

Bus Lane Adjudication Service Joint Committee Executive Sub Committee Agenda

Date: Tuesday 13th October 2020
Time: 12.15 pm or on the rise of the PATROL Executive Sub Committee
Venue: Virtual Meeting

1. **Apologies for Absence**

To receive apologies for absence.

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests and for Members to declare if they have pre-determined any item on the agenda.

3. **Minutes of the Previous Meeting** (Pages 1 - 6)

To approve the minutes of the Bus Lane Adjudication Service Joint Committee Executive Sub Committee meeting held 28th January 2020.

4. **Minutes of the Resources Sub Committee meeting held on 28 July 2020**
(Pages 7 - 10)

To note the minutes of the PATROL and BLASJC Resources Sub Committee held 28th July 2020.

5. **Chair's Update**

To provide the Joint Committee with a general update since the last meeting.

6. **Chief Adjudicator Update**

To provide the Joint Committee with a general update since the last meeting.

Contact: Louise Hutchinson, Director
Bus Lane Adjudication Service Joint Committee
Springfield House, Water Lane, Wilmslow, SK9 5BG
Tel: 01625 445565
E-Mail: lhutchinson@patrol-uk.info

7. **Audit Commission Small Bodies Annual Return for the Year Ended 31 March 2020** (Pages 11 - 24)

To note the completion of the external audit of accounts for 2019/20.

8. **Budget, Cash Flow Monitoring, Review of Reserves and the Basis for Defraying Expenses 2020/21** (Pages 25 - 28)

To note the income, expenditure, cash flow and reserves position at 31st August 2020 and review the basis for defraying expenses during 2020/21.

9. **ITEMS COMMON TO PATROL and Bus Lane Adjudication Service Joint Committees**

i) **PATROL AND BLASJC Resources Working Group and Sub Committee**

To report on the work of the PATROL and BLASJC Resources Working Group and Sub Committee's meetings held the Executive Sub Committee meetings held in January 2020.

ii) **Public Affairs Update**

To report on the work of the PATROL and BLASJC Resources Working Group and Sub Committee's meetings held the Executive Sub Committee meetings held in January 2020.

iii) **Appointments to the Advisory Board**

To approve the nomination of Richard Waters of Carmarthenshire County Council to the Advisory Board and approve the re-nomination of representatives on a four-year cycle.

iv) **Risk Register**

To note the latest assessment of risk.

v) **General Progress Report**

To note the general progress report in respect of the Traffic Penalty Tribunal's activities and initiatives.

10. **Dates of Next Meetings**

Tuesday 26th January 2021

Tuesday 13th July 2021

Minutes of a meeting of the

Bus Lane Adjudication Service Joint Committee Executive Sub Committee

held on Tuesday, 28th January, 2020 at Bishop Partridge Hall, Church House,
Dean's Yard, Westminster, London SW1P 3NZ

PRESENT

Councillor Tony Page Reading Borough Council in the Chair

Councillors

Councillor Neil Butters	BATHNES Council
Councillor Gary Wilkinson	Brighton & Hove City Council
Councillor Tom Brook	Bristol City Council
Councillor Laura Crane	Cheshire East Council
Councillor Graham Burgess	BLASJC Vice Chair
	Hampshire County Council
Councillor Phil Bibby	Hertfordshire County Council
Councillor John Woodman	Somerset County Council
Councillor Lee Wagner	Stoke on Trent City Council
Councillor Peter Robinson	Tameside MBC

Officers in attendance

Marc Samways	PATROL Advisory Board (Chair)
Graham Addicott OBE	PATROL Advisory Board (Vice Chair)
Steve Simpson	Brighton & Hove City Council
Richard Walker	Carmarthenshire County Council
Derek Twigg	Hertfordshire County Council
Sarah Allman	Wokingham Borough Council
Geoff Hislop	Wokingham Borough Council
Louise Hutchinson	PATROL
Iain Worrall	Traffic Penalty Tribunal
Sarah Baxter	Cheshire East Council
Andy Diamond	PATROL

31 APOLOGIES FOR ABSENCE

Apologies for Absence were received from:-

Coventry City Council, Durham County Council, Oldham Metropolitan Borough Council, and Walsall Metropolitan Borough Council.

