

Bus Lane Adjudication Service Joint Committee Executive Sub Committee Agenda

Date: Tuesday 26th January 2021
Time: 12.15 pm or on the rise of the PARTOL 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 Meeting held 13 October 2020** (Pages 1 - 6)

To approve the minutes of the Bus Lane Adjudication Service Joint Committee Executive Sub Committee held 13 October 2020.

4. **Chair's Update**

To introduce the new PATROL Director, Laura Padden, and provide an update on developments since the meeting in October 2020.

5. **Budget Monitoring 2020/21** (Pages 7 - 12)

To note income and expenditure, cash flow and reserves summary at 30 November 2020 and the projected outturn.

6. **Budget for 2021/22** (Pages 13 - 16)

To establish the Joint Committee's Budget for 2021/22.

Contact: Louise Hutchinson, Director
Bus Lane Adjudication Service Joint Committee
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Tel: 01625 445565
E-Mail: lhutchinson@patrol-uk.info

7. **Reserves Policy Statement 2021/22** (Pages 17 - 20)

To approve the Joint Committee's Reserves Policy Statement for 2021/22.

8. **Defraying the expenses of the Joint Committee 2021/22** (Pages 21 - 24)

To approve the basis for defraying the expenses of the Joint Committee 2021/22.

ITEMS COMMON to PATROL and Bus Lane Adjudication Service Joint Committee

9. **PATROL AND BLASJC Resources Working Group and Sub Committee**

To report on the PATROL and BLASJC Resources Working Group and Sub Committee's meeting held on 17 December 2020.

10. **Risk Management Framework**

To note the latest review of the Risk Register.

11. **Annual Investment Strategy**

To approve the annual investment strategy 2021/22.

12. **Traffic Penalty Tribunal General Progress Report**

To provide information in respect of the Traffic Penalty Tribunal's activities and initiatives.

13. **Public Affairs Summary**

To note the update in relation to a range of public affairs matters.

14. **Date of Next Meetings**

13th July 2021 Church House, Westminster.

The meeting on 13th July 2021 will be followed by a Member workshop after lunch commencing 1.15pm and concluding at 2.15. The Parking Annual Reports by Councils (PARC) Awards take place later that afternoon at the House of Commons between 4 and 6pm.

Minutes of a virtual meeting of the

Bus Lane Adjudication Service Joint Committee

held on Tuesday, 13th October, 2020

PRESENT

Councillor Tony Page (Chairman) Reading Borough Council

Councillors

Councillor Graham Burgess	(Vice Chair), Hampshire County Council
Councillor Neil Butters	BATHNES
Councillor Laura Crane	Cheshire East Council
Councillor Phil Bibby	Hertfordshire County Council
Councillor Connor	Liverpool City Council
Councillor Williams	Nottingham City Council
Councillor Peter Davis	Oldham Metropolitan Borough Council
Councillor John Woodman	Somerset County Council
Councillor Lee Wagner	Stoke on Trent City Council

Officers in attendance

Marc Samways,	Chair PATROL Advisory Board, Hampshire County Council
Graham Addicott OBE, Paul Nicholls,	Vice Chair, PATROL Advisory Board PATROL Advisory Board, Brighton & Hove City Council
Caroline Sheppard OBE	Chief Adjudicator, Traffic Penalty Tribunal
Louise Hutchinson	PATROL
Erica Maslen	PATROL
Iain Worrall	Traffic Penalty Tribunal
Sarah Baxter	Cheshire East Council
Andy Diamond	PATROL

45 APOLOGIES FOR ABSENCE

Apologies for absence were received from :-

Brighton & Hove City Council, Coventry City Council, Nottingham City Council, Surrey County Council and York City Council.

In addition apologies were received from Stephen Knapp, Deputy Chief Adjudicator – Traffic Penalty Tribunal, Emma Slater, Leeds City Council and Matt Jones, Lincolnshire County Council.

46 DECLARATIONS OF INTEREST

There were no declarations of interest.

47 MINUTES OF THE PREVIOUS MEETING

RESOLVED

That the minutes of the meeting held on 28 January 2020 be approved as a correct record.

