

MOTORING AND FREIGHT SERVICES GROUP CORPORATE GOVERNANCE FRAMEWORK

April 2009

INTRODUCTION

The Motoring and Freight Services (MFS) Group plays a key role in the delivery of the Department for Transport's (DfT's) public service agenda.

The Group represents a significant portion of DfT's resources, with around 12,000 staff and an annual turnover of over £1.2 billion. Its five executive agencies, complemented by three of DfT's central policy directorates, have been at the forefront of the development of modern services to its customers and stakeholders which are convenient and represent value for money.

The core focus for the Group is to ensure our roads are used by qualified drivers in roadworthy vehicles, though, in detail, our interests go beyond that, for example in promoting improved customer focus for all DfT's services, stewarding the statutory framework for parking and streetworks, and providing the Transport Direct travel information service.

The Group also includes the Information Management Directorate which was established to create a stronger cross-Departmental focus for data security and wider policy on information management and is also responsible for Information Communications and Technology infrastructure and related services as well as data protection and data handling. The lead is here recognising the considerable volume of personal data held by the Group's Agencies.

One of the key aims of the Group is to bring about a better corporate focus on the many separate activities involved in private and commercial driver testing and training, vehicle certification and licensing, operator licensing, our wider road safety strategy, and the secure and efficient handling of the data those activities generate. For example, expenditure on enforcement activity is reviewed across the Group.

That is why we have decided to consolidate the roles, responsibilities and accountabilities within the Group's corporate governance arrangements into this single document rather than generating a suite of framework documents for each Agency, also bringing in the arrangements for the headquarter directorates.

The Group has made great strides in the past few years and it will continue to have a significant part to play in the future.

WHAT IS THE PURPOSE OF THIS DOCUMENT?

- 1 This corporate governance framework sets out the roles, responsibilities and accountabilities of the Motoring and Freight Services Group and constitutes the framework agreement for each of the five executive agencies in the Group. The document sets out how the Group is organised, how decisions are made, how finances are controlled and how performance and risk are monitored and managed in accordance with the DfT's overall governance arrangements.

- 2 This document replaces the DVO Group Corporate Governance Framework published in October 2006. It will be reviewed no later than 5 years after publication.
- 3 Copies of this Corporate Governance Framework are placed in the library of the Houses of Parliament.

WHAT IS THE MOTORING AND FREIGHT SERVICES GROUP?

- 4 The Motoring and Freight Services Group forms part of the Department for Transport (DfT). It is headed by a Director General who is a member of the DfT board. The Group consists of five of the department's executive agencies:

- Driving Standards Agency (DSA)
- Driver and Vehicle Licensing Agency (DVLA)
- Government Car and Despatch Agency (GCDA)
- Vehicle Certification Agency (VCA)
- Vehicle and Operator Services Agency (VOSA)

and three of its Directorates:

- Information Management
- Road and Vehicle Safety and Standards
- Transformation, Licensing, Logistics and Sponsorship

- 5 Each of the executive agencies is headed by a Chief Executive appointed by the Permanent Secretary. The directorates are headed by Directors who are appointed in line with senior civil service procedures.

- 6 The Group brings together agencies, policy-makers and service providers to ensure that policy and delivery agendas are closely aligned and focused on achievement of the Department's five strategic objectives (DSOs):

- DSO 1: To support national economic competitiveness and growth, by delivering reliable and efficient transport networks;
- DSO 2: To reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of avoiding dangerous climate change;
- DSO 3: To contribute to better safety, security and health and longer life-expectancy through reducing the risk of death, injury or illness arising from transport, and promoting travel modes that are beneficial to health;
- DSO 4: To promote greater equality of opportunity for all citizens, with the desired outcome of achieving a fairer society;
- DSO 5: To improve quality of life for transport users and non-transport users, and to promote a healthy natural environment.

Motoring and Freight Services Group Strategy

- 7 The Group works within the overarching policies of the Government of the day and the corporate frameworks of the civil service as a whole and of the Department for Transport specifically.
- 8 The Group aims:
 - to promote road safety, an effective logistics industry, and a cleaner environment
 - to be a leader in the provision of modern and efficient public services
 - to work effectively with our partners in developing policies and delivering quality services to our customers.
- 9 The work of the Group is focussed on achieving six strategic outcomes which provide the framework within which the Agency and Directorate business plans are constructed and targets set:
 - Improved road safety, through developing and delivering new policy initiatives and Agency activity focussed on ensuring drivers are qualified and vehicles are roadworthy
 - Reduced impact on climate change and the environment through a range of external and internal activities
 - Improved transport networks and supply chains, bringing benefits to the logistics sector, other businesses and to the general public
 - Transformed, customer focussed, convenient, e-enabled services
 - Sustained provision of high quality, efficient, secure data and data systems
 - Greater efficiency, better value for money and a well equipped, well managed and motivated workforce.

Delivery Model

- 10 The Group does not have a single centralised delivery model. It delivers some of its services directly; for others it relies on a range of partners and suppliers, including the Post Office, the motor trade and information technology service providers. In all areas the Group seeks to work closely in all areas with stakeholders within central and local government and across industry, including the Police (to tackle crime, including the detection of fraud and the enforcement of motoring legislation); and local authorities (to develop performance frameworks for urban traffic management and improved road safety and education).

WHAT IS DFT(C)'S RELATIONSHIP WITH THE GROUP?

- 11 The Department for Transport consists of the central department - DfT(C) - and seven executive agencies. Each Agency is responsible for its own personnel policies, including recruitment and pay. Only personnel policy in relation to senior civil servants is managed centrally across the Department and its agencies, in accordance with Cabinet Office procedures
- 12 The Permanent Secretary is the Principal Accounting Officer for the Department for Transport and is responsible for the management and organisation of the Department as

a whole. The Motoring and Freight Services Group is one of five Groups in the Department.

Further information about the roles and responsibilities of accounting officers generally is set out in chapter 3 of the Treasury's publication Managing Public Money

http://www.hm-treasury.gov.uk/psr_mpm_index.htm

The Motoring and Freight Services Group consists of

Vehicle and Operator Services Agency (VOSA)

Responsibilities include:-

- Operator licensing and bus registration services on behalf of Traffic Commissioners;
- Annual testing of heavy goods vehicles and public service vehicles;
- Supervising the MOT scheme to check vehicle roadworthiness;
- Targeted and random checks of vehicle roadworthiness and compliance with drivers' hours and operator licensing;
- Road accident investigations.

Driver and Vehicle Licensing Agency (DVLA)

Responsibilities include:

- Maintaining records of licensed drivers and registered vehicles
- Issuing licences to drivers and the maintenance of vehicle driving entitlements;
- Maintaining records of driver endorsements, disqualifications and medical conditions;
- Issuing registration documents to vehicle keepers;
- Collecting and enforcing Vehicle Excise Duty (VED);
- Working in partnership with the police and intelligence authorities in dealing with vehicle related crime;
- Registering and issuing Tachograph cards;
- Issuing vehicle registration marks;
- Selling attractive vehicle registration marks.

