9 minutes of the standard Bruce Protocol ETT? Yes No

b Cardiac arrhythmia

Is there a history of, or evidence of, cardiac arrhythmia? Yes No

If **No**, go to **section 3c**

If **Yes**, please answer **all** questions below and give details in **section 6, page 6** and enclose relevant hospital notes.

1. Has there been a **significant** disturbance of cardiac rhythm? i.e. sinoatrial disease, significant atrio-ventricular conduction defect, atrial flutter/fibrillation, narrow or broad complex tachycardia in the last 5 years? yes No

2. Has the arrhythmia been controlled satisfactorily for at least 3 months? Yes No

3. Has an ICD or biventricular pacemaker (CRT-D type) been implanted? Yes No

4. Has a pacemaker been implanted? Yes No

If **Yes**:
(a) Please give date of implantation

(b) Is the applicant free of the symptoms that caused the device to be fitted?

(c) Does the applicant attend a pacemaker clinic regularly?

Peripheral arterial disease (excluding Buerger's disease) aortic aneurysm/dissection

Is there a history of, or evidence of, peripheral arterial disease (excluding Buerger's disease), aortic aneurysm/dissection? Yes No

If **No**, go to **section 3d**

If **Yes**, please answer **all** questions below and give details in **section 6 page 6**, and enclose relevant hospital notes.

1. Peripheral arterial disease (excluding Buerger's disease) Yes No

2. Does the applicant have claudication? Yes No

If **Yes**, how long in minutes can the applicant walk at a brisk pace before being symptom-limited?

Please give details

3. Aortic aneurysm? Yes No

If **Yes**:

(a) Site of aneurysm: Thoracic Abdominal

(b) Has it been repaired successfully?

(c) Is the transverse diameter **currently** > 5.5 cm?

If **No**, please provide latest measurement and date obtained

4. Dissection of the aorta repaired successfully? Yes No

If **Yes**, please provide copies of all reports to include those dealing with any surgical treatment.

5. Is there a history of Marfan's disease? Yes No

If **Yes**, please provide relevant hospital notes

d Valvular/congenital heart disease

Is there a history of, or evidence of, valvular/congenital heart disease? Yes No

If **No**, go to **section 3e**

If **Yes**, please answer **all** questions below and give details in **section 6 page 6** and enclose relevant hospital notes.

1. Is there a history of congenital heart disease? Yes No

2. Is there a history of heart valve disease? Yes No

3. Is there a history of aortic stenosis? Yes No

If **Yes**, please provide relevant reports

4. Is there any history of embolism? (not pulmonary embolism) Yes No

5. Does the applicant currently have significant symptoms? Yes No

6. Has there been any progression since the last licence application? (if relevant) Yes No

Applicant's full name

Date of birth

e Cardiac other

Is there a history of, or evidence of heart failure? Yes No

If **No**, go to **section 3f**

If **Yes**, please answer **all** questions and enclose relevant hospital notes. Yes No

1. Established cardiomyopathy? Yes No
2. Has a left ventricular assist device (LVAD) been implanted? Yes No
3. A heart or heart/lung transplant? Yes No
4. Untreated atrial myxoma? Yes No

f Cardiac channelopathies

Is there a history of, or evidence of either of the following conditions? Yes No

If **No**, go to **section 3g** Yes No

1. Brugada syndrome? Yes No
 2. Long QT syndrome? Yes No
- If **Yes** to either, please give details in section 6 and enclose relevant hospital notes.

g Blood pressure

If resting blood pressure is 180 mm/Hg systolic or more and/or 100mm Hg diastolic or more, please take a further 2 readings at least 5 minutes apart and record the best of the 3 readings in the box provided.

1. Please record today's **best resting** blood pressure reading

2. Is the applicant on anti-hypertensive treatment? Yes No

If **Yes**, please provide three previous readings with dates if available

	D	D	M	M	Y	Y
	D	D	M	M	Y	Y
	D	D	M	M	Y	Y

3. Is there a history of malignant hypertension? Yes No
- If **Yes**, please provide details in section 6 (including date of diagnosis and any treatment etc)

h Cardiac investigations

Have any cardiac investigations been undertaken or planned? Yes No

If **No**, go to **section 4**

If **Yes**, please answer questions 1-6 Yes No

1. Has a resting ECG been undertaken? Yes No
- If **Yes**, does it show:
- (a) pathological Q waves?
 - (b) left bundle branch block?
 - (c) right bundle branch block?

