

**Committee:** Licensing and Environmental Health Committee

**Date:**  
Wednesday, 2  
March 2022

**Title:** Manual DBS Policy implement

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## Summary

1. The purpose of this report is to inform Members of the Licensing and Environmental Health Committee of the actions that the Licensing Team will take to address issues with the DBS Update service. These issues are matters over which the Council has no control.

## Financial Implications

2. There are no cost implications to the Council in undertaking this legal duty.

## Background Papers

3. The following papers were referred to by the author in the preparation of this report and are available for inspection.

**Appendix A – DfT Standards**

**Appendix B – Current Taxi and Private Hire Policy**

**Appendix C – Government Guidance on Manual DBS searches**

**Appendix D – Proposed changes to Policy**

## Impact

Communication/Consultation	This report is intended to assist members and the public understand the Council's policy and approach to licensed vehicles, drivers and operators.
Community Safety	This policy change is necessary in order to document a gap in Uttlesford's policy for

	drivers who can only be issued with a 'Manual' DBS. It is hoped that it will provide clarity for Members and the public. Community safety and public safety is our
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	This ensures policy will be updated to cater for those drivers who can only be provided with a 'Manual' DBS certificate.
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

## Situation

4. Mandatory DfT Standards specify that drivers' DBS status should be checked every 6 months either using the update service, or alternatively that drivers renew their DBS every 6 months – See Appendix A
5. The current Licensing Policy requires all drivers to subscribe to the DBS update service. This was implemented in March 2021. – See Appendix B
6. Government DBS Service has however recognised that in some individual cases, certificates need to be 'Manually' produced and the driver is therefore not able to sign up to the update service (see Appendix C), and such checks every 6 months would cost £330 over the duration of a driver's licence. Licensing Team recognise this additional cost may be burdensome, and therefore the Licensing Dept will carry out interim DBS checks on 'Manual' DBS holders at least every 18 months. It is anticipated that no more than 5% of drivers will be affected
7. Members are therefore requested to note the policy change required to enable this activity to be undertaken. – See Appendix D

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
2 - There is a need for the council to ensure its policy is up	2	2	2

to date and clear.			
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- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.