In addition, apologies were received from Caroline Sheppard OBE, Chief Adjudicator - Traffic Penalty Tribunal, George Broughton - Cheshire East Council and Paul Nicholls - Brighton & Hove City Council.

32 DECLARATIONS OF INTEREST

There were no declarations of interest.

33 MINUTES OF THE MEETING HELD ON 29 OCTOBER 2019

RESOLVED

That the minutes of the meeting held on 29 October 2019 be approved as a correct record.

34 CHAIR'S UPDATE

There was no further update from the Chair to what had been reported at the PATROL Adjudication Joint Executive Sub Committee meeting.

35 BUDGET MONITORING 2019/20

The Director of PATROL introduced the report presenting the income and expenditure monitoring information for the year to 30 November 2019.

RESOLVED

That the income and expenditure position at 30 November 20219 be noted.

36 REVENUE BUDGETS FOR 2020/21

Consideration was given to a report on the budget estimates for 2020/21

RESOLVED

That the revenue budget estimates for 2020/21 as detailed in Appendix One be adopted.

37 RESERVES POLICY FOR 2020/21

Consideration was given to a report enabling the Joint Committee to review the Reserves Policy Statement for 2020/21, in order to comply with Financial Regulations.

RESOLVED

1. That the Reserves Policy Statement for 2020/21 and the total approved reserve level for 2020/21 of £332,214 be approved. This represented 50% of the overall annual bus lane budget costs and compares to £231,304 for 2019/20.

2. That the balances of any surplus from 2020/21 being carried forward to 2021/22 be approved.
3. That the delegation of authority to the Chair and the Vice Chair for authorising the withdrawal of funds from general reserves to meet budgetary deficits be approved.

38 DEFRAYING THE EXPENSES OF THE JOINT COMMITTEE 2020/21

Consideration was given to a report on defraying the expenses of the Joint Committee 2020/21.

RESOLVED

1. That the rate of 30 pence per PCN be retained and reviewed at the meeting in October 2020 in the light of six-months income and expenditure information.
2. There would be no annual charge or cost per case payable.
3. Invoicing was undertaken on a quarterly basis on estimated figures and subsequently adjusted to actual figures at the September and March points.
4. That it be noted that the decision to provide a transcription from the audio recording of proceedings rested with the Adjudicator. Where this had been agreed to, the Joint Committee agreed that the incidental costs of making a transcription from the audio recordings of the proceedings at a hearing was to be charged to the requesting party except when, in the view of the Adjudicator, a disability of the requesting party would make it desirable for that person to receive such a transcript.

39 ANNUAL INVESTMENT STRATEGY

Consideration was given to a report requesting the Joint Committee to approve the annual investment strategy for 2020/21.

RESOLVED

That the Annual Investment Strategy 2020/21 be approved.

40 TRAFFIC PENALTY TRIBUNAL GENERAL PROGRESS REPORT

Consideration was given to a report providing a summary of the Traffic Penalty Tribunal appeals activity for the period April to November 2019.

Appendix 1 of the report providing an overview of appeals activity for the period 1 April 2019 to 30 November 2019.

A summary of tribunal initiatives was set out in the report including progress on FOAM, Appeals summary from April until November 2019, hearings, case closure, assisted digital support, appellant feedback and Local Authority workshops conducted during the year.

RESOLVED

That the matters reported be noted.

41 PATROL AND BLASJC RESOURCES WORKING GROUP AND SUB COMMITTEE

Consideration was given to a report on the PATROL and BLASJC Resources Working Group meeting held 7 January 2020.

The July 2019 meetings of the Joint Committees had resolved that the Resources Sub Committee and Working Group would oversee a number of initiatives and report to the Joint Committees and their Executive sub Committees. The last meeting had taken place on 7 January 2020, where a number of items had been considered, including an update on Public Affairs, Traffic Penalty Tribunal statistics and financial reports.

RESOLVED

1. That the matters discussed at the meeting held 7 January 2020 be noted.
2. That approval be given to the Resources Sub Committee and Working Group to oversee matters highlighted in the report and appendix and to report back to the next meeting of the Joint Committees or their Executive Sub Committees.

