



**Minutes of the Members' Meeting  
Held on Saturday 6 December 2025  
At the Holiday Inn, Coventry**

Stewart opened the meeting at 10.00, welcomed members and thanked them for coming.

**Present:**

Stewart Lochrie (Chair), Lynne Barrie (President), Sue Duncan (Secretary), Peter Boxshall (Treasurer), Fiona Clarke, Pennie Alexander, Andy McMaster, Larry Girling, Russell Jones, Gordon Palmer-Taylor, Kev Field, Tracey Field, Markus Warwick, Neil Peek, M Dutton, Chris Porter, Bryan Curtis, Nick Ibbott, Daryl Keightley, Andy Lloyd, John Phillipson, Terry Cook, Les Hopkinson, Garry Thomas, Charli Hodgson, Vickie Ambrose, Tom Stenson, Leigh Brookes, Daniel Hill, K Hesraw, Sarah Perry, Simon Jennings, David Allen, Graham Feest, Maggie Saleh

**Guest speakers:** David Mann, DVSA, Adrienne Carter

**Apologies:**

Nigel Slater, Terry Bassingthwaighe, Richard Dallison, George Simpson, Kathy Higgins, Rachael Lloyd-Phillips, Liam Greaney, Bernard Vencatachellum, James Quinn, Steve Old

**Minutes** of the meeting held on 13 September were agreed unanimously as a true record, with no matters arising.

**Correspondence**

Sue read out the following items of correspondence:

- A member asked for advice on a client who had started an intensive course. They had previously taken lessons and had informed the ADI that they suffered from anxiety which had been evident in lessons and was taking medication for it. During a lesson they client became anxious and also had delayed reactions. When asked the client said she had taken 2 anti depressant tablets that morning and felt she should have a 3<sup>rd</sup>. The ADI immediately stopped the lesson, discussed the situation and advised the client to get in touch with her GP and provide written proof that she was safe to drive. ADI asked for our advice and our reply was that they had done the right thing. We were subsequently told that the GP had

advised to stop driving or stop the treatment. They had chosen to discontinue driving.

- Member query on insurance when practising in car parks. He'd been told by a car park attendant that learners weren't welcome because insurance would be null and void. This is not the case. Local authority car parks are subject to the Road Traffic Act, they are public spaces managed under traffic legislation and enforcement actions such as penalty charge notices are valid. Shop car parks, including supermarkets and retail centres are usually privately owned but still considered public places if the general public has access. This means that driving offences such as driving without insurance or a licence can be committed there.
- Another on insurance – rumours about insurers refusing to cover if no SC carried out. Not as far as our insurance contact is concerned – as long as ADIs remain on register and not removed or suspended they remain covered. SC not so much a legal requirement but regulatory requirement under the governing body.
- Stewart wrote to Simon Lightwood, under Secretary of State for Transport, about the qualification process. Reply included –  
*The DVSA does not agree with the suggestion that PDIs are only required to demonstrate a minimum standard.*  
*Progress is being made on updating the ADI part 2 test.*  
*The DVSA also recognises the value of coaching skills and reflective learning and welcomes the contribution of training providers who offer high-quality programmes in these areas.*  
*The agency is aware that some of the paperwork used in the training process is outdated. The DVSA is working on this as a matter of urgency.*
- We were asked whether it is standard to include in Ts&Cs that any accident caused by student during lessons or tests be charged £250 plus cost of repairs and lost lessons. We replied that it's not.
- Query about wanting to get back on the register after being removed for having 6 points. We advised that they wait until the last points have expired after 4 years and then have a clean licence.
- FOI request about numbers of examiners. At 30 September there were 1725 in post, of those 1183 full-time, 542 part-time.
- Reported several websites and WhatsApp groups to DVSA that appeared to be offering tests at a higher rate.
- Letter from a SEND school asking for help to find an ADI to talk to their students about becoming an ADI. They were delighted that we were able to find someone who was keen to do it.
- Wrote to DVSA about Standards Checks in Luton

- DVSA re Aygo X on test – problems in Kettering where examiners are refusing to take Aygo X on test. This is being investigated and discussed with the examiners.
- A member of the public asked about complaining about an ADIs conduct, and we referred them to the correct department at DVSA.

