

Minutes of WAVCA Members' Meeting
held at the ARDEN HOTEL Coventry Rd, Bickenhill, Solihull B92 0EH
on Wednesday 25th February 2015 commencing at 9.00am

Members present

David Vooght (Chair) – GM Coachwork
Sam Rex – Alfred Bekker
Phil Hind - Automotive Group
Rod Brotherwood – Brotherwood Automobility
John Daniel – Brotherwood Automobility
Niven Trail – Gleneagles Conversions
Ian Bosworth – Gowrings Mobility
Peter Scullion – Lewis Reed Group
Ian Newton – Lewis Reed Group
Conor McElmeel – McElmeel Mobility
Robert Hallowses – OH Mobility
Simon Pearson – Sirius Mobility

1 Welcome

Chairman David Vooght welcomed all present.

2 Apologies

Apologies had been received from: Carla Bekker, Alfred Bekker; Paul Nelson, Allied Vehicles; Joanne Ellison, Bristol Street Versa Mobility; Brook Miller; Mike Holland, Jubilee Automotive Group; Russell Venvil, Sirius Mobility; Vic Young, Vic Young Mobility;

3 Minutes of last meeting

The Minutes of the last meeting, having been previously distributed, were accepted as a true record of the meeting and accepted by the Members.

4 Matters Arising not covered by the agenda

(i) Trade Partner Members

The Chairman said he had been very pleased with the input from current Trade Partner Members in the past year. Members were asked to put forward any companies for consideration as new Trade Partner Members. Details should be sent to LL. **ACTION ALL**

(ii) The re-structure at Motability Operations was noted, but David had not been able to obtain an organisation chart.

5 Treasurer's Report

Treasurer Davy Donnell distributed the accounts (copies of which will be made available on the website). Davy explained that although the bank balance looked healthy there were still some costs to come. He was confident however that there was no need to increase fees in the coming year, and proposed to maintain subscriptions at £2,000 for Members and £1,000 for Trade Partners. If Members agreed, this would be taken to the AGM. All Members were in agreement. Once agreed at the AGM, Linda would send out invoices. **ACTION DD/LL**

Rod Brotherwood suggested that, to assist with cash-flow, PAS Applicants should pay £100 on application with the remainder being billed on Accreditation. This was agreed by the Members. Linda would arrange this. **ACTION LL**

Phil Hind asked if we had electronic banking. Davy responded that this does not seem to be available to us with the type of account we have. This would be looked into. **ACTION DD**

6 Technical Working Group

Work Items

David Vooght reported that the WG have devised a new method for tracking Work Items, seeking Board approval for proposals and a new procedure for communicating with Members. The Tech WG Work Items in progress will be made available on the website.

Since the last meeting the Tech WG has been finalising the PAS Review and working on guidance for VCA in terms of Implementation.

ISO 10542

The 3 proposed new Annexes remain a concern to WAVCA and OECVA. WAVCA is working to influence at Transport Panel (DV) and BSI CH173 (IN) levels. OECVA is attending WG6 (PS). Bob Appleyard had reported to OSO WG6 that "the UK would like to see these Annexes as normative in due course". We were unaware that this was ever voted on. Peter is concerned about protocols for voting and is monitoring the situation. He had also recently called upon OECVA Members to engage at national level with their own standards bodies. At present only UK, France and Denmark are responding to vote on ISO changes. No countries have raised concerns about the test pulse of 14G. This is easily something that could get passed by default and we need to find ways to influence this.

Phil Hind suggested carrying out a test to show what would actually happens at 14G. Other Members advised caution as once we had done a test we would officially "know". Linda wondered what the statistical evidence was that a problem exists. It was agreed to try and get information from insurers RSA. **ACTION PS**

It was agreed that these Annexes do still pose a threat to the industry. Next steps are to use every opportunity to get our concerns over to the ISO group and ensure we participate in the next consultation. PS would use OECVA and the Tech WG Members where required. **ACTION PS**

Type Approval

OECVA is now on the Motor Vehicle Working Group. Ian Hopley and Peter Scullion had attended the last meeting for OECVA, the 126th meeting of this WG.

The agenda item that most concerns members are the Revisions to the Framework Directive which were hardly discussed at all. The text of the revisions will only be made available once they are adopted at European level around the end of March 2015. At that time it will be made available to the member states who each must make a recommendation to either support/amend/oppose the revisions within a relatively short 20 day period. It is not certain that industry is consulted at this point but we will have to be vigilant.

ACTION PS/IH

Peter also had a useful discussion about processes with the UK representative after the meeting.

IVA

Linda reported that since last meeting she had attended 2 IVA Trade User Group meetings.

The meeting on 12th November was a trial of the new on-line booking system. LL took along staff from GM Coachwork and one of them kindly volunteered to be try out the system along with people from other sectors of the industry. This highlighted some very real issues with the system so was useful from both sides. DVSA took this away to make some changes.