42 PUBLIC AFFAIRS SUMMARY

Consideration was given to a detailed overview of public affairs activity in 2020 and the work planned for the coming year. This covered a wide range of topics including pavement parking, moving traffic powers, littering from vehicles, clean air zones, the parking code of practice, and legislation and enforcement in general.

RESOLVED

That the report be noted and that the Resources Working Group and Sub-Committee monitor the activity and report to meetings of the Executive Sub-Committee.

43 RISK MANAGEMENT FRAMEWORK

Consideration was given to a report presenting a Risk Management Framework for approval.

The Risk Management Framework report, which was appended at Appendix 1, provided a summary of the most significant threats facing the Joint Committees, which may prevent or assist with the achievement of its objectives.

RESOLVED

That the Risk Management Framework, as set out at Appendix 1, be noted.

44 DATE OF NEXT MEETING

It was reported that the next meeting would take place as follows:-

14 July 2020 Church House, Westminster which would be followed by a Member workshop after lunch commencing at 1.15pm and concluding at 2.15pm. After this the Parking Annual Reports by Councils (PARC) Awards would take place later in that afternoon at the House of Commons between 4pm and 6pm.

The meeting commenced at 12.38pm and concluded at 12.45pm

This page is intentionally left blank

Minutes of a virtual meeting of the
PATROL and Bus Lane Adjudication Service Joint Committee
Resources Sub Committee
Held on Tuesday 28 July 2020

PRESENT

Cllr Stuart Hughes (PATROL Chair), Devon County Council
Cllr Martin King (PATROL Vice Chair), Wychavon District Council
Cllr Terry Douris (PATROL Assistant Chair), Dacorum Borough Council,
Cllr Tony Page, (BLASJC Chair), Reading Borough Council
Marc Samways (Chair of Advisory Board), Hampshire County Council
Graham Addicott OBE, (Vice Chair of Advisory Board)
Paul Nicholls (Member of Advisory Board), Brighton & Hove City Council
Caroline Sheppard OBE, Chief Adjudicator
Iain Worrall, Traffic Penalty Tribunal
Louise Hutchinson, Director PATROL
Erica Maslen, PATROL
Rachel Graves – Cheshire East Council (minutes)

1. Apologies

Apologies were received from:

Cllr John James (PATROL Assistant Chair Wales), Carmarthenshire County Council

2. Declarations of Interest.

No declarations of interest were made.

3. PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee Draft Annual Return for the Year 2019/20

The Draft Annual Return would have normally been approved at the Annual Meeting of the Joint Committee in July. However due to Covid-19, and in consultation with the Chair and External Auditors, it was determined that the Joint Committee's Resources Sub Committee would approve the draft Annual Return for 2019/20.

The Report and Appendix 1 set out the expenditure and income for 2019/20. Expenditure for 2019/20 was lower than budgeted by £260,583 (8%), whilst Income was £122,981 (3.5%) adverse to the budget. The Outturn for PATROL was a surplus of £169,537. It was proposed that this surplus be added to the Joint Committee's reserves.

Internal Audit was provided by Cheshire East Council. A copy of the Internal Audit Report for 2019/20 had been circulated in the agenda. The level of assurance for 2019/20 was confirmed as 'Good'. The Committee noted the four recommended actions, which were detailed in Appendix A to the Internal Audit Report.

RESOLVED: That the Sub Committee

- 1 note the outturn position against the 2019/20 budget included within the report (Appendix 1), which is subject to audit validation.
- 2 approve the surplus of income over expenditure of £169,537 being added to the Joint Committee's reserves, which excludes £157,265 being the total of Highways England (Dartford-Thurrock River Crossing) and Halton Borough Council (Mersey Gateway Bridge Crossing) surpluses which are ring-fenced to those charging authorities respectively.
- 3 determine that the Executive Sub Committee review the basis for defraying expenses following budget monitoring at the half-year point at their meeting in October 2020.
- 4 approve the 2019/20 draft Annual Return (Appendix 2), note the balance sheet and cash flow (Appendix 3) and the audit timetable.
- 5 note the Annual Internal Audit Report 2019/20 (Appendix 4).

