



DERBY CITY COUNCIL

**LICENSING COMMITTEE**  
**14 July 2016**

**ITEM 5**

Report of the Strategic Director of Communities & Place

**Approval of Testing Stations for Hackney Carriage and Private Hire Vehicle Inspections**

**SUMMARY**

- 1.1 The contracts for the existing approved testing stations that undertake the testing of hackney carriage and private hire vehicles are due to expire on 31 July 2016.
- 1.2 The testing of vehicles will be for the annual inspection at the renewal of the vehicle licence, or new applications, and subsequent re-tests if required, and the testing of vehicles following the relevant enforcement action by licensing officers, (spot checks), accident damage checks and meter checks.
- 1.3 The new contracts will expire on 31 July 2018.
- 1.4 The approval of testing stations involves inviting interested parties to tender. This is in line with the Council's current Procurement Policy.
- 1.5 Each application is measured against specific award criteria.

**RECOMMENDATION**

- 2.1 To approve those testing stations which meet the required criteria for inclusion on the Council's list of Specified Testing Stations.

**REASONS FOR RECOMMENDATION**

- 3.1 To award a contract to those testing stations meeting the Council's required standards to undertake the testing of Hackney Carriage and Private Hire Vehicles until 31 July 2018.

**SUPPORTING INFORMATION**

- 4.1 In May 2016, invitations to tender were send out to existing testing stations and other garages that had expressed an interest previously. This involved providing a link to Source Derbyshire where all Council tenders are advertised.
- 4.2 The tender document was designed by, and approved by the Council's Procurement Team.

- 4.3 Following the tender process, 8 applications were received, 4 from existing testing stations and 4 from new applicants.
- 4.4 Each application was scored in accordance with the award criteria outlined in the tender document. The responses in each tender document were evaluated, and each testing station was then subjected to an on-site inspection by two officers from the Licensing Team.
- 4.5 Applicants were requested to submit their pricing schedules as part of the tender process. These are set out at Appendix 2.
- 4.6 The scoring system comprised of a quality score and a price score. A summary of the individual testing station's overall scores can be found at Appendix 3. The scoring system forms part of the Council's standard procurement process.
- 4.7 Two applications did not meet the standard requirements of the tender and were ranked 7 and 8 respectively, and were subsequently disqualified from the tender process.
- 4.8 The remaining 6 garages have been ranked in accordance with the Council's Procurement Policy and are deemed to meet the required specification.

<b>OTHER OPTIONS CONSIDERED</b>
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- 5.1 None.

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Olu Idowu n/a n/a John Tomlinson Michael Kay, Linda Spiby
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<b>For more information contact:</b> <b>Background papers:</b> <b>List of Appendices:</b>	Ann Walker Tel 01332 641945 e-mail ann.walker@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Pricing Schedules from each Applicant Appendix 3 – Overall Scoring Summary
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<b>IMPLICATIONS</b>
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**Financial**

- 1.1 None directly arising from this report.

**Legal**

- 2.1 As set out in the report.

**Personnel**

- 3.1 None directly arising from this report.

**IT**

- 4.1 None directly arising from this report.

**Equalities Impact**

- 5.1 The proposed changes will apply equally to all groups within the community and no particular group(s) will be disadvantaged.

**Health and Safety**

- 6.1 None directly arising from this report.

**Environmental Sustainability**

- 7.1 None directly arising from this report.

**Property and Asset Management**

- 8.1 None directly arising from this report.

**Risk Management**

- 9.1 None directly arising from this report.

**Corporate objectives and priorities for change**

- 10.1 The proposals set out in this report address the corporate objectives of:
- Being more commercial
  - Delivering our services differently