Transformation, Licensing, Logistics and Sponsorship (TLLS)

Responsibilities include:

- Developing strategies aligned with the broader policies and priorities of the Department;
- Developing policy and providing advice in relation to driver, vehicle and operator licensing, vehicle roadworthiness, drivers' hours, the working time directive, motor insurance and freight modal shift;
- Promoting sustainable supply chains including, through the development of logistics as a cross-cutting theme, grant funding for modal shift and the Freight Best Practice Programme.

- Leading the Department's work on customer-focused service transformation as a cross-cutting theme.
- Sponsorship of the Group's Agencies including the setting of performance targets and monitoring Group financial management.

Road and Vehicle Safety and Standards Directorate (RVSS)

Responsibilities include:-

- Contributing to corporate objectives on both safety and economic development, through the delivery of a safe and efficient road environment for individuals and businesses;
- Leading on the Department's work towards developing and implementing strategies to improve road safety;
- Leading the Department's work on safety as a cross cutting theme, improving learning across different modes;
- Integrated policy development across three linked areas - road safety, vehicle technology and wider transport technology and safety and traffic management.

Information Management Directorate (IM)

Responsibilities include:-

- Leading the DfT's work to ensure efficient, secure data handling and advising on related policy issues;
- Advising on FOI, Environmental Information Regulations and Data Protection case handling and policy development;
- Maintaining DfT's internal security, information assurance and business continuity arrangements;
- Developing and delivering an IT service and strategy for DfT(C);
- Maintaining and developing records, library, contact and honours services and handling maladministration complaints for DfT(C);
- Providing the Transport Direct travel information service.

Vehicle Certification Agency (VCA)

Responsibilities include:-

- Type approval, to ensure that vehicles and vehicle parts have been designed and constructed to meet UK and EU agreed standards of safety and environmental protection and crime prevention;
- Publishing data on emissions, fuel consumption and noise for models of vehicles

Government Car and Despatch Agency (GCDA)

Responsibilities include:-

- Meeting Government requirements and customers' needs for the provision of secure cars, drivers and mail services;

- Promoting best practice in driving standards and road safety, security and in the environmental performance of operations.

Driving Standards Agency (DSA)

Responsibilities include:-

- Setting standards for drivers, riders and driver trainers;
- Driver education and learning resources;
- Registering and supervising quality-assured instructors;
- Effective and efficient assessments;
- Evidence and research to improve road safety.

HOW ARE DECISIONS IN THE GROUP MADE?

Role of Group Director General - Additional Accounting Officer

- 13 The Principal Accounting Officer has appointed the Director General of the Motoring and Freight Services Group as an Additional Accounting Officer.
- 14 The Additional Accounting Officer is responsible to the Principal Accounting Officer and accountable to Parliament for the organisation, management, staffing, financial controls and other procedures of the Motoring and Freight Services Group. The Additional Accounting Officer's judgement on matters for which they are responsible can only be over-ridden by the Principal Accounting Officer or by Ministers.
- 15 The Additional Accounting Officer is responsible for:
 - ensuring that proper financial procedures are followed across the Motoring and Freight Services Group in a form suited to the requirements of its internal management, the monitoring arrangements agreed with the Department, and the form prescribed for published accounts;
 - ensuring that public funds are properly and well managed and safeguarded, with independent and effective checks of cash balances in the hands of any official, and that similar care is taken of other public assets, including stores, equipment or property of any kind;
 - ensuring there are effective links between policy development in DfT and more widely across Departments;
 - the level of resources needed across the Motoring and Freight Services Group to deliver targets, meet customer needs and advance key projects to modernise service delivery;
 - advising the Secretary of State on the setting of key business targets to be met by each Agency and keeping Agency performance under review in-year;
 - keeping priorities and the allocation of Group resources under review and reallocating them in-year as appropriate;

- putting in place and operating business planning and internal controls for the Group to ensure regularity, propriety and value for money.
- 16 Resource management responsibilities, including budget allocations, financial delegations for administrative expenditure and for losses and special payments are set out in more detail in an annual letter of delegated authority from the Principal Accounting Officer to the Additional Accounting Officer.
 - 17 The Motoring and Freight Services Director General is the sponsor of the Group's five executive agencies. The responsibilities of that role are set out in DfT's corporate governance arrangements.
 - 18 The Director General is also responsible for the personnel management of the Agency Chief Executives and the three headquarters Directors, including target setting, performance management and recommendations to the DfT remuneration committee on pay and bonuses.
 - 19 The Director General, supported by the Motoring and Freight Services Group remuneration committee, also makes recommendations to the DfT remuneration committee on pay and bonuses for other senior civil servants within the Group.

Role of Agency Chief Executives - Accounting Officers

- 20 The Chief Executives of DSA, DVLA and VOSA, which are Trading Funds, are appointed as Accounting Officers by the Treasury. The Chief Executives of VCA and GCDA, which are not Trading Funds, are appointed as Accounting Officers by the Additional Accounting Officer.
- 21 As Accounting Officers, Agency Chief Executives are responsible to the Additional Accounting Officer, the Principal Accounting Officer and to Parliament for the Agency's use of resources. An Accounting Officer's judgement on matters for which they are responsible may only be over-riden by the Additional Accounting Officer, the Principal Accounting Officer or by Ministers.
- 22 In particular, Agency Accounting Officers are responsible for ensuring that, for their Agency:
 - there is a high standard of financial management, including a sound system of internal control
 - financial systems and procedures promote the efficient and economical conduct of business and safeguard financial propriety and regularity
 - financial considerations are fully taken into account in decisions on policy proposals
 - risk is considered in relation to assessing value for money
 - the organisation's activities achieve high and reliable standards of regularity and propriety.
- 23 Agency Chief Executives are responsible for the personnel management, pay and grading arrangements and recruitment of all staff in their Agency other than members of the senior civil service.
- 24 Agency Chief Executives are also responsible for:

- ensuring that their Agency practices a policy of equal opportunities and equal treatment - including race equality, gender equality and disability equality - for all staff and applicants for employment;
 - promoting good employee relations in their Agency, through effective communication and consultations with staff;
 - ensuring compliance with statutory and departmental regulations on health and safety;
- all security matters within the Agency.

Role of Non-executive Board Members

- 25 Agency Chief Executives are responsible for appointing at least two non-executive board members to their Agency's management board. Their role is to:
- bring an external perspective to the work of the Agency board
 - provide an independent challenge and scrutiny to the board
 - provide support and advice to the Agency Chief Executive.
- 26 Each Chief Executive will also appoint a non-executive board member to chair their Agency's audit committee.
- 27 The Director General may decide to appoint one or more non-executive board members to other boards or committees within the Group.
- 28 The appointments will be carried out in line with Cabinet Office guidance on the recruitment, appointment and development of non-executive board members

Role of Ministers - Accountability to Parliament

- 29 Ministers are accountable to Parliament for all matters concerning the Department and its agencies. Where Members of Parliament wish to raise a matter on an Agency's day-to-day operations, they are encouraged to write to the Agency Chief Executive. The Minister may ask the Chief Executive to write to MPs in response to written Parliamentary Questions and to reply to individual letters on operational matters for which the Chief Executive is responsible. Letters in reply to Parliamentary Questions are published in the Official Report.
- 30 At Parliamentary Select Committee hearings, Ministers will normally ask the Chief Executive to represent or accompany them when the committee is concerned with an Agency's day-to-day operations.
- 31 The Director General may be summoned to appear with an Agency Chief Executive before the Public Accounts Committee to give evidence on the discharge of their responsibilities as Accounting Officers.