4. Bus Lane Adjudication Service Joint Committee Draft Annual Return for the Year 2019/20

The Sub Committee considered Draft Annual Return for the Bus Lane Adjudication Service Joint Committee.

The Report and Appendix 1 set out the Expenditure and Income for 2019/20. Expenditure was higher than budgeted by £113,394 (24.1%), which was due to higher than anticipated recharge for costs from PATROL, in turn due to a higher than anticipated proportion of PCNs issued. Income was also higher than budget - £118,104 (23.5%), due to the higher than anticipated number of PCNs issued. Bank interest continued to out-perform budgetforecast giving rise to a positive variance of £1,881.

The Outturn for 2019/20 was a surplus of £35,666. It was proposed that this surplus be added to the Joint Committee's reserves.

RESOLVED: That the Sub Committee

- 1 note the outturn position against the 2019/20 budget included within the report (Appendix 1), which is subject to audit validation.
- 2 approve the surplus of income over expenditure of £35,666 being added to the Joint Committee's reserves.
- 3 determine that the Executive Sub Committee review the basis for defraying expenses following budget monitoring at the half-year point at their meeting in October 2020.
- 4 approve the 2019/20 draft Annual Return (Appendix 2), notes the balance sheet (Appendix 3) and cash flow (Appendix 4).

5 note the Annual Internal Audit Report 2019/20 reported under the previous item.

The Chair confirmed that the draft accounts for 2019/20 were now approved and that the final audited accounts would be presented to the meeting of the Executive Sub Committee in October 2020.

The meeting commenced at 10.45 am and concluded at 10.58 am



This page is intentionally left blank

Bus Lane Adjudication Service Joint Committee Executive Sub Committee

Date of Meeting: 13th October 2020
Report of: The Director on behalf of the Resources Working Group
Subject/Title: Audit Commission Small Bodies Annual Return for the Year Ended 31 March 2020

1.0 Report Summary

1.1 To report the findings of the external auditors for 2019/20.

2.0 Recommendation

2.1 To note the findings of the external audit for 2019/20 in the enclosed annual return (Appendix 1 and 2).

2.2 To note the findings of the internal audit for 2019/20 as reported to the PATROL and Bus Lane Adjudication Service Joint Committees' Resources Sub Committee at their meeting on 28th July 2020 and presented to the PATROL meeting.

3.0 Reasons for Recommendations

3.1 Compliance with PATROL and Bus Lane Adjudication Service Financial Regulations.

4.0 Financial Implications

4.1 Set out in the report.

5.0 Legal Implications

5.1 None at this time.

6.0 Risk Management

6.1 Internal and external audit findings provide assurance to the Joint Committee on financial management.

7.0 Background and Options

7.1 The Draft Annual Return would normally be approved at the annual meeting of the Joint Committee in July each year. In the light of the Covid-19 pandemic and in consultation with the Chair and the External Auditors, it was determined

that the PATROL and Bus Lane Adjudication Service Joint Committees' Resources Sub Committee would be asked to approve the draft annual return for 2019/20 and note the supporting documents.

- 7.2 The Resources Sub Committee approved the draft annual return for 2019/20 at its meeting on 28th July 2020.
- 7.3 The Joint Committee approved the appointment of BDO LLP to audit the annual returns of the Joint Committee for the period 2018/19 to 2020/21 at its meeting in January 2019. BDO LLP have provided the external audit function in accordance with the requirements of the Small Bodies Annual Return, which is utilised for bodies with an annual turnover of less than £6.5 million.
- 7.4 The external auditors have found a minor issue, which relates to the presentation of the annual return. A copy of the audited annual return (Appendix 1) and the auditor's Issues Report (Appendix 2) is enclosed.
- 7.5 There is no requirement for the Joint Committee to publish accounts from 2015/16 onwards however at the Joint Committee meeting in June 2015, it was determined that this would continue for the purposes of transparency.
- 7.6 The outturn for 2019/20 is reported elsewhere on this agenda.
- 7.7 For information, a copy of the internal audit report for 2019/20 was presented to the PATROL meeting.

