

**St Johns Medical Practice
39 ST JOHN'S HILL
SEVENOAKS
KENT
TN13 3NT**

**Appointments 01732 747203
Enquiries 01732 747202
Fax 01732 747218**

**Mrs Leeann Leeds
Licensing Partnership
PO Box 182
Sevenoaks
Kent
TN13 1GP**

February 14th 2012

**Re Medical Examinations for Applicants of Hackney Carriage & Private Hire Driver
Licences 2012 - 2015**

This Group Practice would like to be considered for the provision of the medical service required for the above group for the next three year period. We are confident that we can offer a fast and efficient service for the level of clients that you mention in your letter over the next three years.

St Johns Practice has a partnership of 5 GPs. All are willing to participate in the demand for these appointments as they arise. We are willing to use the medical questionnaire provided by the council, which may be drawn up in consultation with the practice. To this end we feel very well placed to offer a range of appointment times throughout the week; including the availability of two late night surgeries which run on Tuesday & Thursday Evenings from 6.30pm - 8.30pm. We are currently expanding our list size and our access is good – patients can normally obtain an appointment for this type of examination within a week. We have 4 female partners and one male.

It is possible for the practice to be contacted between 8.30 am – 6pm to discuss any related issues. All GPs have telephone appointments built into their surgery timetable. We can also accept email queries from yourselves .

We also note the possibility that an appeal against certification as unfit may mean the GP has to attend court. We agree that we are prepared to undertake this, should the need arise.

Please see our attached Tender for the provision of the service.

We look forward to hearing from you in due course.

Yours sincerely


Julia Gilliat-Smith

Practice Manager on behalf of the St Johns Partnership

St Johns Medical Practice Sevenoaks

Tender for the Provision of Medical Examinations and Reports For Hackney Carriage & Private Hire Service Outline

April 2012- March 2015

The practice will agree to provide adequate appointments over a three year period . This will for the purpose of a full medical examination and report to confirm or decline fitness to drive for Taxi Drivers and Private Vehicle Hire Drivers. This will be in consideration of an annual retainer fee

- **Appointments shall be available, normally within 5 working days and results will be available to the Council within 3 working days at the maximum. Every consideration will be made to give a good range of times and availability for the clients**
- **In order to meet the anticipated demand the Practice will provided a minimum of 3 available appointments per week for a duration of 60 minutes maximum , which will be divided between the GP and the practice nurse normally in a ration of 30/30 minutes respectively .**
- **The practice agrees to offer a choice of male or female GP and a range of suitable appointment times**
- **The Practice agrees that court attendance will be provided if needed**
- **The retainer Sum for this consideration to be £5000 per annum. We would accept this quarterly in advance. Invoices would be sent to the council one month ahead of the due payment date**
- **Medicals for applicants will be carried out to the Group 11 standard as defined in the DVLA Guidance – For Medical Practitioners -**
- **The applicant will complete the medical questionnaire form drawn up by you in conjunction with the practice in advance of the booked appointment.**
- **The required paperwork will be returned to the council as a matter of urgency in the pre paid envelope. The applicant and the practice will retain a copy.**

- **The cost to the applicant will be £170 for such and examination and report. This will be payable to the practice at the time of booking the appointment.**
- **Additional – urgent medical required by the council would be at £150
And invoiced to the council accordingly**
- **Further ‘review’ medicals required within the 3 year period for age or medical need would be charged at £120.**
- **If 24 hours notice of cancellation is not given for a pre booked appointment the practice reserves the right to charge 50% of the cost of the examination to the patient. This will notifies at the time of booking**

St Johns Medical Practice

Sevenoaks

**Contact – Julia Gilliat- Smith
Practice Manager**

February 2012