

Bus Lanes Adjudication Service Joint Committee

Minutes of the Meeting held on 21 September 2010 at the Warwickshire County Cricket Club, Edgbaston, Birmingham

Present:

Councillor Ian Auckland – Sheffield City Council
Councillor Tony Burns – Manchester City Council
Councillor Phrynnette Dickens – Hampshire County Council
Councillor Steve Harmer-Strange – Brighton & Hove City Council
Councillor Terry Laing – Stockton on Tees Borough Council
Councillor Stan Waddington – Gloucestershire County Council

Also Present:

Louise Hutchinson	PATROL
Miles Wallace	PATROL
Kelly Cornell	PATROL
Caroline Sheppard	Traffic Penalty Tribunal
Christine Crisp	For PATROL Secretary
Adrian Gray	Hampshire County Council
Paul Nicholls	Brighton & Hove City Council
Graeme Addicott OBE	Advisory Board
Roy Tunstall	Liverpool City Council

BLAS/ 09/20 Appointment of Chair and Vice Chair

Nominations were invited.

Decision

To appoint Councillor Burns (Manchester) as Chair and Councillor Dickens (Hampshire) as Vice Chair.

Councillor Burns in the Chair.

BLAS/10/21 Minutes

Decision

To approve as a correct record the Minutes of the meeting held on 29 June 2010.

BLAS/10/22 Annual Report of the Adjudicators

The Annual Report from the Adjudicators for the twelve month period from April 2009 to March 2010 was submitted.

The Chief Adjudicator presented her annual report.

Decision

1. To receive the Annual Report from the Adjudicators for the period April 2009 to March 2010.
2. To forward the annual report to the Secretary of State for Transport.
3. To agree that the report be published and circulated free of charge.

BLAS/10/23 Working Group for Traffic Regulation Orders

The Joint Committee received an oral report in relation to the Working Group. Members were informed that a representative from Wales had agreed to join the Group in preparation for Bus Lane Regulations coming into force in Wales. An update would be submitted to the meeting of the Sub Committee in January.

Decision

To note the report

BLAS/10/24 General Progress and Service Standards

A report of the Lead Officer was submitted on progress in relation to (a) the take up of civil enforcement of bus lane powers by Councils in England (outside London), and (b) general progress and service standard performance.

Decision

1. To note the information in respect of the take up of civil bus lane enforcement powers.
2. To note the performance information.
3. To note that appeals activity information will be published as part of an annual statistical report.

BLAS/10/25 Accounts 2009/10 Limited Assurance Audit Annual Return

A report was submitted in relation to the annual internal audit, the Accounting Statements and annual governance Statement for 2009/10.

The completed Small Bodies return for year ended 31 March 2010 was circulated

Decision

1. To receive the annual internal audit report 2009/10
2. To approve the Accounting Statement for 2009/10
3. To approve the Annual Governance Statement for 2009/10.
4. To approve the internal audit strategy for bus lanes to support this process in 2010/11.

BLAS/10/26 Annual Review of Governance Documentation

A report was submitted presenting the governance documentation for annual review.

Decision

1. To adopt the Standing Orders including the proposed changes detailed in the report together with any consequential amendments.
2. To adopt the Financial Regulations as set out in the Appendix to the report.
3. To note the cycle of meetings for 2011

BLAS/10/27 Monitoring of the Revenue Account 2010/11

Expenditure monitoring in respect of the Revenue Account for the year 2010/11 was submitted.

Decision

1. To note income and expenditure position as at 30 June 2010
2. To note that a further report will be presented to the meeting in January 2011.

BLAS/10/28 Appointments to the Advisory Board

A report was submitted detailing the Terms of Reference for the Advisory Board requesting the reappointment of the Local Authority representatives as detailed in the report.

Decision

To adopt the Terms of Reference and Composition of the Advisory Board and appoint members as follows:

The Lead Officer plus up to 11 people viz:

At least one representing an English Authority

Bournemouth Unitary Council– John Satchwell

At least one representing a Welsh Authority

Carmarthanshire County Council – Trevor Sage

At least one representing a District Council

Winchester City Council – Andy Hickman

At least one representing a County Council

Hampshire County Council – Adrian Gray

Leeds City Council – Chris Bramham

At least one representing a Unitary or Metropolitan Council

Manchester City Council – Michelle Chard

At least one representing a bus lane enforcement Council

Bath and North East Somerset – Kathryn Eldridge

A representative each from the DfT and WAG (Ex-Officio)– *Marilyn Waldron (DfT) and Catherine de Marco (DfT) and Colin Eakitts (WAG)*

A representative from a Motoring Association

Paul Watters – AA Motoring Trust (Ex-Officio)

An independent person with knowledge of judicial or tribunal systems (Ex-Officio)
Graham Addicott OBE

BLAS/10/29 Date of Next Meeting

Decision

To note that the next meeting of the Bus Lane Adjudication Service Joint Committee be held on 25 January 2011 at Warwickshire County Cricket Ground, Birmingham.