8.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Louise Hutchinson
Designation: Director
Tel No: 01625 445566
Email: lhutchinson@patrol-uk.info

Joint Committees

Return for the financial year ended 31 March 2020

The return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the Joint Committee
- Section 3 is completed by BDO LLP as the reviewer appointed by the Joint Committee.
- Section 4 is completed by the Joint Committee's internal audit provider.

Completing your return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the return. Also our extranet contains useful advice for you to refer to, see below.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional work and so may incur additional costs.

Send the return, together with your bank reconciliation as at 31 March 2020, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, BDO LLP, by the due date.

We will identify and ask for any additional documents needed for our work. Therefore, unless requested, do not send any original financial records.

Once we have completed our work, the completed return will be returned to the Joint Committee.

It should not be necessary for you to contact us for guidance.

Section 1 – Governance statement 2019/20

We acknowledge as the members of

Enter name of reporting body here: **BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE**

Our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed		Yes Means that the body
	Yes	No	
1 We approved the accounting statements prepared in accordance with the guidance notes within this Return.	✓		Prepared its accounting statements and approved them.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.	✓		Has only done what it has the legal power to do and has complied with general accepted good practice
4 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces and has dealt with them properly.
5 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
6 We took appropriated action on all matters raised during the year in reports from internal audit and external reviews.	✓		Responded to matters brought to its attention by internal and external reviewers.
7 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

The governance statement is approved by the Joint Committee and recorded as minute reference

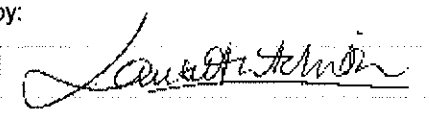
4

Date 28/07/2020

Signed by:

Chair 

Signed by:

Clerk 

***Note: Please provide explanations on a separate sheet for each 'No' response. Describe how the joint committee will address the weaknesses identified.**

Section 2 – Accounting Statements 2019/20 for

Enter name of reporting body here:

BUS LANE ADJUDICATION SERVICE
JOINT COMMITTEE

	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records
	31 March 2019 £	31 March 2020 £	
1 Balances brought forward	420,414	538,900	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy			Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. Excluding any grants received.
3 (+) Total other receipts	604,357	619,610	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	-	-	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers)), pension contributions and employment expenses.
5 (-) Loan Interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	485,871	583,943	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	538,900	574,566	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8 Total cash and short term investments	672,169	656,433	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets			The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)

I certify that for the year ended 31 March 2020 the accounting statements in the return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date 16/07/20

I confirm that these accounting statements were approved by the Joint Committee on:

28/97/2020

and recorded as minute reference:

4

Signed by Chair of meeting approving these accounting statements:

SR

Section 3 – External Report 2019/20 Certificate

We present the findings from our review of the return for the year ended 31 March 2020 in respect of:

Enter name of reporting body here:

BUS LANE ADJUDICATION SERVICE
JOINT COMMITTEE

Respective responsibilities of the Joint Committee and the reviewer

The Joint Committee has taken on the responsibility of ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Joint Committee prepares a return which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice

This report has been produced in accordance with the terms of our engagement letter dated [date] ("the Engagement Letter") and in accordance with the International Standard on Related Services 4400 applicable to agreed-upon-procedures engagements as published by IAASB.

We have performed the following work in respect of the return prepared by the Joint Committee:

- agreed to bank reconciliation to the annual return and the bank statements
- agreed the Annual return figures back to the trial balance
- ensured the trial balance and accounting statements adds up
- agreed the precept to the funding body
- agreed any loans to the PWLB or whoever the loan is with
- checked the comparative figures to the prior year accounts
- undertake an analytical review of the figures and investigated any variances in excess of 10%
- agree that the accounting statements and annual governance statement have been signed and dated as required.
- investigated any NO answers to the Annual Governance Statement
- investigated any NO answers in the Internal auditor report

[No exceptions were found / Apart from the following exceptions, noted below, no exceptions were found.]

We have not subject the information contained in our report to checking or verification procedures except to the extent expressly stated above and this engagement does not constitute an audit or a review and, as such, no assurance is expressed. Had we performed additional procedures, an audit or a review, other matters might have come to light that would have been reported.