Role of Motoring and Freight Services Group Board

- 32 The Motoring and Freight Services Group Board supports the Director General in managing the Motoring and Freight Services Group and carrying out the role of Additional Accounting Officer. Its remit includes:
- overseeing the Group's strategic planning process
 - reviewing the Group's business performance

- reviewing internal control and risk management.
- 33 The Motoring and Freight Services Group Board is supported in the delivery of its role by a number of other key decision-making bodies in the Group, including:
- Investment Appraisal Board
 - Finance Forum
 - Policy Forum
 - Vehicle Excise Duty Collection and Enforcement Governance Board and Concordat

HOW IS GROUP PERFORMANCE MANAGED?

Business Activities

- 34 Each agency is required to produce an annual business plan, approved by the Minister, which sets out in detail its proposed targets and activities for the following financial year. In practice, targets are proposed following discussions between the Director General and the relevant Chief Executive. This ensures that the targets reflect Departmental priorities and are compatible with those proposed for other agencies within the Group. The targets are announced in Parliament by way of a written statement. Each business plan also provides an overview of the agency's work, key tasks, organisation, financial budget, objectives, key performance indicators and service level performance indicators.

Monitoring performance

- 35 Each Agency Chief Executive, supported by a Management Board, is responsible for ensuring that the agency's management information and accounting systems allow for detailed and effective control over its use of resources and for monitoring performance against its business plan during the year. These responsibilities also include the requirement to provide the Department with management information and assurances in a form and to a timetable specified by the Director General.
- 36 Agency Chief Executives are required to prepare each year an Annual Report and Accounts. This sets out the Agency's operational performance against the objectives, forecasts and targets published in the Business Plan, and its financial performance as directed by Treasury. The accounts are audited by the Comptroller and Auditor General and are then published and laid before both Houses of Parliament.

Investment approval

- 37 All investment projects in the Motoring and Freight Services Group must be developed in accordance with the Department's investment appraisal framework. This framework requires the DfT Board to monitor the highest risk (Tier 1) projects and for the Motoring and Freight Services Group's Investment Appraisal Board to conduct a detailed scrutiny of these Tier 1 projects and other high risk (Tier 2) projects. For all other projects the level of scrutiny should be proportionate to the scale and risk involved.

Risk management

- 38 Agency Chief Executives and all DfT(C) Directors are required to have procedures in place, as part of their day-to-day management arrangements, to identify, manage and report on risks to business delivery. The Motoring and Freight Services Group has a risk

management framework which provides a common approach to the identification, assessment and reporting of risk within the Group and to the main DfT board.

- 39 Chief Executives and Directors are responsible for ensuring risks are identified, evaluated and managed in a cost-effective way.

HOW DOES THE GROUP ENSURE THAT IT IS WORKING EFFECTIVELY?

Internal audit

- 40 The Director General, as Additional Accounting Officer, is responsible for ensuring that appropriate arrangements are in place for the internal audit of the Motoring and Freight Services Group; Agency Chief Executives, as Accounting Officers, are responsible for establishing and maintaining arrangements for internal audit within their Agency in accordance with the objectives set out in the Government Internal Audit manual.
- 41 Each Agency Chief Executive must be supported by an Audit Committee established as a sub-committee of the Agency's Board in accordance with Managing Public Money¹ and such guidance as may be issued by the Cabinet Office and Treasury from time to time. The Audit Committee members, including the chair, will normally be non-executive members of Agency boards. The Audit Committee determines the internal audit programme and considers the issues arising from the auditor's work. Departmental auditors have a right of access to the Agency to conduct additional assurance activity on behalf of the Department's Principal Accounting Officer.

External audit

- 42 The Comptroller and Auditor General, supported by the National Audit Office, is responsible for auditing the accounts of the Department for Transport and its executive agencies, and reporting to Parliament.

Agency complaints procedures

- 43 Agency Chief Executives are responsible for ensuring that effective procedures for handling complaints about the Agency are established and published and for replying to complaints personally if they cannot be satisfactorily resolved by other means. The Director General appoints an Independent Complaints Assessor for the Motoring and Freight Services Group who considers complaints where the complainant is still dissatisfied following completion of an agency's own internal complaints procedure.
- 44 If a member of the public claims to have suffered injustice through maladministration they may also contact a Member of Parliament and ask them to refer the complaint to the Parliamentary and Health Service Ombudsman for consideration.
- 45 Complaints about the Motoring and Freight Services Group's three headquarter Directorates are handled by DfT(c)'s own complaints management process.

¹ http://www.hm-treasury.gov.uk/psr_mpm_index.htm

WHAT ARE THE GROUP'S FINANCIAL ARRANGEMENTS?

- 46 At the start of each financial year, the Director General will issue a formal written delegation to Chief Executives and Directors, with the exception of the Chief Executives of DSA and VOSA whose Agencies do not receive resource funding from the Department, setting out their financial responsibilities and delegated expenditure limits in terms of near-cash Resource, non-cash Resource and Capital for that year. Agency Chief Executives and Directors have authority to spend up to these limits subject to the need to obtain prior approval from the Director General for:
- determining any Agency-wide bonus (which is in any case limited to 5% of the agency's total pay budget);
 - expenditure on consultancies and contracts which exceed 5% of the Agency's annual revenue budget in value.
- 47 Chief Executives have unlimited contractual authority. As such they can approve the proposed method of procurement, the issuing of tenders, and the award of contracts. They may sub-delegate their contractual responsibilities to their staff. Directors' contractual authority is subject to the requirements and delegation levels established by the Permanent Secretary. Within DfT(C) contractual authority cannot be sub-delegated.
- 48 Chief Executives and Directors may arrange to sub-delegate their financial responsibilities to their staff. However, they must ensure that all expenditure incurred is made in accordance with authorising legislation and the rules set out in Managing Public Money and all other relevant guidance on propriety, regularity and value for money issued by DfT(C), Treasury or Cabinet Office.
- 49 Agency Chief Executives have delegated authority from the Permanent Secretary to incur losses or to make special payments up to specific limits. Any proposed loss or payment exceeding these limits will require the Permanent Secretary's prior approval.
- 50 Agency Chief Executives have a general delegated authority and responsibility to deliver the services and standards specified in their Agency Business Plan as agreed by the Director General and within the specified financial parameters. They need to account to the Director General, Ministers and (in the Annual Report) to Parliament for any divergence in performance from the Agency Business Plan.
- 51 Agency Chief Executives must also ensure that any agreed recommendations of the Public Accounts Committee, other Parliamentary Select Committees or other Parliamentary authority by Government are put into effect.
- 52 Agencies are encouraged to pursue opportunities for delivering services to new customers on a commercial basis in line with HM Treasury guidance² on selling services to wider markets. Wider markets refers to activities that involve selling goods, services, intellectual property or assets into the marketplace which are not part of core activities: in other words they are not statutory or policy funded activities related to the Group's strategic outcomes, but would represent a good wider use of skills or facilities that an Agency has developed.