## **Chair's Report**

Stewart read out his report –

### Booking System Consultation

The DfT and DVSA handling of the Consultation announcement last month was very stressful for the NASP, the ADINJC, and, of course, many driving instructors. To summarise what happened following the announcement and to clarify our position:

1. The ADINJC and NASP detailed the many ways in which the communications between government and industry were unacceptable.
2. The ADINJC and NASP very quickly compiled a list of urgent questions for DVSA which was submitted within 24 hours. We still await a full response to this list of questions more than 3 weeks since it was submitted. The partial response has been emailed to Members along with a NASP statement on the ongoing omissions.
3. Aside from the shambolic communications between DfT, DVSA, and the industry, we continue to challenge DVSA on two key points:
  - a. The percentage of 11k ADIs who opted to remove booking privileges from ADIs is still being with-held
  - b. We have had no satisfactory response to our query on a promised Impact Assessment prior to any changes being implemented.
  - c. What will be tried next to improve on the net gain of 46 new examiners since the widely publicised recruitment campaigns began.
4. Our position is that Members who remain dissatisfied with plans to remove the right of ADIs to book tests on behalf of their learners, should write to their MPs using the template letter that has been provided.
5. One final clarification on our provision of a template letter for members to write to their MPs. It is not our position that we believe all ADIs should write to their MPs – we are simply providing aid to those who wish to do so.

The ADINJC lost its Patron last month, with the death of Quentin Willson. Quentin was always extremely kind with his time, a keen, and eloquent advocate for road safety. He will be missed.

Since the last Members' Meeting, I've been working on a variety of different projects on behalf of the NJC.

#### Groups Sub-committee

I've been working with our Groups and Local Associations sub-committee to review how the ADINJC can better support these organisations. We are looking at:

- Improved communication
- Clearer guidance on how group membership works and the benefits of membership for ADIs and association leaders.
- Assistance in setting up new associations
- Provision of speakers and bespoke training workshops

We had our first meeting a couple of weeks ago, and we have some good action points to take forward. We'll be going over these proposals with the GC in this afternoon's meeting. Thanks to Andy Lloyd, David Allen, and James Quinn for their help on this.

#### Vison Zero

On Monday, I'll be attending a reception at the Houses of Parliament at the invitation of the Project Edward community. I'll be joined by Deputy Chair Tom Stenson and Terry Cook from the GC, and I'm looking forward to continuing to develop ties between our industry and the wider road safety community, not to mention ministers and MPs. This work is important because it is focused on building pressure for change and improvement in our industry, but it does not include the DVSA. It is a separate arena, like PACTS, where we can build influence and hopefully bring about some positive changes for instructors and young drivers.

To clarify, we work with the DVSA on many things related to change and improvement. But there are many things that are outside of DVSA control – as we have recently seen...

#### Road Safety Strategy

The UK Government is preparing to introduce sweeping changes to road safety legislation, marking the most significant update since the Road Safety Act of 2006

According to reports from *The Times*, the proposed reforms aim to address long-standing concerns about driver health, impaired driving, and enforcement challenges.

**Key proposals under consideration include:**

- **Mandatory Eye Tests for Older Drivers:** We had Rob Heard of the Older Drivers Forum here in the summer giving an excellent presentation on this topic. Drivers aged over 70 may be required to undergo eye tests every three years when renewing their licences. Additional assessments for conditions such as dementia are also being explored.
- **Lower Drink-Drive Limit:** The legal alcohol limit in England and Wales could be reduced from 35 to 22 micrograms per 100 millilitres of breath, aligning with the stricter standard already in place in Scotland.
- **Streamlined Drug-Driving Enforcement:** Police may be granted the ability to use roadside saliva tests as admissible evidence, replacing the current reliance on blood tests.
- **Stronger Penalties and Enforcement Tools:** The reforms may include increased penalties for uninsured drivers and new measures to combat the use of 'ghost plates'—number plates that evade automatic recognition systems.