48 MINUTES OF THE RESOURCES SUB COMMITTEE MEETING HELD ON 28 JULY 2020

RESOLVED

That the minutes of the PATROL and BLASJC Resources Sub Committee virtual meetings held on 28 July 2020 be noted.

49 CHAIR'S UPDATE

In addition to the update at the earlier PATROL Adjudication Joint Executive Sub Committee meeting it was noted that Members would be aware that the Government had announced its plans to introduce the remaining powers of Part 6 of the Traffic Management Act 2004 in its recent publication: “Gear Change – A bold vision for cycling and walking” which was welcomed by the Joint Committee. If implemented in the same way as Wales, this would have the effect of bringing bus lane enforcement under the Act and would remove the requirement for a separate bus lane joint committee. In the meantime, local authorities continued to introduce bus lane enforcement under the Transport Act 2000, most recently, Worcestershire County Council.

RESOLVED

That the update be noted.

50 CHIEF ADJUDICATOR UPDATE

There was no further update from the Chief Adjudicator to what had been reported to the PATROL Adjudication Joint Executive Sub Committee meeting other than to confirm the reappointment of the existing adjudicators for a period of five years to May 2025 and that Caroline Sheppard OBE and Stephen Knapp be designated as Chief and Deputy Chief Adjudicator during this period in accordance with the Memorandum of Understanding between the Adjudicators and the Joint Committee.

RESOLVED

- 1 That the update from the Chief Adjudicator including the reappointment of the existing adjudicators for a period of five years to May 2025 be noted;
- 2 That Caroline Sheppard OBE and Stephen Knapp be designated as Chief and Deputy Chief Adjudicator during this period in accordance with the Memorandum of Understanding between the Adjudicators and the Joint Committee.

51 AUDIT COMMISSION SMALL BODIES ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2020

Consideration was given to the findings of the external auditors for 2019/20.

RESOLVED

- 1 That the findings of the external audit for 2019/20 in the enclosed annual return (Appendix 1 and 2) be noted.
- 2 That 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 be noted.

52 BUDGET, CASH FLOW MONITORING, REVIEW OF RESERVES AND THE BASIS FOR DEFRAYING EXPENSES 2020/21

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

RESOLVED

- 1 That the income and expenditure position at 31st July 2020 be noted.
- 2 That the information on previous year surpluses and the current and forecast reserve position be noted.
- 3 That the options for the basis for defraying expenses for the year 2020/21 be determined and Option A to retain the current basis for defraying expenses at 30 pence per PCN and to review in January 2021 be recommended.

**53 ITEMS COMMON TO PATROL AND BUS LANE ADJUDICATION
SERVICE JOINT COMMITTEES**

**(a) PATROL AND BLASJC Resources Working Group and Sub
Committee**

Consideration was given to a report on the PATROL and BLASJC Resources Working Group meetings held since the Executive Sub Committee Meeting was held in January 2020.

RESOLVED

- 1 That the matters discussed at the meetings since the Executive Sub Committee in January 2020 be noted.
- 2 That approval be given to the Resources Working Group and Sub Committee to oversee matters highlighted in the report and to report back to the next meeting of the Executive Sub Committee in January 2021.

(b) Public Affairs Update

Consideration was given to a detailed overview of the public affairs activity in 2020 and the work planned for the coming year.

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.

(c) Appointments to the Advisory Board

Consideration was given to a report setting out the terms of reference for the Advisory Board and recommendations for appointments for 2020/21.

RESOLVED

- 1 That the terms of reference and composition of the Advisory Board set out in Appendix One to the report be adopted by the Joint Committees.
- 2 That the appointment of Richard Waters of Carmarthenshire County Council and the re-appointment of Paul Nicholls of Brighton & Hove City Council to the Advisory Board for a period of four years until the Joint Committees' annual meetings in July 2024 be approved.

(d) Risk Register

Consideration was given to a report on the risk register.

RESOLVED

That the current assessment of risk as set out in Appendix One to the report be noted.

(e) General Progress Report

Consideration was given to the general progress report.