² <http://www.hm-treasury.gov.uk/d/sgswm.pdf>

HOW CAN THE GROUP'S INFORMATION BE ACCESSED?

53 The Motoring and Freight Services Group is responsible for the stewardship of some of the Government's largest databases, such as the driving licence and vehicle databases at the DVLA. Ensuring the security, confidentiality, availability and integrity of this data is a top priority.

54 The Group's data is used in connection with a wide variety of purposes including

- obtaining a driving licence
- registering a vehicle
- booking theory and practical driving tests
- ensuring that vehicles are properly licensed and traceable
- allowing vehicle keepers to be contacted when safety recalls are required
- targeting enforcement activities
- developing road safety initiatives.

It is also used to support the police in enforcing road traffic law, parking regulations and congestion charging

55 The Group shares data with a variety of organisations for purposes aligned with DfT and wider government objectives, including

- the police and the Courts
- other Government Departments
- local authorities
- vehicle manufacturers
- the Motor Insurers' Bureau
- other European licensing authorities.

56 The Motoring and Freight Services Group takes data security extremely seriously and applies agreed government security procedures and standards. It keeps under continuous review the mechanisms for sharing data with other organisations and is looking to effect this by electronic transfer wherever possible. DfT with its Agencies is registered with the Information Commissioner, for Data Protection purposes, as one "data controller". The Group, through the Departmental Data Protection Officer, is responsible for maintaining this registration.

57 A significant amount of the Group's information services can be found on the Government's Direct.Gov website and on Transport Office, the Group's equivalent for all commercial information, or on the Government's BusinessLink website. Specialist information services can also be found on Agencies' own websites. These websites also hold information about the Agency itself including publications such as the business plan and the annual report and accounts.

APPENDICES: MOTORING AND FREIGHT SERVICES GROUP AGENCIES

Driving Standards Agency

INTRODUCTION

The Driving Standards Agency (DSA) was established as an Executive Agency in April 1990. Its vision of "Safe Driving for Life" incorporates:

- modern methods for driver education linked to the competences necessary to drive safely;
- focus on attitude and skills;
- competence based assessment to check for understanding and independence;
- lifelong driver development after licence acquisition.

SIZE AND LOCATION

DSA employs over 2,500 staff across Great Britain, primarily to deliver and quality assure tests. Its headquarters is in Nottingham and there are other offices in Newcastle and Cardiff, a training establishment in Cardington, Bedfordshire, and more than 400 practical driving test centres. There are also more than 150 theory test centres which are provided through the Agency's strategic delivery partner.

DSA has been operating as a trading fund since April 1997 and has a turnover of over £165 million per year, fully funded through fee income and revenue from other road safety initiatives. DSA contracts-out the delivery of the theory test and its IT support. DSA delivers annually around 1.6 million theory tests and more than 2 million practical tests for car drivers, motorcycle riders, lorry and bus drivers and instructors.

Driver testing in Northern Ireland is covered by a separate Agency, the Driver and Vehicle Agency (DVA), an executive Agency of the Department of the Environment for Northern Ireland (DOE(NI)). DSA has liaison arrangements with DOE(NI)/DVA covering the sharing of information and training of staff, which aim to ensure consistency of delivery of driver testing and training arrangements.

PRIMARY RESPONSIBILITIES

DSA's responsibilities include:

- Promoting road safety by influencing driver and rider behaviour and setting standards for drivers and driver trainers
- Conducting effective and efficient computer-based and practical test assessments
- Delivering driver education and learning resources
- Registering and supervising quality-assured instructors.

FUNCTIONS AND STATUTORY POWERS

European Community regulation of driving licences and related matters is subject to Council directive 91/439/EEC of 29 July 1991, which was adopted on 1 July 1996. This second

Council Directive on driving licences was amended by Council Directive 96/47/EC of 23 July 1996, Council Directive 97/26/EC of 2 June 1997 and Commission Directive 2000/56/EC.

| Primary Function | Statutory Power |
|--|--|
| Driving tests. | Part III and Part IV of the Road Traffic Act 1988 (as amended); and The Motor Vehicles (Driving Licences) Regulations 1999 (SI 1999/2864). |
| The operation and management of the Register of Approved Driving Instructors | Part V of the Road Traffic Act 1988 as amended by the Road Traffic (Driving Instruction by Disabled Persons) Act 1993; and the Motor Cars (Driving Instruction) Regulations 2005 (SI 2005/No 1902) (as amended) |
| Appeals regarding the register of Approved Driving Instructors | the Transport Tribunal Rules 2000 (SI 2000 No 3226)(as amended) |
| The authorisation of training bodies and instructors for approved training courses for learner motorcyclists | Part V of the Motor Vehicles (Driving Licences) Regulations 1999 (SI 1999/2864). |
| Initial qualification and periodic training of lorry and bus drivers | European Communities Act 1972 Part III of the Road Traffic Act 1988 |
| Secondary Function | Statutory Power |
| Detection of fraud, protecting the integrity of the above regimes | Parts III, IV and V of the Road Traffic Act 1988 (as amended) Fraud Act 2006 |

Driver and Vehicle Licensing Agency

INTRODUCTION

The Driver and Vehicle Licensing Agency (DVLA) was established as an Executive Agency in 1990. DVLA's activities contribute to road safety improvement, crime reduction and environmental sustainability. It is also responsible for the collection of vehicle excise duty (VED), helping to ensure that the public is protected from untaxed, uninsured and unsafe driving. DVLA also contributes to the delivery of the Government's e-services agenda, through provision of electronic vehicle and driver licensing.

SIZE AND LOCATION

DVLA employs some 6,600 staff at its headquarters in Swansea and at a network of 39 Local Offices across Great Britain

The majority of the Agency's staff are responsible for meeting its statutory core activities. These are to maintain an accurate record of:

- people entitled to drive various types of vehicles (42.9m currently);
- vehicles entitled to travel on public roads (33.4m live vehicle records).

These records are used as a basis for law enforcement.

During 2007-08 the Agency was responsible for managing

- more than 95 million vehicle related transactions
- more than 17.5 million driver related transactions
- more than 17.3 million telephone calls from the public

and collecting around £5 billion in VED on behalf of the Treasury.

DVLA has one of the most successful "wider markets" initiatives in Government with its Sale of Marks Personalised Registration Scheme. In 2007/08 this scheme sold more than 245,000 registration numbers through telesales and at auction, collecting £87 million and passing £72.5 million net receipts to HM Treasury.

DVLA has been operating as a Trading Fund since April 2004. In 2007/08 its turnover was around £679 million with an operating surplus of £20.5 million. Its vehicle and driver registration services are fully funded through fee income. The costs of Vehicle Excise Duty collection and enforcement are covered through Service Level Agreements with DfT(c). Costs of other initiatives, such as Sale of Marks, are covered by the relevant income with surpluses being surrendered to the Consolidated Fund.