The draft legislation is expected to be published this autumn and will be subject to public consultation.

The ADINJC has been invited to contribute to a live response Webinar chaired by Road Safety GB and Project Edward following publication of the Strategy, expected next week, and I'll be participating - keen to draw attention to the role of our industry, or absence of it, in that Strategy.

Car Driver and Testing Forum

In January, I'll be attending the next instalment of DVSA's Car Driver and Testing Forum in Bristol. Work in this forum is focused on a broad range of areas such as improving the ADI qualification process and improving road safety. The forum includes NASP, as well as a selection of other stakeholders.

Theory Test NSA (Non Standard Accommodation)

Last week, Lynne Barrie attended a Theory Test workshop with DVSA and Disability Driving Instructors focused on accessibility for learners with additional needs, particularly those who are deaf or suffer from hearing issues. The report from this meeting will be made available to members as soon as we have it.

## EXPO

The 2025 Conference and Expo was our biggest and best yet – well done to everyone involved in making the weekend such a huge success, especially Lynne Barrie and Sue Duncan. But also, every single member of the GC.

The GC registered everyone on arrival, presented on stage, hosted and facilitated the four different stages, manned the Green Room to ensure all speakers were fed and watered, answered countless member queries at the NJC stand, launched a health and wellbeing campaign with home baking and tests of physical strength, and escorted Loveday Ryder from the Live Stage ensuring no physical harm came to her.

As if that's not enough, Tina still found time to take temporary charge of the restaurant at the Premier Inn and followed up by raising over £1800 for Speed of Sight.

This included a very generous donation from Tommy Sandhu of SmartDriving, Tommy's here today representing TTC, and please do take some time to check out their small stand outside.

The Expo represents an astonishing amount of unpaid work – so thank you to everyone on the GC.

## Membership

It's at this time of the year we review the performance of the association in terms of membership numbers, and I'm happy to report that we are forecasting that membership subscriptions will be up by around 25-30% compared to 2024. That's a massive increase - for context, numbers went up by 16% in 2024 vs 2023.

Thanks to your Treasurer Peter Boxshall for the data. I'm convinced that these numbers demonstrate how much driving instructors continue to value the ADINJC, and it's also testament to the continuing hard work of your highly experienced Governing Committee.

## ADI Support

Leigh Brookes and Fiona Clarke administer our ADI Support Policy on behalf of all members.

As many of you know, depending on how long an instructor has been a member, they can benefit from a range of free and discounted advice sessions and guidance. From assisting in the drafting of letters of response to DVSA investigations, up to accompanying members to DVSA tribunals where required,

I'm extremely proud of the service we can provide. Thank you to Leigh and Fiona.

On a related note, at the recent NASP meeting, DVSA specifically asked us to mention the increase in the number of driving instructors receiving penalties and, in some instances, losing their badges over mobile phone offences. Please share with your groups, associations, and networks – there is a zero-tolerance approach from DVSA to these kinds of offences. There is nothing we can do to help.

### Business

Dan Hill's work on the business side of the ADINJC continues to progress well, and our website continues to improve and develop every month. Dan hopes to have our online member only community launched in the new year. This is an important step that will reduce our reliance on social media (and some of the more toxic elements of that space) for productive and informative conversation and debate between Premium members and the Governing Committee. The ADINJC FB Group will be closed – the official FB page will remain.

Work on the new Member's Area is complete, with a planned launch in January. This will include a new Forum that will help us to engage with our members and canvas their opinion on any topic we deem appropriate.

Investigations into enabling people to sign up multiple accounts is ongoing.

Our main focus has been on continual updates to the website, adding more content and value for visitors.

This has accompanied work alongside the engagement sub-committee to improve the way we share information via our blog and email, as well as our social media presence.

### Training

The Training Team has had a great 2025, with all chargeable workshops over 95% fully booked.

Over the next 6 months we have some fantastic workshops available from Lynne Barrie, Terry Cooke and Tom Stenson.