You were responsible for determining whether the agreed upon procedures we performed were sufficient for your purposes and we cannot, and do not, make any representations regarding the sufficiency of these procedures for your purposes.

Our report is prepared solely for the confidential use of the joint committee. Our report must not be used for any purpose other than for which it was prepared or be reproduced or referred to in any other document or made available to any third party without the written permission of BDO LLP.

We accept no liability to any other party who is shown or gains access to this report.

Reviewer signature



BDO LLP

11/9/20

Section 4 – Annual internal audit report 2019/20 to

Enter name of reporting body here:

BUS LANE ADJUDICATION SERVICE
JOINT COMMITTEE

The Joint Committee's internal audit service provider, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2020.

Internal audit has been carried out in accordance with the Joint Committee's needs and planned coverage.

On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Committee.

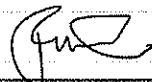
Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
C. The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with the body approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the Joint committee (list and other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit:

Josie Griffiths

Signature of person who carried out the internal audit:



Date: 14/07/2020

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2019/2020 return

1. Make sure that your return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation provided to us. Returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
2. Use the checklist provided below. Use a second pair of eyes, perhaps a member of the committee or the Chair, to review your return for completeness before sending it to us.
3. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
4. Make sure that the copy of the bank reconciliation or letter confirming the balance held on your behalf which you send with the return covers all your bank balances. If the joint committee holds any short-term investments, note their value on the bank reconciliation. We must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8.
5. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete analysis to support your explanation.
6. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
7. Make sure that your accounting statements add up the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
8. Do not complete section 3. We will complete it at the conclusion of our work.

Completion checklist - No answers mean you may not have met requirements		Done?
All sections	All red boxed have been completed?	✓
	All information has been sent with this return?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Approval by the body confirmed by the signature of Chair of meeting approving the accounting standards?	✓
	An explanation of significant variations from last year to this year is provided?	✓
Section 4	Bank reconciliation as at 31 March 2020 agrees to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
	All red boxed completed by internal audit and explanations provided?	✓

**ISSUES ARISING REPORT FOR
Bus Lane Adjudication Service Joint Committee
Audit for the year ended 31 March 2020**

Introduction

The following matters have been raised to draw items to the attention of Bus Lane Adjudication Service Joint Committee. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2020.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

Issues Raised

- Minor issues
-

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the body so they do not occur again in future years.

Minor issues*What is the issue?*

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The Accounting Statements do not add up by £1.

There are empty boxes in the Accounting Statements of the annual return. We do not believe there should be any figures in these boxes but they should include a nil or zero to confirm this.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Not applicable

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 11 September 2020

This page is intentionally left blank

BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE Executive Sub Committee

Date of Meeting:	13 th October 2020
Report of:	The Director in consultation with the Resources Working Group
Subject/Title:	Budget monitoring, review of reserves and the basis for defraying expenses 2020/21

1.0 Report Summary

- 1.1 To present income and expenditure and reserves information and review the basis for defraying expenses 2020/21.

2.0 Recommendation

- 2.1 To note the income and expenditure position at 31st July 2020.
- 2.2 To note the information on previous year surpluses and the current and forecast reserve position.
- 2.3 To review the options and determine the basis for defraying expenses for the year 2020/21. The Resources Working Group reviewed these options at their meeting on 29th September and recommends **Option A to retain the current basis for defraying expenses at 30 pence per PCN and to review in January 2021.**

3.0 Reasons for Recommendations

- 3.1 Compliance with Financial Regulations.

4.0 Financial Implications

- 4.1 Set out in the report.

5.0 Legal Implications

- 5.1 None.

6.0 Risk Management

- 6.1 Budget monitoring provides assurance as set out in the risk register.