Post Office Counters Ltd acts as an agent and manages over 60% of vehicle re-licensing transactions at Post Offices throughout Great Britain. DVLA is responsible for vehicle registration and the collection and enforcement of VED in Northern Ireland and acts through the Driver and Vehicle Agency (DVA), an Agency sponsored by the Department of the Environment in Northern Ireland. DVA is responsible to its department directly for driver licensing in Northern Ireland.

VISION, KEY PURPOSE AND OBJECTIVES

DVLA's vision is to be a modern, highly efficient organisation, which provides complete, accurate and up to date information and services that fully meet customer and stakeholder requirements.

DVLA's key purpose is to keep complete and accurate registers of drivers and vehicles, and make them accessible and as flexible as possible to those who have the rights to use them.

These registers underpin action by the Police to ensure that the law is respected and observed in order to keep road users safe, allow DVLA to collect Vehicle Excise Duty effectively, and to deliver other government initiatives such as traffic management and reducing carbon emissions.

DVLA's Strategic Objectives are to:

- Ensure that the completeness, accuracy and accessibility of the Agency's records satisfy customers and stakeholders.
- Ensure customers receive a level of service and choice of channels that meets their expectations and encourages them to comply with their legal obligations.
- Ensure that legislation and processes work efficiently and effectively when enforced to obtain compliance and to establish entitlements.

- Achieve target Vehicle Excise Duty compliance levels and deliver Personalised Registration income to meet the target contribution to the public purse.
- Become more productive by taking advantage of technological advances and improved processes therefore driving out waste and delay.
- Develop the flexibility and capabilities of the Agency's people and organisation in a way that makes it more productive and quicker in responding to the changing needs of stakeholders.
- Work with other organisations across Government to share resources and capabilities, and to reduce the overall burden on the public purse and the environment.

FUNCTIONS AND STATUTORY POWERS

Following are the legislative provisions under which DVLA takes forward its statutory responsibilities. These are categorised in terms of:

- Vehicles
- Drivers
- Overarching responsibilities.

Each category is then sub-divided to reflect the primary, high-level responsibility and the secondary, more detailed responsibility.

| Vehicles: Primary Responsibilities | Statutory Power |
|--|---|
| Licensing and registration of vehicles, to promote and contribute to a safer and secure roads' environment as well as the collection and enforcement of VED in the UK. | Vehicle Excise and Registration Act [VERA] 1994. |
| Requirement to produce vehicle test and insurance certificates at vehicle licensing. | Road Traffic Act [RTA] 1988. |
| Collection of VED. | VERA Section 6. |
| The issue of registration documents. | VERA and the Road Vehicles (Registration and Licensing) Regulations 2002. |

| Vehicles: Secondary Responsibilities | Statutory Power |
|---|---|
| Issue and Revocation of Registration Marks | VERA Section 23, 24,25,26 and 27. |
| Enforcement Powers | VERA and the Road Vehicles (Registration and Licensing) Regulations 2002. |
| Dual Notification | VERA and the Road Vehicles (Registration and Licensing) Regulations 2002. |
| Statutory Off Road Notification [SORN] | VERA - Section 22 and 29 (3) (a). |

April 2009

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| Levels of VED, including Graduated VED. | VERA – Schedules 1 and 2, as amended by the annual Finance Act. |
| Procedures/presentation of prosecutions; level of penalties for VED offences and so on | Magistrates Courts Act 1980 and Criminal Justice Act 1982. Police Criminal Evidence Act 1984. |
| Sale of Marks Scheme | VERA Section 27 – Sale of Marks Regulations 1995. |
| Continuous Registration | VERA Sections 7(a)(b) and 31 (a)(b)(c) |
| Cherished Transfers | VERA Section 23 & 25 |
| Retention of a Vehicle Registration Mark. | VERA Section 26. |
| Release and Sale of Information. | Road Vehicles (Registration and Licensing) Regulations 2002 Transport Act |
| Display of Registration Marks | Vehicles (Crime) Act 2001 |
| Vehicles (Crime) act 2001 1.Regis - Vehicles Crime (registration of registration plate suppliers) (England and Wales) regulations 2002 2.VERA section 7A 31 | VERA – and the Road Vehicles (Display of Registration Marks) Regulations 2001 Vehicles (Crime) Act 2001 |

In Northern Ireland, DVA undertakes vehicle licensing and registration and VED collection on behalf of the Department. The principal powers covering these functions are provided by:

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| Vehicle Licensing and Registration and the collection and enforcement of Vehicle Excise Duty in Northern Ireland. | VERA 1994. "The Road Traffic Act (Northern Ireland) Order 1981" and "The Road Vehicles (Registration and Licensing) Regulations (Northern Ireland) 1973". |
|---|---|

| Drivers: Primary Responsibilities | Statutory Power |
|--|--|
| Issuing Driving Licences to promote and contribute to a safe and secure roads environment | Road Traffic Act [RTA] 1988 (as amended) Parts III and IV |
| The conditions governing the granting, renewing, restricting, revoking and charging for Driving Licences, etc. | RTA 1988 (as amended) related regulations. Motor Vehicles (Driving Licences) Regulations 1999. |
| Appeals against refusal to grant/revoke a Driving Licence. | RTA 1988 (as amended) |

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|---|---|
| Revocation of driving licences of those who obtain six penalty points within two years of passing the first test. | Road Traffic (New Drivers) Act 1995. |
| Photocards and mutual recognition of Community Driving Licences. | EU Directive and The Driving Licences (Community Driving Licences) Regulations 1990, 1996 and 1998. |

| Drivers: Secondary Responsibilities | Statutory Power |
|--|--|
| Medical Appeals. | RTA 1988 (as amended) Section 100. |
| Recording Endorsements. | Road Traffic Offenders Act 1988 Powers of Criminal Courts (Sentencing) Act 2000 |
| Prosecuting Drivers: Fraud and false declarations; Withholding material information; Legislation governing visitors in Great Britain. | Road Traffic Offenders Act 1998. RTA 1988 (as amended) Section 174; Visiting Forces Act 1952, Diplomatic Privileges Act 1964 The Motor Vehicles (International Circulation) Order 1975 (as amended) |
| Exchange of Foreign/International Driving Licences. | The Driving Licences (Exchangeable Licences) Order, The Driving Licences (Community Driving Licence) Regulations 1996 and RTA 1988 (as amended). |

| Overarching Policy Framework | Statutory Power |
|--|---|
| Collection, Release and Security of Information. | Data Protection Act 1998. Road Vehicles (Registration and Licensing) Regulations 2002, Regulations 27 & 28. Taxes Management Act. Child Support Regulations. |

Vehicle Certification Agency

INTRODUCTION

The Vehicle Certification Agency (VCA) was established as an executive Agency in April 1990. It is the United Kingdom authority responsible for ensuring that motor vehicles and vehicle parts have been designed and constructed to meet specific safety and environmental standards before they are permitted into use on the roads.

SIZE AND LOCATION

VCA employs around 150 civil servants. Its headquarters are in Bristol but it also maintains a test centre in Nuneaton, an office at Millbrook and its Certification of Dangerous Good Packaging office in Leatherhead.