If **Yes** to a, b or c please provide a copy of the relevant ECG report or comment at **section 6, page 6**.

Applicant's full name

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---

2. Has an exercise ECG been undertaken (or planned)? Yes No

If **Yes**, please give date

D	D	M	M	Y	Y
---	---	---	---	---	---

and give details in **section 6, page 6**

Please provide relevant reports if available

3. Has an echocardiogram been undertaken (or planned)? Yes No

(a) If **Yes**, please give date

D	D	M	M	Y	Y
---	---	---	---	---	---

and give details in **section 6, page 6**.

- (b) If undertaken, is/was the left ejection fraction greater than or equal to 40%?

Please provide relevant reports if available

4. Has a coronary angiogram been undertaken (or planned)? Yes No

If **Yes**, please give date

D	D	M	M	Y	Y
---	---	---	---	---	---

and give details in **section 6, page 6**.

Please provide relevant reports if available

5. Has a 24 hour ECG tape been undertaken (or planned)? Yes No

If **Yes**, please give date

D	D	M	M	Y	Y
---	---	---	---	---	---

and give details in **section 6, page 6**.

Please provide relevant reports if available

6. Has a myocardial perfusion scan or stress echo study been undertaken (or planned)? Yes No

If **Yes**, please give date

D	D	M	M	Y	Y
---	---	---	---	---	---

and give details in **section 6, page 6**.

Please provide relevant reports if available

4 Psychiatric illness

Is there a history of, or evidence of, psychiatric illness, drug/alcohol misuse within the last 3 years? Yes No

If **No**, go to **section 5**

If **Yes**, please answer **all** questions below

1. Significant psychiatric disorder within the past 6 months? Yes No

2. Psychosis or hypomania/mania within the past 12 months, including psychotic depression? Yes No

3. Dementia or cognitive impairment? Yes No

4. Persistent alcohol misuse in the past 12 months? Yes No

5. Alcohol dependence in the past 3 years? Yes No

6. Persistent drug misuse in the past 12 months? Yes No

7. Drug dependence in the past 3 years Yes No

If **'Yes'** to any questions above, please provide full details in **section 6, page 6**, including dates, period of stability and where appropriate consumption and frequency of use.

5 General

All questions must be answered. If Yes to any, give full details in section 6 and enclose relevant hospital notes.

1. Is there a history of, or evidence of, Obstructive Sleep Apnoea Syndrome or any other medical condition causing excessive sleepiness? **Yes** **No**

If **Yes**, please give diagnosis

- a) If Obstructive Sleep Apnoea Syndrome, please indicate the severity

Mild (AHI <15)

Moderate (AHI 15 - 29)

Severe (AHI >29)

Not known

If another measurement other than AHI is used, it must be one that is recognised in clinical practice as equivalent to AHI. DVLA does not prescribe different measurements as this is a clinical issue. Please give details in section 6.

- b) Please answer questions (i) – (vi) for **all** sleep conditions

(i) Date of diagnosis **Yes** **No**

(ii) Is it controlled successfully?

(iii) If **Yes**, please state treatment

Yes **No**

(iv) Is applicant compliant with treatment?

(v) Please state period of control

(vi) Date of last review

2. Is there **currently** any functional impairment that is likely to affect control of the vehicle? **Yes** **No**

3. Is there a history of bronchogenic carcinoma or other malignant tumour with a significant liability to metastasise cerebrally? **Yes** **No**

4. Is there any illness that may cause significant fatigue or cachexia that affects safe driving? **Yes** **No**

5. Is the applicant profoundly deaf? **Yes** **No**

If **Yes**, is the applicant able to communicate in the event of an emergency by speech or by using a device, e.g. a textphone?

