

Annex A

our ref : IA/01010/11

1) What test slot times do Southampton (Maybush), Southampton (Forest Hills), Lee-on-the-Solent and Southampton LGV operate for all test categories (including approved driving instructor, Driver Certificate of Professional Competence (CPC), extended, home and taxi tests) - could you please present the test slot times as 'normal hours' and 'out of hours'?

In our conversation of 8 July 2011, you clarified this to be for permanent examiners at those test centres and the current or latest information we hold.

At Annex B, you can find the test slot times for each category of test that is conducted at each of the test centres that you have requested.

Please note that:

- this information is for permanent examiners based at each test centre
- this information is correct as of 8 July 2011
- the information is presented as weekday normal hours, weekday out of hours and Saturday tests
- out of hours tests are classed as any practical test on a weekend as well as any practical test from 4.30pm on a weekday
- the test slots for vocational and Driver CPC at Southampton LGV DTC are how they are on our deployment system. It may be that a Driver CPC slot is converted into a vocational test slot or a vocational slot is converted into a Driver CPC slot dependent on demand

2) How many test centres operate driving tests on a Sunday (including approved driving instructor, Driver Certificate of Professional Competence, extended, home and taxi tests) - if any, could you please list which ones?

In our conversation of 8 July 2011, you clarified that you would like the current or latest information that we hold.

We ran a report on 8 July 2011 to show the number of practical tests available on, or booked for, a Sunday between 24 July and 18 December 2011 at driving test centres (DTCs) nationwide for all categories of test. I can confirm that in this period 33 DTCs are conducting driving tests on a Sunday or have test slots available on a Sunday. The 33 DTCs are:

Ashford (Middlesex), Barking, Barnet, Belvedere, Borehamwood, Chingford, Erith MPTC, Farnborough MPTC, Goodmayes, Greenford (Horsenden Lane), Hayes (Middlesex), Hendon Aviation Square, Hither Green, Isleworth, Kirkham LGV, Leighton Buzzard LGV, Livingston LGV, Loughton, Lowestoft, Luton, Morden, Ore LGV, Pinner, Poole, Redruth VOSA, Slough, Southall, Tolworth, Uxbridge MPTC, Walton LGV, Wanstead (Hermon Hill), Watford and Wood Green.

Please note that the availability of driving test on a Sunday will change over time in response to examiner availability and demand for Sunday tests.

3) Does the DSA have any rules on 'out of hours' testing (such as when it can be authorised and if any conditions have to be in place for 'out of hours' testing to be available)?

We do not hold any official rules on out of hours testing. We did, however, issue guidance to staff in 2009 about out of hours testing in response to the economic downturn. You can find copies of this at Annex C. We have not issued any guidance since.

We have removed some of the names from this information as this is classed as personal data and, if they are in a junior position, it would not be fair to the individual for this information to be released. This is exempt from release under Section 40 (2) of the FoIA. This exemption in full is attached at Annex D.

4) What are the current grades available in the operational roles of the DSA (DE, SDE, EIC and etc) and can you please explain what each grade means?

The current grades available in the operational roles are:

DE – driving examiner
SDE – senior driving examiner
SE – supervising examiner
ACDE – assistant chief driving examiner
DCDE – deputy chief driving examiner
CDE – chief driving examiner

EIC stands for examiner in charge. This is not a grade but a job title.

You can find further information in the DT1 standard operating procedure guidance for all examiners carrying out car, motorcycle, taxi, large goods vehicle, passenger carrying vehicle and extended tests about responsibilities of operational staff. The DT1 is available on our website at <http://www.dft.gov.uk/publications/dsa-dt1-standard-operating-procedure>

If you require further information about any of the grades above please email foi@dsa.gsi.gov.uk stating what information is required.

5) How many test slots on the car programme does a home test for category F, G, H or K take up?

Normally three test slots on the car programme are provided for home tests (categories F, G, H and K). This can, however, be reduced to two dependant on the travel time the examiner requires.

6) What procedures are in place for when delegated driving examiners are at risk of not meeting the mandatory requirement for minimum driving tests conducted?

We do not hold recorded information on when delegated driving examiners are at risk of not meeting the mandatory requirement for minimum driving tests conducted. I can, however, confirm that we carry out the following procedure:

- We closely monitor the throughput of tests for each delegated driving examiner (DDE) throughout the year, with a formal mid-year review

- Where a DDE's throughput of tests is low, a forecast is made on the potential for achieving the minimum number of tests by the end of the year
- In this situation we immediately notify the company of its concerns and remind them of the conditions of authorisation
- If at ten months into the annual authorisation period, the examiner is still not meeting the expected minimum throughput of tests, we inform the company that the examiner is not meeting the criteria and will not be re-registered
- An appeal against not re-registering must be made within 14 days. Appeals are treated on a case by case basis
- Appeals will only be upheld where the company can evidence that they will be able to achieve the minimum throughput of tests required to meet the criteria
- It should be noted that the minimum test criteria number is in place to ensure technical standards are maintained and to provide the opportunity for DSA to quality control/quality assure the tests being delivered

7) If an examiner stops/terminates a driving test away from the test centre, what methods does the DSA authorise or recommend for that examiner to return to the test centre?

You can find information in chapter 7, paragraph 7.3 of the DT1 about the methods we authorise or recommend for an examiner to return to the test centre. A copy of the DT1 can be found on our website at <http://www.dft.gov.uk/publications/dsa-dt1-standard-operating-procedure>

This information is therefore exempt under section 21 (information accessible by other means) of the Freedom of Information Act. A full breakdown of this exemption can be found at Annex E.

8a) Are DSA members of staff authorised to submit Freedom of Information requests from a '@dsa.gsi.gov.uk' email address?

8b) (ONLY if 8a is yes) Are DSA members of staff entitled to receive redacted information from a Freedom of Information request under Official Secrets Act 1989?

DSA members of staff are authorised to submit Freedom of Information (Fol) requests through an @dsa.gsi.gov.uk email address.

All Fol requests received are treated as applicant blind and are handled within the terms of the Fol Act. We will consider each request on its own merit and whether it is in the public interest to release the information requested.

You can find further information about the Fol process online at <http://www.dft.gov.uk/foi/making-an-foi-request/>

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