VCA offers a range of commercial services both domestically and overseas through offices in North America, Japan, Malaysia, China, India, Italy and Australia. VCA also has a representative office in Korea and co-operation agreements with organisations in France, Germany and Turkey.

VCA carries out management system certification to ISO 9001:2000, ISO 14001, ISO/TS 16949, , EMAS as well as OHSAS 18001, and a number of enforcement activities for DfT(C) and the Department for Business, Enterprise and Regulatory Reform.

VCA has an annual turnover of around £12 million.

OBJECTIVES AND TASKS

The VCA mission is to ensure that "VCA is the best automotive approval and certification service and a leader in the provision of type approval information and enforcement services".

The Agency's overall aim is, within a policy framework set by the Secretary of State, "to improve vehicle safety and environmental protection by providing vehicle and component testing, certification, information and other related services".

In support of this aim the Agency has the following objectives:

- to ensure, so far as it is able through the operation of statutory national and international schemes, that new vehicles and vehicle parts are designed and manufactured in conformity with appropriate road safety and environmental protection standards
- to discharge the Secretary of State's statutory responsibility for operating national and European Community "whole vehicle" type approval schemes
- to provide a responsive service and to meet the needs of manufacturers who wish to obtain international vehicle system and component type approval certificates in the United Kingdom rather than from other approval authorities
- to deliver all its services efficiently and effectively and to work closely with other organisations within the Motoring and Freight Services Group to promote joined-up services.

In addition the Agency will:

- supply its customers with advice, service and support on type approval
- provide information on motor vehicles derived from type approval and other data
- with the agreement of DfT Ministers, undertake enforcement, regulatory and other services for the Department and other customers
- recover the full costs of providing statutory and non-statutory services through fees and charges.

FUNCTIONS AND STATUTORY POWERS

| Function | Statutory Power |
|---|--|
| Testing and issue of type approval certificates to European Community standards in respect of whole vehicles, vehicle systems and components and the setting of fees for such activity. | European Communities Act 1972 s.2(2) The Motor Vehicles (EC Type Approval) Regulations 1998 (soon to be replaced by The Road Vehicles (Approval) Regulations 2009 The Tractors etc (EC Type Approval) Regulations 2005 The Motorcycles etc (EC Type Approval) Regulations 1989 |
| Testing and issue of type approval certificates to United Nations Economic Commission for Europe (ECE) standards in respect of vehicle systems and components | United Nations Agreement of 20 March 1958 and the Revised Agreement of 5 October 1995 as amended by E/ECE/TRANS/505 and by other agreement under this umbrella (concerning the adoption of uniform conditions of approval for motor vehicle equipment and parts and reciprocal recognition thereof) |
| Operation of the national type approval (low volume) scheme for passenger cars and the national type approval scheme for goods vehicles in Great Britain and following the implementation of 2007/46/EEC, UK National schemes | Road Traffic Act 1988 s.54-65 The Motor Vehicles (Type Approval) (Great Britain) Regulations 1984 The Motor Vehicles (Type Approval for Goods Vehicles) (Great Britain) Regulations 1982 The Road Vehicles (Approval) Regulations 2009 (soon?) |
| Designation of approval marks | Road Traffic Act 1988 s.80 The Motor Vehicles (Designation of Approval Marks) Regulations 1979 |
| Testing to determine the fuel consumption of passenger cars and the issue of fuel economy certificates. | Energy Act 1976 s.15 European Communities Act 1972 s.2(2) United Nations Agreement of 20 March 1958 The Passenger Car Fuel Consumption Order 1983 |
| Certification of the packaging of Dangerous Goods | International Conventions Act The Health and Safety at Work Act 1974 (a) |
| Appointment of bodies for testing tanks and pressure receptacles | International Conventions Act |

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|---|--|
| | The Health and Safety at Work Act 1974 (a) |
| Enforcement of producer responsibilities for heavy metal compliance, information and marking | European Communities Act 1972 s2(2) The End-of-Life Vehicles Regulations 2003 |
| Enforcement of advertising standards | European Communities Act 1972 s2(2) Passenger Car (Fuel and CO2 emissions information) Regulations 2001 |
| Enforcement of the Distributors' obligations for take back, information and records and product marking | European Communities Act 1972 s2(2) The Waste Electrical and Electronic Equipment (WEEE) Regulations 2006 |
| Enforcement of the gaseous emissions requirements and markings | European Communities Act 1972 s2(2) Noise Emissions in the Environment by Equipment for Use Outdoors Regulations 2001 |
| Processing and issue of Vehicle Special Orders and handling of related enquiries | Road Traffic Act 1988 Section 44 |

Vehicle and Operator Services Agency

INTRODUCTION

The Vehicle and Operator Services Agency (VOSA) was established as an Executive Agency in 2003. It is responsible for:

- the annual testing of heavy goods vehicles (HGVs) and public service vehicles (PSVs)
- supervision of the MOT scheme including training
- targeted and random checks of vehicle roadworthiness
- compliance with drivers hours, Working Time Regulations and operator licensing conditions
- offering advice and guidance to help customers comply
- collision investigations, monitoring of vehicle recalls and research.

VOSA also provides administrative support to the Traffic Commissioners, who are appointed by the Secretary of State for Transport and are independent of VOSA and the Department. The Traffic Commissioners have responsibility in their region for:

- the licensing of the operators of HGVs and of PSVs;
- the registration of local bus services
- granting vocational driver licences and taking action against drivers of HGVs and PSVs.

The Secretary of State requires VOSA's Chief Executive to work with the Statutory Senior Traffic Commissioner to maintain the independence of the Traffic Commissioners and ensure

that each party can carry out their respective responsibilities in the management of VOSA and the administration of the operator licensing system.

SIZE AND LOCATION

VOSA employs around 2,600 staff. They are located at its headquarters in Bristol, at offices in Swansea, Cambridge, Edinburgh, Leeds, Eastbourne and Birmingham and at 100 operational locations across Great Britain. VOSA is a trading fund and has an annual turnover of around £180 million.

OBJECTIVES AND TASKS

VOSA's mission is to:

Save more lives, safer roads

Cut crime

Protect the environment

Value our people

Deliver value for money

To achieve this mission VOSA undertakes a range of administrative, educational and deterrent activities. These include:

Licensing

- on behalf of Traffic Commissioners processing and considering applications for licences to operate buses, coaches and lorries and the registration of bus services
- approval of applications from operators wanting to run heavy goods vehicles at increased weights
- approving Authorised Examiners and Nominated Testers to provide MOT testing services

Testing

- statutory annual testing and voluntary testing of vehicles
- specialist inspections, for example, certification of PSVs before they enter service
- inspections of imported and amateur-built vehicles to ensure that they comply with acceptable safety and environmental standards Single Vehicle Approval and Motorcycle Single Vehicle Approval
- inspections to check the identity of written off vehicles being returned to the road, to ensure that these vehicles are legitimate (Vehicle Identity Check)

Training and education

- provision of statutory training for Authorised Examiners and Nominated Testers to enable them to reach the standard required to carry out MOT tests
- provision of commercial training courses and products, which complement our core business activities

- provision of a range of educational and advisory activities designed to promote improved compliance of operators and drivers including the supply of a range of advisory videos and publications

