

Appendix 2

Cost of processing 3 yearly DBS applications in-house at Taxi and Private Hire Licensing

Current number of licensed Hackney carriage and private hire drivers is 5,876

Split over three years is 1,959 additional DBS disclosures per year

This is a significant volume of additional work that could not be absorbed within existing resources; there would be extra administration tasks associated with booking appointments, informing clients of the process and taking the payment of the DBS check prior to renewal of the licence.

It is anticipated that two officers would be required to administer, check and process this number of additional DBS applications per year.

Each application takes 1 hour to process on average and it is anticipated that a further 20 minutes of officer time would be required to book the appointments, explain the process and take payment.

This would require an additional two officers and the work would be rotated around all the existing staff, so all Licensing Officers spent a period of time processing DBS renewals.

2 x B1 Licensing Officer costs £38,826 (incorporating all on costs)

Costs of additional staff per DBS disclosure: -

$$£38,826 / 1959 = £20 \text{ admin charge per DBS disclosure}$$

Current fee charged by DBS per disclosure is £44

Online fee charged by DBS per disclosure is £2.50

Potential total costs per disclosure for each driver: -

$$£46.50 \text{ (DBS fee)} + £20 \text{ (admin fee)} = £66.50$$

The current fee charged by the section for DBS disclosures carried out as part of the application process is £60, so this would represent an increase of £6.50 per DBS disclosure required. This increase would be applied across all DBS disclosures required for whatever purpose (new application, 3-year refresh, etc).