The meeting on 14th January included a visit to the DVSA HQ in Swansea and LL had the opportunity to staff to meet staff there who are handling IVA requests and talk to them about Members' specific requirements to turn round appointments quickly and have more flexibility.

The meeting that followed consisted of a presentation on Service Delivery and an Improvement ideas Workshop to find some quick wins to improve the service. Suggestions were:

- Ability to block book appointments
- Ability to book slots in advance and confirm later with chassis number.
- Increase number of IVA examiners
- To open booking diary further in advance so clients can book ahead
- Create User ID to give ability to prepopulate repetitive information on line

All items are to be considered by DVSA and the next TUG meeting will be on 21st April.

PAS 2012

LL reported that Accreditation activity has increased since the last meeting.

Applications Sept 2014 – Feb 2015 – 8

Accreditations Sept 2014– Feb 2015 - 3

There are now a total of 14 Full Accreditations and 2 Provisionals

The PAS Review is now complete and PAS 2012:2015 is to be published imminently. Changes are minimal as promised.

Ian Newton talked through some of the differences between the 2 versions.

Ian Hopley has produced an informative document and this will be distributed to Members.

ACTION LL

The Date of Application (for a PAS Accreditation) is to determine which version should be used, with the finer details to be finalised with VCA. **ACTION DV**

Treasurer estimates the Review has cost WAVCA £30k which includes a nominal charge of £3k from Allied for Ian Hopley's time. Members will remember that Motability Operations have contributed £20k.

LL had organised a PAS Implementation Workshop at VCA Bristol in December. There were 9 delegates, of which 3 were Non-Members. Members paid £144 and Non-Members £180. This had contributed about £1000 to funds. There had been good feedback from delegates and the VCA. If required another Workshop could be run later this year.

7 VAT Consultation Response

Peter Scullion reported that 8 WAVCA Members had sent in a response to the VAT Consultation. He thanked the Members responsible and said the industry had a lot to thank them for.

This had helped achieve a good result as follows, (ref HMRC response to consultation document):

The Government will proceed with reform of the relief.

3.2 Legislative changes will be made to limit VAT relief to one adapted motor vehicle, purchased for the personal use of a disabled wheelchair user, in any three year period. However, provision will also be made to allow more than one vehicle in exceptional circumstances.

3.3 The Government will define 'substantially' and 'permanently' in the legislation but there will be no minimum cost of adaptation rule.

3.4 Motor vehicle suppliers will be required to submit details of zero-rated sales to HMRC. HMRC will work with the sector to establish the easiest method for suppliers to provide this information.

3.5 Use of eligibility declarations will be mandatory and penalties will be introduced for the provision of false declarations.

3.6 References to 'stretcher users' will remain in the legislation.

3.7 Further informal discussions will be held to work through some of the details of the changes.

3.8 Issues regarding boats will be explored with the sector to see if the same legislative concepts that apply to both motor vehicles and boats can be aligned without detriment to disabled people and boat suppliers.

3.9 Legislative changes will be taken forward in Finance Bill 2016.

3.10 New guidance and procedures will be introduced alongside the legislation. The guidance will clarify that users of lower limb prosthetics are entitled to relief, explain the new procedures and provide further information about what constitutes a 'substantially and permanently' adapted motor vehicle.

A full copy of the report will be made available on the website.

ACTION LL

8 WAVCA Website

Linda reported that the website she has been working on with Mat Smith from GM Coachwork was now completed and gave Members a tour of the site. Once Members have responded with their email addresses they will be issued with a password for access to the Members' areas of the site. Agendas, Minutes and other important documents will be uploaded onto the site over the next few weeks. The Chairman thanked LL and MS for doing the work. **ACTION LL**

9 AOB

(i) DV said he was about to place another order for the Norman measuring gauge. Lead-times were likely to be 6 months. LL would notify Members of costs and lead times and see who was interested. **ACTION LL /DV**

(ii) PH reported on the WAVCA presentation at the Rehabilitation Engineering and Aids to Living meeting at the Freeman Hospital, Newcastle. This was attended by 70 people from the wheelchair service and rehabilitation services and providers of local authority accessible transport. LL had presented on 'Legislation for WAVs' and this, together with a lively Q&A was received well. PH asked if Linda could have some WAVCA business cards and that other Members officiating on WAVCA business could use some WAVCA blank cards. This was agreed. **ACTION LL**

PH also suggested that WAVCA invest in making some video clips available for use in presentations. This idea was to be taken to the Board. **ACTION PH**

(iii) Peter Scullion asked if Linda could be provided with a smaller tablet device rather than taking the unwieldy laptop everywhere. The Treasurer said he would raise this with the Board. **ACTION DD**

10 Date of next Meetings

Thursday 14th May

Thursday 17th September

Venue Arden Hotel.