

Impact Assessment of: Passenger Transport Private Hire Vehicle Procurement Process

Service/ Directorate: Resources – Procurement and Passenger Transport

Date Completed: 12/02/2008

Lead Officer: Julie Hatton

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Julie Hatton	Passenger Transport	Service manager
Martyn Johnson	Taxi and Private Hire Licensing	Technical expert
Pauline Ellis	Central Equality Team	Technical expert
Ian Hodge	Procurement	Technical expert
Stephen Priestley	Procurement	Manager of process
Sandy Rutherford	Performance Management	Facilitator

Brief description of policy/ service:

To provide reliable, quality transport for vulnerable children and adults specified by Adults' and Children's Social Care and Education Leeds from and to addresses specified by these services. Part of this service is provided by Leeds City Council drivers and vehicles and part by private contractors. Private contractors have to be licensed and are drawn from a framework contract. Passenger service vehicle companies such as coach companies may also apply. Private hire and hackney carriage companies are licensed by the authority. Companies wishing to be licensed to drive or operate private hire vehicles have to undergo a driving assessment, medical and a literacy and numeracy test which is outside the scope of the assessment. The minimum standard of literacy and numeracy is a Council licensing and regulations panel legislative requirement.

This assessment looked at the procurement process and specification for private hire and hackney carriage companies who wish to be on the framework contract. The procurement process seeks to include all contractors who can meet the criteria on the framework contract.

Brief account of how the impact assessment was carried out:

A meeting was held between the members of the assessment team who had already read the briefing papers on the service. This meeting looked at all the barriers that could be encountered and actions either already planned or newly formulated to break those barriers. Extra monitoring analysis was carried out as a result of the fact finding and was circulated as part of the equality impact assessment. The draft was approved by the whole team.

Brief description of any adverse affects found:

Forms are legal documents and therefore lengthy and complex which can mean that tenders are not always properly completed and so do not meet quality criteria. This can be because some contractors are not interested in filling out forms or find the forms confusing and cumbersome, some do not understand them and their relevance and the criteria needed for the contract.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Write to all licensed operators as well as those who have registered an interest on SCMS, to invite them to the briefings sessions.	Julie Hatton	February 2008
Run briefing sessions for all operators who want to attend. This will explain the procurement process and timescale, service requirements, operation of the service and contract framework including the fact that there is no guarantee of work. These sessions will include an opportunity for contractors to ask questions.	Julie Hatton Stephen Priestley	March 2008
Information about the availability of interpreters should be included in information about briefing sessions.	Julie Hatton	March 2008
Look at terms and conditions contained within legal documents to make sure they are as plain as possible.	Stephen Priestley	March 2008
Train Passenger Transport officers on awareness of larger procurement process including specification and timescales.	Julie Hatton Stephen Priestly	April 2008
Provide training to Passenger Transport office staff on the day to day tender process remind them of day to day operation of allocation system.	Julie Hatton	July 2008
Open days in areas about procurement generally.	Wayne Baxter	March 2009
Briefing days for newly elected members on procurement process.	Wayne Baxter	June /July 2008 in first instance and the ongoing
Monitor equality for drivers and owners of companies	Sandy Rutherford	March 2008

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