7.0 Background and Options

Income and expenditure

- 7.1 The Bus Lane Adjudication Service Joint Committee (BLASJC) budget and the resulting basis for defraying expenses was approved for the year 2020/21 at the meeting of the Executive Sub Committee held 28th January 2020 (Appendix 1).
- 7.2 The Joint Committee forecasting model takes account of recent income trends (i.e. within the last 12 months). The budget was set prior to the introduction of Covid-19 national lockdown measures in April and the subsequent effect on enforcement activity.
- 7.3 2020 has been an unprecedented year and given the current escalation in Covid-19 restrictions, it is difficult to predict its outcome and so it is necessary to make some assumptions about income. The starting assumption is that PCNs issued during the second half of 2020/21 (October to March) will be roughly equivalent to the first six months.
- 7.4 The Bus Lane Adjudication Service Joint Committee has established an Approved Reserve, which at January 2020, which was set at £332,214. In addition, from 1st April it had surpluses from previous years of £574,567 leaving a Free Reserve of £242,353, which has been drawn upon to address the deficit in the light of the pandemic.
- 7.5 The latest cash flow assessment indicates that the Free Reserve will be available until the end of September to supplement reduced income. Following that expenditure will be drawn from the BLASJC General Approved Reserve, which is forecast to be available until February 2021.
- 7.6. Appendix 1 indicates that at 31st July 2020 income was 77.1 % lower than forecast.
- 7.7 Pro-rata appeal costs which form the basis of the recharge to the PATROL (Parking and Traffic Regulations Outside London) Joint Committee are 68.47% lower than forecast a positive variance of £151,639
- 7.8 The overall effect at 31st July 2020 is a deficit of £63,226 against a forecast deficit of £39,298 (a variance of £23,928, 60.89%).
- 7.9 In the light of recent income trends, it is anticipated that this deficit will have reduced to £48,199 by 30 September 2020.

8.0 Reserves Position at September 2020

The table below sets out the level of the Bus Lane Adjudication Service Joint Committee Free Reserves at September 2020 of £194,154.

Reserve brought forward April 2020	£574,567
Approve Reserve Level April 2020	£332,214
Free Reserves April 20	£242,253
Forecast surplus/deficit to September	-£48,199
Forecast Free Reserves at September	£194,154

9. Options for Defraying Expenses 2020/21

9.1 At the January 2020 meeting, the Joint Committee determined the basis for defraying expenses to member authorities for 2020/21 at 30p per PCN and agreed that this would be reviewed at the October meeting.

9.2 The Resources Working Group has reviewed the income and expenditure information, cash flow projections and impact on Approved Reserves (which remain unaffected) and Free Reserves (see below). The Resources Working Group recommends Option A with a view to this being reviewed again the January 2021 meeting of the Executive Sub Committee.

***Option A* Retain the 30 pence per PCN charge in 2020/21**

This would result in an anticipated Free Reserves balance of £44,823 at 31st March 2021

***Option B:* Increase the current contribution to 35 pence per PCN with effect from October 20**

This would increase the forecast surplus from £44,823 (option A) to £65,863

***Option C:* Increase the contribution to 40 pence per PCN with effect from October 20**

This is forecast to result in a surplus of £86,904 at 31st March 2021

10.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Louise Hutchinson
 Designation: Director
 Tel No: 01625 445566
 Email: lhutchinson@patrol-uk.info

Appendix 1 BLASJC Budget Monitoring to 31st July 2020

	Year to Date				Full Year			
	31/07/2020	31/07/2020	31/07/2020	31/07/2020	2020/21	2020/21	2020/21	2019/20
	Actual	Budget	Var to Budget	Var to Budget	Forecast Outturn	Full Year Budget	Var to Budget	Prior Year Result
Income								
Bus Lane Income	41,410	180,844	-139,435	-77.10%		542,533	-542,533	614,524
Interest	390	1,333	-944	-70.78%		4,000	-4,000	5,085
Total Income	41,799	182,178	-140,379	-77.06%	0	546,533	-546,533	619,610
Expenditure:								
Supplies and Services Recharge	69,837	221,476	151,639	68.47%		664,428	664,428	583,848
Other Charges	35,188	0	-35,188	-		0	0	96
Total Expenditure	105,025	221,476	116,451	52.58%	0	664,428	664,428	583,943
Surplus / (Deficit)	-63,226	-39,298	-23,928	-60.89%	0	-117,895	117,895	35,666