Compliance and enforcement

- the administration monitoring the compliance of bus operators with their registered timetables
- monitoring test standards at MOT garages providing local seminars and other advisory services and where appropriate taking disciplinary action, to raise the levels of compliance
- supporting Traffic Commissioners through routine and intelligence-led targeted checks of operators premises and systems designed to check compliance of vehicle fleets
- carrying out targeted checks of vehicle roadworthiness and compliance with other road traffic legislation (such as Drivers' Hours) at the roadside and at operators' premises
- identifying operators and vocational drivers against whom it may be appropriate to take disciplinary action by assembling and evaluating a range of compliance data and presenting it to the Traffic Commissioners
- running involved in disciplinary action against drivers of buses and lorries who have committed road traffic and other driver-related offences

Collision investigations and recalls

- technical investigations into potential manufacturing or design defects, highlighting safety concerns, and monitoring safety recalls
- supporting the Police by examining vehicles involved in collisions to identify contributory defects, including determination of whether a criminal act has been committed
- using evidence gathered about the causes of collisions to help target VOSA's activities more effectively

Research and development

- providing information, through our collisions and defects databases, to manufacturers, the police and DfT(C), to assist in identifying issues and formulating policy
- delivering a programme of research into new developments.

FUNCTIONS AND STATUTORY POWERS

| Function | Statutory Power |
|--|---|
| Conduct statutory annual tests on, and implement plating and notifiable alterations requirements for, Heavy Goods Vehicles (HGVs) and Public Service Vehicles (PSVs). (Including enforcing of those regulations whilst the vehicles are in use on the road). | Road Traffic Act [RTA] 1988, s42, s45 to 53 as amended by the RTA 1991; The Motor Vehicles (Tests) Regulations 1981; The Road Vehicles (Construction & Use) Regulations 1986; The Goods Vehicles (Plating & Testing) Regulations |

| Function | Statutory Power |
|--|--|
| | 1988; Motor Vehicles (Tests) Regulations 1981 Reg.5(1) |
| Administer and supervise other inspections involving HGVs, (including inspections for carriage of dangerous goods (ADR), perishable foodstuffs (ATP), goods sealed for customs purposes (TIR) and the use of vehicles on International journeys and the required authorisations. | Finance Act, 1973, s56(i) and (ii); European Community Act 1972, s2(ii); Goods Vehicles (Community Authorisations) Regulations 1992; International Carriage of Perishable Foodstuffs Act 1976. |
| Conduct initial certification and type certification inspections on PSVs. | Public Passenger Vehicles Act 1981, s6 and s10. |
| Supervise the operation of the MOT scheme and enforce its standards. | RTA 1988, s181 as amended by the RTA 1991. |
| Investigate major accidents or accidents where a vehicle defect may have been the cause, and liaise with motor manufacturers and traders regarding recall campaigns. | RTA 1988, as amended by the RTA 1991. |
| Monitor and enforce the condition of goods vehicles in use through roadside and other checks, and by prohibiting the use of overloaded unsafe or polluting vehicles and the prosecution of offences committed by drivers and operators. | RTA 1988, s40A, s41, s41A, s41B s41D and 42, s49 to 52, s68 to 71, s73 and s78 to s79 as amended by the RTA 1991; Heavy Commercial Vehicles (Controls and Regulations) Act 1973, s3; Road Traffic (Foreign Vehicles) Act 1972, s1, s2 and s4. The Road Vehicles (Construction & Use) Regulations 1986; The Road Vehicles Lighting Regulations 1989; The Road Vehicles (Authorised Weight) Regulations 1998; |
| Support the Traffic Commissioners in enforcing the requirements of the HGV and PSV Operator Licensing Scheme. Impound HGVs used by illegal operators. | RTA 1988 as amended by the RTA 1991; Transport Acts 1968, 1980, 1982 and 1985; Transport Act 1968, s64(ii), s68 and s69(i); Public Passenger Vehicles Act 1981, s8, and s9(a); Goods Vehicles (Licensing of Operators) Act 1995. |

| Function | Statutory Power |
|--|---|
| | <p>Transport Act 2000 s262.</p> <p>Goods Vehicles (Licensing of Operators) Regulations 1995;</p> <p>The Public Service Vehicles (Operators' Licences) Regulations 1995 (2908/95)</p> |
| <p>Supporting the Traffic Commissioners in the exercise of their functions as Licensing Authority for HGV and PSV operator licences in deciding applications for licences, variations to existing licences and in considering disciplinary action to revoke, curtail and suspend licences.</p> | <p>Goods Vehicle (Licensing of Operators) Act 1985 ss. 13, 15, 17, 21-28, 30-32, 35, 36,49.</p> <p>Public Passenger Vehicles Act 1981 ss.14,16, 17 to 21, 49A, 54</p> <p>Transport Act 1985 s 28</p> <p>Goods Vehicles (Licensing of Operators) Regulations 1995 (SI 2869/95)</p> <p>Transport Act 2000 s155</p> |
| <p>Supporting the Traffic Commissioners in the exercise of their function as an appeal tribunal in cases where vehicles have been impounded for unauthorised use.</p> | <p>The Goods Vehicle (Enforcement Powers) Regulations 2001</p> |
| <p>Supporting the Traffic Commissioners in the exercise of their functions in respect of bus and community transport permits and the registration of local bus services.</p> | <p>Public Passenger Vehicles Act 1981 and Transport Act 1985 ss.6,8,19 and 22</p> |
| <p>Supporting the Traffic Commissioners in the exercise of their functions in respect of vocational drivers' licences.</p> | <p>RTA 1988 s.116</p> |
| <p>Monitor and enforce the condition of PSVs in use through roadside and other checks, and by prohibiting the use of overloaded, unsafe or polluting vehicles and the prosecution of drivers and operators.</p> | <p>RTA 1988 as amended by the RTA 1991;</p> <p>Public Passenger Vehicles Act 1981;</p> <p>Road Traffic (Foreign Vehicles) Act 1972, s1,s2 and s4.</p> <p>Disability Discrimination Act 1995 s40-45;</p> <p>The Public Service Vehicles (Operators' Licences) Regulations 1995 (SI 2908/95)</p> <p>The Public Service Vehicles Accessibility Regulations 2000 (SI: 1970);</p> <p>The Road Vehicles Lighting Regulations 1989;</p> <p>The Public Service Vehicles (Conduct of Drivers, Inspectors, Conductors and Passengers) Regulations</p> |