RESOLVED

That the report be noted.

54 DATES OF NEXT MEETINGS

It was reported that next two meetings would take place on Tuesday 26 January 2021 on Tuesday 13 July 2021.

The meeting commenced at 12.25 pm and concluded at 12.40 pm

Councillor Tony Page

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BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE Executive Sub Committee Meeting

Date of Meeting: 26th January 2021
Report of: The Director in consultation with the Resources Working Group
Subject/Title: Budget Monitoring, Cash Flow and Reserves Summary at 30 November 2020

1.0 Report Summary

1.1 To present income and expenditure and forecast reserves information at 30 November 2020

2.0 Recommendation

2.1 To note the income and expenditure position at 30th November 2020.

2.2 To note the information on previous year surpluses and the current and forecast reserve position.

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, 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.
- 7.5** The latest cash flow assessment indicates that Free Reserves will be available until the end of March 2021 to supplement reduced income. Following that expenditure will be drawn from the BLASJC General Approved Reserve if required.
- 7.6.** Appendix 1 indicates that at 30th November 2020 income generated from the charge per PCN was 62.94 % 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 46.32% lower than forecast due to reduced appeals activity and cost allocation.
- 7.8** The overall effect at 30th November 2020 is a deficit of £144,604 compared to a forecast deficit of £78,597. This represent an adverse variance of £66,007 (83.98%)

8.0 Forecast outturn at 31st March 2021

Appendix 1 indicates the forecast outturn position at 31st March 2021 where the deficit is forecast to be £122,647, against a budgeted deficit of £117,895. This forecast outturn assumes a continuation of the current basis for defraying expenses at 30 pence per PCN continuing for the remainder of the financial year.

9.0 Cash flow and reserves summary to 31st March 2020

Appendix 2 provides a summary of the forecast cash flow position from November 2020 to 31st March 2021. This indicates that the approved reserve for 2020/21 of £332,214 will be preserved and that there will be an anticipated Free Reserve of £119,707 at the end of the financial year.

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

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Appendix 1: BLASJC Budget Monitoring to 30th November 2020

	Year to Date			
	30/11/2020	30/11/2020	30/11/2020	30/11/2020
	Actual	Budget	Var to Budget	Var to Budget
Income				
Bus Lane Income	134,051	361,689	-227,637	-62.94%
Interest	390	2,667	-2,277	-85.39%
Total Income	134,441	364,355	-229,914	-63.10%
Expenditure:				
Supplies and Services Recharge	237,777	442,952	205,175	46.32%
Bad Debts	41,221	0	-41,221	0.00%
Other Charges	47	0	-47	-
Total Expenditure	279,045	442,952	163,907	37.00%
Surplus / (Deficit)	-144,604	-78,597	-66,008	-83.98%
	-0	0	0	

Full Year			
30/11/2020	30/11/2020	30/11/2020	30/11/2020
Forecast Outturn	Full Year Budget	Var to Budget	Prior Year Result
354,953	542,533	-187,580	614,524
1,590	4,000	-2,410	5,085
356,542	546,533	-189,991	619,610
437,881	664,428	226,547	583,848
41,221	0	-41,221	0
87	0	-87	96
479,189	664,428	185,239	583,943
-122,647	-117,895	-4,752	35,666

Reserves b/f from 19/20
Surplus / (Deficit) for year 20/21

Forecast closing balance
Approved Reserves

Forecast FREE Reserves

Forecast Outturn	Full Year Budget	Var to Budget
574,567	574,567	0
-122,647	-117,895	-4,752
451,920	456,672	-4,752
332,214	332,214	332,214
119,706	124,458	-4,752