For our premium members only NJC Free session we have talks from Olly Taylor of the Honest Truth. Andy MacFarlane from Caledonian and Mark Bull who is an

Advanced Riding and Driving Consultant & RoSPA Examiner as well as a serving Police Sergeant with over 23 years of Policing experience. These will all be available to book on the website this week.

I think the addition of free NJC Sessions for Premium Members has been a great addition to the catalogue, and they've been extremely well received. I know Tom's putting together another great list of Guests and Workshops for 2026.

I'm also grateful to Liam Greaney – the BlogMaster - and Terry Cook, the PodMaster - who have been doing some great work on our engagement strategy this year, and we have lots of great plans for 2026 to continue to improve this part of our operation.

It's been an extremely busy year, I'm grateful to everyone on the GC as mentioned, and I'm grateful to you, our members, for coming along to these meetings and for being part of our association.

Stewart's report was proposed by Tom Stenson and seconded by Fiona Clarke, and carried with no abstentions.

Nick Ibbott pointed out that only 11,000 ADIs completed the survey. With regard to the higher number of ADIs getting points for use of phones, Dave Mann said that the new cameras are increasingly catching people using phones, and are able to tell if accompanying pupils on lessons. The Registrar will make a balanced decision and take into account mitigating circumstances when considering removal. But ADIs getting points **must** inform the Registrar.

Terry Cook and Garry Thomas volunteered to design an infographic to inform members what they can and can't do while teaching.

**Guest speaker** - David Mann, National ADI Enforcement Delivery Manager for DVSA. Dave is responsible for Part 2s and 3s and Standards Checks.

As of 5 December, there were 44,052 ADIs on the Register, and 5,780 PDIs. DVSA are processing approximately 1,000 renewals and first applications a month. In 2024/5 there were 19,207 applications, compared to previous average years of 7,500. From April to the end of September there were 13,472 applications to start the process, and there are approximately 50,000 people in the qualification process.

Dave has 49 staff to cover the whole of the country, as some are part time that's only 45 full-time equivalents. He is recruiting heavily; however his recruitment takes away from

driver services, but with liaison we endeavour to work with the Driver service recruitment team so L test examiners who are recruited are backfilled.

All staff once fully trained can do 2s, 3s and Standards Checks. Some are also qualified to supervise Delegated Driving Examiners. On average they are delivering 2,500 a month with 5,500 to 6000 on hold, and it takes 10 weeks to churn the 'on hold' list. If an ADI examiner is sick, there is no cover. Priority will be given to those nearing the end of their qualification period.

In 2024/5 they conducted 16,418 part 2s, 12,000 part 3s. In 2025/2026 so far they have conducted 10220 part 2s and 9285 part 3s. He recommended that PDIs booking a test 'on hold', pick dates that are further away, which makes deployment easier.

There are lots of cancellations at short notice for Part 3s which are hard to fill.

The pass rate for Part 3 is only 28%, so many are coming up not properly prepared. Dave invited members to bring up myths that people have heard about SCs. The subject of dual controls was brought up - Dave said that this is a subject they hear more than any other and it is not necessary. His best advice is to not specifically think what you are going to do today but to concentrate on their goal and need. Their goal may have to be adjusted to be realistic. The lesson should have already started, treated as an having to detour the lesson to pick up the DE as part of your normal day. The blanks are filled in with the DE, who will also ask about private practice. Treat it as a break in the lesson.

Do not have a prepared script! The lesson must be client centred, not 'client daft', and if the goal and needs change then change the lesson.

*Myth – lesson much be 40 minutes without stopping.* This goes back to Covid and is not the case now. You can stop as many as 5 or 6 times if necessary. If something happens pull up, if it's not possible at the time, remember to bring it up when it is possible. Stops however should be a short chat, not 15 minutes. Avoid over analysing, it should be a normal lesson, not trying to fit the pupil into your plan, but fit the plan to the pupil as the lesson progresses.

*Myth – you can't drink on a part 3 or SC – not the case, stop and have a drink, or have one on the move, if necessary,*

DE will be making notes, we learn from each other so may use things learnt to feedback to other people. May also write down road names and what happened.