6. Does the applicant have a history of liver disease of any origin? **Yes** **No**

If **Yes**, please give details in **section 6**

7. Is there a history of renal failure? **Yes** **No**
 If **Yes**, please give details in **section 6**

8. Does the applicant have severe symptomatic respiratory disease causing chronic hypoxia? **Yes** **No**

9. Does any medication currently taken cause the applicant side effects that could affect safe driving? **Yes** **No**

If **Yes**, please provide details of medication and symptoms in **section 6**

10. Does the applicant have any other medical condition that could affect safe driving? **Yes** **No**

If **Yes**, please provide details in **section 6**

6 Further details

Please forward copies of relevant hospital notes. Please do not send any notes not related to fitness to drive.

Applicant's full name

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7 Consultants' details

Details of type of specialist(s)/consultants, including address.

Consultant in
Name
Address

Date of last appointment

Consultant in
Name
Address

Date of last appointment

Consultant in
Name
Address

Date of last appointment

8 Medication

Please provide details of all current medication (continue on a separate sheet if necessary)

Medication	Dosage
Reason for taking:	
Reason for taking:	
Reason for taking:	
Reason for taking:	
Reason for taking:	
Reason for taking:	

Applicant's full name

Date of birth

9 Additional information

Patient's weight (kg)	<input type="text"/>
Height (cms)	<input type="text"/>
Details of smoking habits, if any	<input type="text"/>
Number of alcohol units taken each week	<input type="text"/>

10 Examining doctor's signature and stamp

To be completed by the doctor carrying out the examination. Please ensure all sections of the form have been completed. The form will be returned to you if you don't do this.

I confirm that this report was completed by me at examination. I also confirm that I am currently GMC registered and licensed to practice in the UK. **Yes** **No**
 I certify that I **have / have not** (delete as appropriate) had access to the the applicants medical records, they have been examined by me and are :

FIT / UNFIT (delete as appropriate) to drive with Group 2 entitlement.

Signature of practitioner

Date of Examination

surgery stamp

The applicant must complete this page

Applicant's declaration

You **must** fill in this section and **must not** alter it in any way.

Please read the following important information carefully then sign to confirm the statements below.

Important information about fitness to drive

As part of the investigation into your fitness to drive, we may require you to have a medical examination or some form of practical assessment. If we do, the people involved will need your medical details to carry out an appropriate assessment. These may include doctors, orthoptists at eye clinics or paramedical staff at a driving assessment centre. We will only release information relevant to the medical assessment of your fitness to drive. Also, where the circumstances of your case appear exceptional, the relevant medical information would need to be considered by one or more members of the Secretary of State's Honorary Medical Advisory Panels. Panel members must adhere strictly to the principle of confidentiality.

Declaration

I confirm that in accordance with Runnymede Councils Hackney Carriage and Private Hire Licensing Policy the examining Doctor has had access to my medical records

I authorise my doctor and specialist to release reports and information about my condition which is relevant to my fitness to drive, to Runnymede Borough Councils medical adviser. I authorise Runnymede Borough Council to disclose such relevant medical information as maybe necessary to investigation of my fitness to drive, to Doctors, authorised Council staff and members. I declare that I have checked the details I have given on the enclosed questionnaire and that, to the best of my knowledge and belief, they are correct. I understand that it is a criminal offence if I make a false declaration to obtain a driving licence and can lead to prosecution.

Name	_____
Signature	_____
Date	_____

I authorise the Runnymede Borough Council to:

inform my doctors about the outcome of my case

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

release reports to my doctors

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Checklist

- Have you signed and dated the declaration?
- Have you checked that the optician or doctor has filled in all parts of the report and all relevant hospital notes have been enclosed?

Yes
<input type="checkbox"/>
<input type="checkbox"/>

When complete please return to the Taxi Licensing Officer at Runnymede Borough Council.

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature or the prevention and detection of fraud. For further information see <http://runnymede.gov.uk/datamatching>.

Data Protection and Privacy Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council process is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. Data is deleted in accordance with our data retention policy. We are committed to protecting your privacy when you use our services, the privacy policy explains how we use information about you and how we protect your privacy, this is published on our web site www.runnymede.gov.uk

Appendix B



22 March 2023

Consultation on the frequency of DVLA Group 2 medical assessments for Hackney carriage and private hire drivers in Runnymede.

