

**BUS LANE ADJUDICATION SERVICE  
JOINT COMMITTEE MEETING**

**REPORT FOR RESOLUTION**

**DATE:** 27<sup>th</sup> January 2009  
**AGENDA ITEM:** Item 10  
**SUBJECT:** Service Charges 2009/10  
**REPORT OF:** The Lead Authority on behalf of the Advisory Board

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**PURPOSE OF REPORT**

To establish the method of charging and the charges to be levied from local authorities participating in the Joint Committee's arrangements during 2009/2010.

**RECOMMENDATIONS**

It is recommended that:

- [i] The Joint Committee adopts the following charges in support of the service to be made to participating local authorities during the financial year 2009/2010, as detailed below.

ELEMENT	CHARGE
Charge per PCN Issued	£0.60

- [ii] Service Charges are levied on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.
- [iii] To note that the decision to provide a transcription from the audio recording of proceedings rests with the Adjudicator. Where this has been agreed to, the Joint Committee agree that the incidental cost of making a transcription from the audio recording of proceedings at a personal hearing is 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.

**FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS**

It is intended that service will be self financing as a result of contributions made from participating local authorities.

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## **INTRODUCTION**

- 1.0 An essential element for a local authority when adopting civil bus lane enforcement powers is the existence of a means to appeal to an independent bus lane adjudicator. The approved local authorities who are participating in the BLASJC agreement are required to fund adjudication as part of their powers.
- 1.1 The BLASJC agreement provides for the Committee to decide the cost sharing arrangements.

## **2.0 BACKGROUND**

- 2.1 The BLASJC agreement envisages the adjudication service to be operated on a self-financing basis with revenue obtained from charges made to participating local authorities. The level of charging has been based on this predicted service activity on the basis of existing councils.
- 2.2 There is provision in the BLASJC agreement for other approved local authorities to participate in the agreement and so it might be the case that other councils become a party to the agreement before the year end and additional income may arise to that estimated.
- 2.3 It is recommended that the cost sharing arrangement is based on the level of charge per PCN issued by the participating councils to that for PATROL. i.e. £0.60 per PCN.

## **3.0 METHOD OF CHARGING**

- 3.1 To provide a positive flow of cash within the revenue account during the year it is proposed to levy the charges quarterly in advance based on an estimate of the number of PCNs each council estimates it will issue during the year. This is similar to the PATROL charging arrangement.

## **4.0 TRANSCRIPTION COSTS**

To note that the decision to provide a transcription from the audio recording of proceedings rests with the Adjudicator. Where this has been agreed to, the Joint Committee agree that the incidental cost of making a transcription from the audio recording of proceedings at a personal hearing is 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.