*Use of iPad – once a DE has gone onto the test report sheet they can't go back, and can't put in PRN or make any amendments. The iPad gives more space for feedback than the printed report form did.*

*Opinion on timeframe of SC? - 45 minutes is good amount of time, leaves time for feedback. But don't panic if you get stuck in traffic, there is time in the programme for delays.*

*Is it OK for the ADI to drive back and reflect on the way?* Yes but it adds another dimension, the drive has to be perfect and use the opportunity by linking to what you have been teaching. It gives an opportunity for the pupil to say how you should deal with things. It is good to do, but make sure you do it well.

*Waiting rooms* – it's OK to bring pupils in the waiting room before and after the SC.  
Useful information for PDIs – DVSA is exploring how we can provide further guidance for PDIs, this could potentially be through a similar campaign to Ready to Pass? and include channels such as email and webinars.

Please don't bring a spouse or family member unless absolutely necessary for a part 3 or SC as you need to be brutally honest.

*Recruitment* – Is done via Civil Service Jobs, the applicant completes a 1000 word personal statement, then if successful at sift, they are invited to a half day practical assessment including driving, standards need to be high. Role play is used as car tests to see if the applicant can or show the potential to be trained to teach. They have a written scenario for SC with 15 minutes to read it, and then have to de-brief, with feedback pivotal. Candidates need to have good communication skills. There then follows a 6 week residential training. Week 1 focuses on part 2, weeks 2 and 3 are instructional ability which must be of a consistent high grade A standard, the DE has to qualify as an ADI would. Week 4 is out in the field, shadowing a current ADI DE, and route learning for the area. They take a live part 2 test to get the sign off approval. Weeks 5/6 include assessment for part 3 and SC, with a minimum of 4 accompanied tests after successful completion of the course. This is a constant development process. All staff have bi-weekly team calls where they discuss tests, lessons, standards, making sure standards are consistent. There is consistent assessment across the country, team days with different areas twice a year, each examiner has a quarterly review. Every ADI Examiner has to have a minimum of 4 supervised tests per year.

*Pay structure* – same pay grade as DEs, but some uplift because of flexible working.  
Good government pension and sick pay!

*ADI wishing to become DE* - Can't be both, badge has to be surrendered.

*What skills are lacking?* – Less is more. DEs can see if you are working hard but the pupil is not communicating. Do the best you can at the time.

*Part 2 changes* - Following industry feedback, improvements to the Part 2 test are being considered - including the candidate's ability to explain and demonstrate driving skills as if teaching a learner- with any changes to be communicated well in advance and supported by clear guidance and materials. DVSA are wanting the gold standard in training the staff for the new test, which needs planning. Staff training will have to be planned in to minimise impact to test delivery. It is likely that it will be rolled out nationally at the same time, but this is not official yet.

*Time taken for trainee licences* – There are only small number of people in the Registrar's team dealing with all first and subsequent applications.

*Why has there been such an increase in the number of applications?* – Good marketing, especially from the larger schools. Dave would advise taking legal and financial advice before signing up to a franchise.

*ORDIT?*- Other work has had to take priority.

Stewart thanked Dave for his very comprehensive presentation and discussion and for coming to talk to members.

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**Guest Speaker** – Adrienne Carter, body language expert on interpreting non-verbal behaviour. Adrienne gave an interesting and thought provoking presentation on interpreting non-verbal behaviour to uncover hidden emotions and intentions.

Adrienne can be followed on LinkedIn or TikTok, where she shares a lot of content. Currently she is also offering free facial profiling for anyone who sends her photos of their face. (to take advantage of this offer you need to send a full face photograph and a profile photo. Email address - [adrienne@thefacewhisperer.co.uk](mailto:adrienne@thefacewhisperer.co.uk))

Check out her website - [Adrienne Carter – Body Language Expert](#)

The raffle raised £175 for our charity Speed of Sight. Stewart thanked Tina for organising it and selling tickets.

**Next Meeting** will be held at the Holiday Inn, Coventry on Saturday 28 February 2026.

Stewart closed the meeting at 1.15pm, thanked members for coming, and wished everyone a Happy Christmas.