

DRIVER SURVEY IMPLEMENTATION PLAN

TOPIC	ACTION REQUIRED	BY WHOM	BY WHEN
<i>Enforcement policy</i>	(1) Agree scheme of delegation with JB (2) Update EHL enforcement policy (3) Draft accompanying report (4) Take report to Licensing Committee (5) Arrange training for Councillors if necessary (6) Communicate results to drivers	(1) JL	(1) – (4) 30 June 2014
<i>Ranks</i>	(1) Agree terms of work with Doug Brodie (2) Timetabled work programme to be produced by Doug Brodie	(1) JL/JH	(1) 20/06/14 (2) 27/06/14
<i>Trial of magnetic signs</i>	(1) Order small supply of magnetic signs (2) Advise drivers in newsletters (3) Monitor impact/effect for 12 months	(1) PC	(1) 01/07/14
<i>Increase maximum age of newly licensed HCVs to 7 years</i>	(1) Discuss whether needs to go to Committee with JB and draft report if appropriate (2) Update website pages if adopted (3) Communicate to drivers via newsletter	(1) JL (2) PC (3) JL	(1) 30/06/14 (2) When decision is made (3) ASAP once decision is made
<i>Abolish DSA test</i>	(1) Discuss whether needs to go to Committee with JB and draft report if	(1) JL	(1) 30/06/14

	<p>appropriate</p> <p>(3) Consider transitional arrangements for anyone required to do DSA before holidays but unable to attend before its abolished</p> <p>(2) Update website pages if adopted</p> <p>(3) Communicate to drivers via newsletter</p>	<p>(2) PC</p> <p>(3) JL</p>	<p>(2) When decision is made</p> <p>(3) ASAP once decision is made</p>
<i>Establish working party to review test conditions</i>	<p>(1) Identify objectives of working party</p> <p>(2) Arrange for working party to meet</p> <p>(3) Review conditions – consider consultation if significant changes proposed</p> <p>(4) Conduct consultation exercise if needed</p> <p>(5) Draft and submit report to Licensing Committee</p>	<p>(1) JL/AY</p> <p>(2) JL/AY</p> <p>(3) JL/AY</p>	<p>(1) 30/07/14</p> <p>(2) 30/08/14</p> <p>(3) 15/08/14</p>
<i>Tariff working party</i>	<p>(1) Identify objectives of working party</p> <p>(2) Arrange for working party to meet</p> <p>(3) Review tariff and methodology</p> <p>(4) Arrange public notice</p> <p>(5) Draft and submit report to AG as HoS to determine</p> <p>(6) Programme in following year's programme</p>	<p>(1) AG/JH/JL/JM</p>	<p>(1) 30/06/14</p>
<i>Communications</i>	<p>(1) Arrange annual meeting date with JB</p> <p>(2) Arrange quarterly drop-in dates for drivers</p> <p>(3) Use text to advise drivers of local changes</p>	<p>(1) PC</p> <p>(2) PC</p> <p>(3) PC</p>	<p>ASAP</p>
<i>Accident policy</i>	<p>(1) Assess "no" comments for obvious reasons not to change policy</p> <p>(2) Consider options if valid reasons not to change policy</p> <p>(3) Update policy and add to website if no valid reasons to change</p>	<p>(1) JM</p> <p>(2) JM/JL</p> <p>(3) JM/PC</p>	<p>ASAP</p>