The purpose of this consultation is to ask for your views on whether Runnymede Borough Council should revise its requirements around the frequency of DVLA Group 2 medical assessments for taxi drivers.

The consultation period will be from Wednesday 22 March 2023 until Wednesday 17 May 2023.

The information below may assist you in understanding the proposed revisions before making your views known on the consultation return form on the last page.

On Wednesday 15 March 2023 the Council's Regulatory Committee met to discuss the proposed revision. The Council's report can be seen [here](#):

Runnymede Borough Council have for many years required all Hackney carriage and private hire drivers to meet the DVLA Group 2 medical standard, this is the same medical standard applied to bus and lorry drivers. Runnymede have however required medicals more often than the DVLA requirements and it is now appropriate to review our frequency for medicals in light of the following factors:

- i) The draft revised Department for Transport best practice guidance recommends the DVLA Group 2 frequency for medicals be used by licensing authorities.
- ii) To reduce the cost to drivers, the cost of a typical Group 2 medicals can vary between £100 and £150.
- iii) To reduce the amount of officer time spent sending medical reminders to drivers and checking of medicals when they are received.

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- iv) Officers are aware of the difficulty drivers are having in many cases trying to arrange a medical appointment with their GP. It may be that these are unnecessary and place a further burden on GP surgeries.
- v) There is no evidence to show that having medicals of a greater frequency than the Group 2 requirements has made transport by taxis any safer.

Runnymede Borough Council's current requirements within our Hackney carriage and private hire Policy state that all Hackney carriage and private hire drivers must have a DVLA group 2 medical with the following frequencies:

- (i) On submission of a new hackney carriage or private hire driver licence application and thereafter every five years until the age of 60.
- (ii) At age 60 and thereafter on an annual basis.
- (iii) In the event of a disability or medical condition which may affect an applicant's ability to drive being disclosed to the Council's licensing section whilst the grant of a licence is in force.

It is proposed that Runnymede Borough Council's requirements be revised so that our Hackney carriage and private hire Policy reflects the frequency of medical checks as required by the DVLA Group 2 medical standard as below.

A group 2 medical assessment will be required at the following frequencies

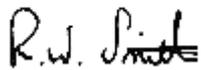
- (i) On submission of a new hackney carriage and private hire driver licence application. (thereafter drivers renewing a licence up to the age of 45 must, as part of the renewal application, declare any change in their medical condition and provide evidence of such to the Council)
- (ii) At age 45 and thereafter every five years until the age of 65
- (iii) At age 65 and thereafter on an annual basis.
- (iv) In the event of a disability or medical condition which may affect an applicant's

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ability to drive being disclosed to the Council's licensing section whilst the grant of a licence is in force.

It is important that we get as many responses as possible through this consultation. The Councils Regulatory Committee will meet again on 20 June 2023 to decide on the matter and your views are a key factor in the decision-making process.

Your Sincerely

A handwritten signature in black ink that reads "R.W. Smith". The signature is written in a cursive style with a horizontal line underlining the name.

Robert Smith

Senior Licensing Officer

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CONSULTATION RETURN

The consultation period will be from the consultation period will be from Wednesday 22 March 2023 until Wednesday 17 May 2023.

Please note that any responses received after Wednesday 17 May 2023 will not be accepted.

The purpose of this consultation is to ask for your views on whether Runnymede Borough Council should revise its requirements around the frequency of DVLA Group 2 medical assessments for taxi drivers.

The Councils Regulatory Committee will meet again on 20 June 2023 to decide on the matter and your views are a key factor in the decision-making process.

Please indicate your choice below by placing a cross in the relevant box and any comments in the space provided.

Do you believe Runnymede Council should revise its requirements regarding the frequency of Group 2 medical assessments so that they are the same as the DVLA Group 2 requirement?

YES

NO

Please enter any comments you have here: -

Please return your response to Runnymede Borough Councils Licensing section either by email licensing@runnymede.gov.uk

By post or by hand to Runnymede Borough Council, Station Road, Addlestone, Surrey KT15 2AH