| Function | Statutory Power |
|---|---|
| | <p>1990 (SI: 1020);</p> <p>The Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981;</p> <p>The Public Service Vehicles (Carrying Capacity) Regulations 1984;</p> <p>The Road Transport (International Passenger Services) Regulations 1984;</p> <p>The Public Service Vehicles (Community Licences) Regulations 1999</p> <p>The Public Service Vehicles (Registration of Local Services) Regulations 1986.</p> |
| <p>Monitor and enforce the roadworthiness, required equipment and use of Minibuses in use through roadside and other checks, and by prohibiting the use of overloaded, unsafe or polluting vehicles and the prosecution of drivers and/or operators</p> | <p>Road Traffic Act 1988 s41 to s42;</p> <p>Road Vehicles (Construction and Use) Regulations 1996 (S1078) s41 to s43 and Schedules 6 and 7.</p> |
| <p>Monitor and enforce the condition of cars, taxis and non-testable vehicles in use through roadside and other checks, and by prohibiting the use of overloaded, unsafe or polluting vehicles and the prosecution of drivers</p> | <p>Road Traffic Act 1988 (RTA88) as amended by the RTA 1991.</p> |
| <p>Monitor and enforce HGV and PSV Drivers' Hours Regulations through roadside and other checks and by the prosecution of drivers and operators.</p> | <p>Transport Act 1968, Part VI;</p> <p>The Drivers' Hours (Goods Vehicles) (Modifications) Order SI No 257/70;</p> <p>Drivers' Hours (Passengers and Goods Vehicles) Modifications Order 1971;</p> <p>The Drivers' Hours (Goods Vehicles) (Modifications) Order SI NO 1459/86;</p> <p>Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987;</p> <p>The Community Drivers Hours and Community Regulations 2007</p> |
| <p>Monitor and enforce the Working Time Regulations through checks at operator premises and by the issuing of Improvement Notices or prohibitions and by taking prosecution action.</p> | <p>Working Time Regulations 1998</p> <p>The Road Transport Working Time Regulation 2005 (SI 639) s17 to s22 and Schedule 2</p> |

April 2009

| Function | Statutory Power |
|---|--|
| Monitor and enforce the carriage by road of radioactive substances. | Radioactive Material (Road Transport) Act 1991 |
| Administer and supervise the Tachograph Calibration Scheme, including routine checks on Tachograph Calibration Centres. | Transport Act 1968, s97 as amended by various Statutory Instruments. |
| Maintain a register of the authorised independent Speed Limiter Calibrators. | EC Directive 92/6 and Construction and Use Regulations, s36(A) and 36(B). |
| Inspect and approve kit cars and privately imported cars (Single Vehicle Approval). | RTA 1988 as amended by the RTA 1991. |
| Investigation of alleged product safety issues within UK automotive sector | General Product Safety Regulation 2005 |
| Check and retrieve Approved Driving Instructors (ADI) authorisations on behalf of the Driving Standards Agency (DSA). | RTA 1988; Road Traffic Offenders Act 1988; |
| Check and retrieve HGV and PSV driver licences on behalf of the Driver and Vehicle Licensing Agency (DVLA) and enforce the relevant driver licence regulations through roadside and other checks and by the prosecution of drivers and operators. | RTA 1988 as amended; The Motor Vehicles (Driving Licences) Regulations 1999 (SI 2864/99) Road Traffic (Driver Licensing and Information Systems Act 1989; Driving Licences (Community Driving Licence) Regulations 1982, SI 1555/82 as amended; Driving Licences (Exchangeable Licence) Order 1984, SI 672/84 as amended; Goods Vehicles (Ascertainment of Maximum Gross Weight) Regulations 1976, SI 555/76; Motor Vehicles (International Circulation) Order, SI 1208/75 as amended. |
| Possible future devolved powers from DVLA to be used by VOSA | The Vehicle Excise Duty (Immobilisation and Disposal of Vehicles) Regulations 1997 (as amended) |
| Enforce the vehicle licensing and registration regulations on behalf of DVLA through roadside and other checks and by the prosecution of drivers and operators. | Vehicle Excise Registration Act 1994; Road Vehicles (Registration and Licensing) Regulations 2002, |
| Monitor and enforce the carriage of dangerous goods regulations for vehicles involved in the carriage of dangerous goods | Health and Safety at Work etc Act 1974; sections 19, 20(2)(a),(c) to (g), (j), (k) and section 22; |

April 2009

| Function | Statutory Power |
|--|---|
| by prohibiting vehicles which contravene the dangerous goods regulations and, where appropriate, prosecuting operators. | Carriage Of Dangerous Goods And Use Of Transportable Pressure Equipment Regulations 2007 |
| Enforce serious and less serious cases of forgery and misuse of certain documents relating to the use of goods and passenger vehicles and the production to an Examiner of a false record sheet when forgery of the record has been committed abroad. The relevant documents include those associated with the MOT scheme. | Theft Acts 1968 and 1978 Forgery and Counterfeiting Act 1981 s3 s6 s9; Road Traffic Act 1988 s173 s174 Public Passenger Vehicles Act 1981sS65; Transport Act 1968 s99(5) s99ZE; Vehicle Excise and Registration Act 1994 s44 and s45 |
| Prosecute for offences of obstructing an Examiner, failing to comply with the directions to stop by an accredited person or driving a vehicle in contravention of a prohibition. | Transport Act 1968 s99(4) s99ZD(1)(b); Road Traffic Act 1988 s68 S71 s163 165(3); Road Traffic (Foreign Vehicles) Act 1972 s3; Heath & Safety at Work Act 1974 s33 and s33 |
| Prosecution for no insurance | Road Traffic Act 1988, s143(1)(a) & (2) |
| Prosecution for aiding and abetting other offences | Section 44 of Magistrates Courts Act 1980 |
| Prosecution for failing to ensure download recordings made by a digital tachograph. | The Passenger and Goods vehicles (Recording Equipment) (Downloading and Retention of Data) Regulations 2008 |
| Exercise powers to stop vehicles in England and Wales | Police Reform Act s41 and Schedule 5 |
| Exercise powers in relation to the issuing of fixed penalties and deposits, VOSA and immobilisation of vehicles due to come into force in 2009. | Road Safety Act 2006 |
| Identification of Persons by Video Identification Parade Electronic Recording (VIPER) | Police and Criminal Evidence Act 1984 s2 |

Government Car and Despatch Agency

INTRODUCTION

The Government Car and Despatch Agency (GCDA) was established as an Executive Agency in April 1997. The Agency provides two separate services.

Government Cars provides:

- driver and car hire, both long and short term;
- protected security cars and drivers;
- workshop and fleet services.

Government Mail provides:

- same day mail delivery services within its London and regional networks;
- national overnight mail delivery;
- van and driver hire;
- special mail delivery services;
- confidential waste disposal;
- mailroom management services;
- secure mail screening.

GCDA also has a fully functioning NVQ centre and operates a centre of excellence for driver training.

SIZE AND LOCATION

GCDA employs around 300 staff. The majority operate from its headquarters in South London, but the Agency also has bases in Cardiff, Bradford and Birmingham.

The Agency's customers are government departments, agencies and other publicly funded bodies, and organisations that were previously part of these groups but have passed to the private sector through, for example, privatisation or contracting out. The Agency may also provide services to the private sector in accordance with Treasury guidance on selling services into wider markets.

OBJECTIVES AND TASKS

GCDA's mission is to be:

government's first choice secure provider for moving people, mail and documents.

Objectives

The principal **objectives** of the Agency are:

- to meet government requirements and customers' needs for the provision of secure cars, drivers and mail services;
- to provide a value for money service and recover its costs;

April 2009

- to promote best practice in driving standards and road safety, security, and in the environmental performance of its operations;
- to promote a culture of quality and performance, based on clear organisational values, an inclusive culture and good employee relations.