Appendix 2 BLASJC Cash flow and Reserves Summary at 30th November 2020

	Nov-20 <i>to date</i>	Dec-20 <i>forecast</i>	Jan-21 <i>forecast</i>	Feb-21 <i>forecast</i>	Mar-21 <i>forecast</i>	YEAR 20/21 <i>forecast</i>
RESERVES Brought Forward April 20 <i>includes £404,874.91 owed by PATROL</i>	574,567	429,963	410,227	424,125	438,023	574,567
operating income	134,051	30,000	63,634	63,634	63,634	354,953
interest	390	300	300	300	300	1,590
total income	134,441	30,300	63,934	63,934	63,934	356,543
bank charges	47	10	10	10	10	87
Bad Debts	41,221	0	0	0	0	41,221
cost contribution to PATROL (say)	237,777	50,026	50,026	50,026	50,026	437,881
total expenditure	279,045	50,036	50,036	50,036	50,036	479,189
closing balance	429,963	410,227	424,125	438,023	451,921	451,921
Approved Reserves	332,214	332,214	332,214	332,214	332,214	332,214
FREE RESERVES	97,749	78,013	91,911	105,809	119,707	119,707
<i>movement</i>		-19,736	13,898	13,898	13,898	

	Nov-20 <i>to date</i>	Dec-20 <i>forecast</i>	Jan-21 <i>forecast</i>	Feb-21 <i>forecast</i>	Mar-21 <i>forecast</i>
Forecast Reserves Balance	429,963	410,227	424,125	438,023	451,921
Approved Reserves	332,214	332,214	332,214	332,214	332,214
FREE Reserves	97,749	78,013	91,911	105,809	119,707
	0	0	0	0	0

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BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE Executive Sub Committee Meeting

Date of Meeting: 26th January 2021
Report of: The Director in consultation with the Resources Working Group
Subject/Title: Budget for 2021/22

1.0 Report Summary

1.1 To request the Joint Committee to adopt the budget estimates for 2021/22

2.0 Recommendation

2.1 It is recommended that the Joint Committee agree to adopt the budget estimates for 2021/22 as detailed in Appendix 1.

3.0 Reasons for Recommendation

3.1 Compliance with the Joint Committee's Financial Regulations

4.0 Financial Implications

4.1 Detailed in the report.

5.0 Legal Implications

5.1 None

6.0 Risk Management

6.1 Budget setting and forecasting forms part of the risk register.

7.0 Background and Options

7.1 In accordance with the Bus Lane Adjudication Service Joint Committee (BLASJC) Agreement and its Financial Regulations, it is necessary to establish a budget estimate for the forthcoming year. An assessment has been made of the likely service take up during 2021/22 and therefore the adjudicators, administrative support and accommodation needed. This report deals with the establishment of budgets to meet this level of demand.

7.2 The adjudication service is to be operated on a self-financing basis with income obtained from contributions from BLASJC member authorities.

- 7.3** In common with the budget setting process adopted by the PATROL Adjudication Joint Committee, no assumption is made about new councils joining in 2021/22.
- 7.4** It has been agreed that both parking and bus lane adjudications are to be administered and heard by adjudicators, in an integrated fashion to afford an opportunity for cost sharing, further economies of scale and the ability to provide an efficient and effective service. The BLASJC is recharged by the PATROL Adjudication Joint Committee for this purpose.
- 7.5** An assessment has been made of the revenue budget that will be needed to meet the demands on adjudication during 2020/21.
- 7.6** The recharge mechanism takes account of appeals activity as well as the proportion of PCNs compared to other appeals streams in accordance with the Joint Committee's billing arrangements.
- 7.7** Following the impact of the Covid-19 Pandemic, 2020/21 budget assumes a level of income equivalent to the midway point between the forecast income for 2020/21 and that budgeted for 2020/21. This represents a reduction to approximately 89% of achieved income in 2019/20 and is 11% lower than budgeted income in 2021/22. This reflects a cautious approach to mitigate against any continuing uncertainties in the new financial year.
- 7.8** The proposed budget assumes a contribution from the BLASJC surplus from previous years of £194,502.

By comparison, the budgeted contribution from Reserves for 2020/21 was £117,895 and the Forecast Outturn for 2020/21 (at November 2020) and contribution from Reserves of £122,647.

In addition, reserves are also now placed on deposit for the Joint Committee with a budgeted interest amount of £3,000 for 2021/2022 compared to £4,000 in the previous year's budget.

