Appendix 3: Policy Implementation Plan

DATE	ACTION	SUB-ACTION	COUNCIL	COMMENTS/RESOURCE
May 2021	Compliance testing/Certificate of Compliance	Develop testing requirements	HDC	Based on current BDBC protocols
		Procurement exercise		Contact HDC procurement
		Identify centres		
		Team Training		Mailshot
		Communicate with drivers		
		Go Live		
May 2021	Six monthly DBS checks for drivers	Update access reports to identify drivers	BOTH	Dependant on data transfer as HDC access reports not working
		Update internal procedures		
		Team training on MSCF		
		Communicate with drivers		
		Update webpages and driver guidance		
		GO LIVE		
April 2021	Penalty Points system	Internal procedures finalised	BOTH	
		FAQs developed for drivers/webpages updated		
		Comms to drivers		
		GO LIVE		
April 2021	Taxi E-Forms	Finalise internal procedures	BDBC	
		Team training		
		Comms to drivers		
		GO LIVE		
March – April 2021	External plate/badge printing	IT security check	BOTH	Awaiting IT to finalise
		Confirm data transfer method		
		DPA finalised		Ongoing
		Finalise graphics requirements		
		Update driver guidance		
		Comms to drivers		
		GO LIVE		
April 2021	PHO updated conditions/basic DBS checks	Update PHO application guidance	BOTH	
		Comms with PHO to confirm when we expect them to start complying with the conditions		

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2 March 2021	Fees and Charges update	Consultation	HDC	Sally Driver to assist
		Comms with drivers		
1 April 2021		GO LIVE		
March 2021	Safeguarding training	New Drivers	BOTH	COMPLETED
		Webpages and driver guidance updates		ONGOING
		Existing drivers to be contacted to arrange training		
		Blue lamp bespoke training (COVD ID dependant)		ONGOING
31 March 2021	AGE LIMIT EXTENSION END		HDC	ONGOING
1 JULY 2021	SPLIT FEES END	Approval to extend split fees	BOTH	ONGOING
April 2021	NR3	Query annual fee and single access	HDC	ONGOING
		Team training	BOTH	
August 2021	Updated Knowledge test	New questions developed	BOTH	ONGOING
		Updated quote from Diamond Knowledge		
		Update DAT computer/facility		
April – May 2021	Data Transfer	See relevant plan ..\..\shared services\SLS 2019\Data transfer\HDC IDOX TRANSFORM\data transfer Planning .docx	BOTH	ONGOING
May 2021	Improved complaint recording	See relevant plan ..\..\shared services\SLS 2019\Data transfer\HDC IDOX TRANSFORM\data transfer Planning .docx	BOTH	ONGOING