- 7.9** The recharge from PATROL reflects a decrease of 1.0% on the previous year's budget. This aligns with the income forecasting assumptions.
- 7.10** The proposed budget is set out at Appendix 1.

8.0 Recommendation

- 8.1** It is recommended that the Joint Committee agrees to adopt the revenue budget estimates for 2021/22 as detailed in Appendix 1.

9.0 Access to Information

9.1 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

Bus Lanes Budget 2021/22

	Actual 2018/19	Actual 2019/20	Budget 2020/21	Budget 2021/22	Budget Var 20/21 to 21/22
Income					
Bus Lane Income	601,153	614,524	542,533	480,296	(62,237)
Interest	3,204	5,085	4,000	3,000	(1,000)
Total Income	604,357	619,609	546,533	483,296	(63,237)
Expenditure:					
Supplies and Services	485,871	583,848	664,428	677,798	(13,370)
Bank Charges		96			
Total Expenditure	485,871	583,944	664,428	677,798	(13,370)
Surplus / (Deficit)	118,486	35,665	(117,895)	(194,502)	(76,606)

**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
Executive Sub Committee**

Date of Meeting: 26th January 2021
Report of: The Director in consultation with the PATROL and
BLASJC
Subject/Title: Resources Working Group
Reserves Policy Statement 2021/22

1.0 Report Summary

1.1 To propose a Reserves Policy Statement for the Joint Committee for 2021/22.

2.0 Recommendation

2.1 To approve the Reserves Policy Statement for 2021/22 and the total approved reserve level for 2021/22 of £338,899 which represents 50.0% of the overall budget.

This compares with previous years as follows:

2020/21	£332,214
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2.2 To review the Reserves Policy at the October 2021 meeting in the light of the circumstances outlined at 7.4.

2.3 To approve the balances of any surplus from 2021/22 being carried forward to 2022/23.

2.4 To approve the delegation of authority to the Chair and the Vice Chair for authorising the withdrawal of funds from general reserves to meet budgetary deficits.

3.0 Reasons for Recommendations

3.1 Compliance with Financial Regulations

4.0 Financial Implications

4.1 The Reserves Policy Statement contributes to the self-financing objectives of the Joint Committee.

5.0 Legal Implications

5.1 The Reserves Policy Statement will enable contractual obligations to be met.

6.0 Risk Management

6.1 The Reserves Policy Statement forms part of the Risk Management Strategy.

7.0 Background and Options

7.1 BLASJC has built up a body of reserves which ensures the continuation of service should there be an unexpected downturn of income or unforeseen expenditure. The availability of reserves is central to maintaining the Joint Committee's ability to self-finance and reduce the likelihood of having to call on additional resources mid-year and it was agreed at the Executive Sub Committee meeting in October 2018 that there should be a 'formal process for determining the level of approved reserves from time to time'

7.2 At the meeting in October 2018, the Executive Sub Committee approved the policy for the BLASJC reserves. This was determined based on BLASJC contributing to the PATROL overall reserve relative to its contribution to total income.

7.3 The availability of reserves has enabled the PATROL and the BLAS Joint Committees to be self-financing during the 2020/21 Covid-19 pandemic. The PATROL reserve comprises the following elements:

- a) General Reserve
- b) Technology Reserve
- c) Property Reserve.
- d) Research and Innovation Reserve

The contribution of £338,899 represents 15.0% of the PATROL overall approved reserve (compared to 12.8% % for 2020/21) and 50.0% of the BLASJC overall budget for 2021/22 (as for 2020/21).

It is recommended that for 2021/22 the BLASJC set an approved reserve level of £338,899 as a contribution towards the PATROL Combined Reserve (a-d). This will be reviewed on at least an annual basis.

7.4 It is anticipated that BLASJC reserve (including the approved reserve for 2021/22 of £338,899) will reach £257,419 at the 31st March 2022 and therefore insufficient reserves will be in place to accommodate the recommended approved reserve of £338,899 for 2021/22.

This will leave a shortfall on Reserves of £81,480. It is therefore recommended that Reserves are reviewed at the six month mark in light of the first six months activity.

	BLASJC
Forecast balance at March 21 - per Dec Cash Flow	<u>451,921</u>
 Approved Reserves	
General Operating less amount allocated to BL Technology Property Innovation and Research	332,214
PATROL Approved Reserve	<u>332,214</u>
 drawdown - General Reserve drawdown - IT Reserve	
Total Drawdowns	<u>0</u>
 Reserves Balance NET of drawdowns	<u>332,214</u>
 FREE Reserves at March 21	<u>119,707</u>
	0
 Proposed Budget 21/22	-194,502
 Budgeted FREE Reserves at March 22	<u>-74,795</u>
 Forecast Reserves to March 22	257,419
Proposed Approved Reserve 2021/22	<u>338,899</u>
Balance to be taken from approved Reserves	<u>-81,480</u>

Note: The £194,502 drawdown from reserves reflects the contribution required to support the basis of charges for 2021/22 remaining at 30 pence per PCN

7.5 The Bus Lane Adjudication Service Joint Committee will monitor income and expenditure during 2021/22 to keep the Reserves Policy Statement under review. Any additional balances will be taken into account in setting the budgets and approving the basis for defraying expenses.

8.0 Access to Information

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

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 Designation: Director
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 Email: lhutchinson@patrol-uk.info

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BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
Executive Sub Committee

Date of Meeting: 26th January 2021
Report of: Director in consultation with the PATROL and BLASJC
Resources Working Group
Subject/Title: Defraying the expenses of the Joint Committee 2021/22

1.0 Report Summary

- 1.1 To establish the basis for those participating in the Joint Committee to contribute to its expenses during 2021/22.

2.0 Recommendations

- 2.1 To maintain the rate of 30 pence per PCN and review at the meeting in October 2021 in the light of six-months income and expenditure information.
- 2.2 There will be no annual charge or cost per case payable.
- 2.3 To review the basis for defraying expenses in October 2021 in the light of six month's income and expenditure.
- 2.4 Invoicing will be undertaken based on monthly submissions from authorities introduced in 2020/21 in the light of the impact of the pandemic.
- 2.5 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 costs of making a transcription from the audio recordings of the proceedings at a 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.

3.0 Reasons for Recommendations

- 3.1 Compliance with Financial Regulations

4.0 Financial Implications

- 4.1 Detailed in the report

5.0 Legal Implications

- 5.1 In accordance with the Bus Lane Adjudication Service Joint Committee Agreement

6.0 Risk Management

- 6.1 Identified within the Risk Management Strategy.

7.0 Background and Options

- 7.1 The Joint Committee provides the means to appeal to an independent adjudicator in respect of civil bus lane enforcement in England (outside London).
- 7.2 The BLASJC agreement provides for the adjudication service to be operated on a self-financing basis with expenses shared by participating authorities. Where authorities are working in partnership, it is practice only to charge those enforcement authorities who manage the enforcement income stream.
- 7.3 Budgeting takes account of the number of new councils that have joined the scheme during 2020/21 but not those forecast to join in 2021/22.
- 7.4 The recommendation for defraying expenses in 2021/22 is:

To maintain the rate of 30 pence per PCN and review at the meeting in October 2021 in the light of six-months income and expenditure information.

- 7.5 This is anticipated to result in **a contribution from Reserves** of £194,502 for the year 2021/22. It is anticipated that this will be met as follows (Appendix 1):

£119,707 from Free Reserves leaving a balance of zero and, should the need arise, £74,795 from Approved Reserves leaving a balance of £257,419

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

Appendix 1:

BLASJC

Forecast balance at March 21 - per Dec Cash Flow	<u>451,921</u>
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Approved Reserves

General Operating less amount allocated to BL	332,214
Technology	
Property	
Innovation and Research	
PATROL Approved Reserve	<u>332,214</u>

drawdown - General Reserve	
drawdown - IT Reserve	
Total Drawdowns	<u>0</u>

Reserves Balance NET of drawdowns	<u>332,214</u>
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FREE Reserves at March 21	<u>119,707</u>
	0

Proposed Budget 21/22	-194,502
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Budgeted FREE Reserves at March 22	<u>-74,795</u>
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