

**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
REPORT FOR RESOLUTION**

DATE: 26th June 2007
AGENDA ITEM: Number 11
SUBJECT: Appointments to the Advisory Board
REPORT OF: The Lead Officer

PURPOSE OF REPORT

To agree the terms of reference of and make appointments to the Advisory Board.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] To adopt the Terms of Reference and Composition of the Advisory Board set out in the Appendix to this report.
- [ii] To appoint the members of the Advisory Board as set out in the Appendix.

CONTACT OFFICERS

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1.0 Introduction

- 1.1 The Standing Orders provide for the Joint Committee to establish and appoint an Advisory Board comprising the Lead Officer and other such officers and persons appointed by the Joint Committee to advise it on its functions. In exercising his delegated functions, except for matters of urgency, the Lead Officer is required to consult with the Advisory Board.
- 1.2 The attached Terms of Reference have been amended to enable an effective and efficient arrangement for matters relating to the National Parking Adjudication Service and the BLASJC.
- 1.3 At the meeting held on 30th June 2006 the Joint Committee made appointments for the period ending at the Annual meeting in June 2007, these are detailed in the attached document.
- 1.4 The Joint Committee are invited to adopt the terms of reference and make the appointments recommended in the Appendix to this report.

**NATIONAL PARKING ADJUDICATION SERVICE
& BUS LANE ADJUDICATION SERVICE
ADVISORY BOARD**

Terms of Reference

1. To assist and advise the Joint Committees on the overall policies and strategies for administering the adjudication service and on their responsibilities under the Road Traffic Act 1991 and Bus Lane Contraventions, (Penalty Charges, Adjudication and Enforcement)(England) Regulations 2005.
2. To monitor the adjudication service delivery and review the service structure, organisation and administration and to scrutinise recommendations for changes before they are put before the Joint Committees.
3. To monitor and review the service capital and revenue budgets and to scrutinise recommendations for changes before they are put before the Joint Committees.
4. To assist and advise the Head of Service on the preparation of an annual service plan
5. The Board has no remit to consider or influence decisions of adjudicators and the function of the adjudication service as an Independent Tribunal.

The Board shall consist of always the Lead Officer plus up to eleven people:

- Seven representatives of local authorities as follows:
 - At least one representing an English Authority
 - At least one representing a Welsh Authority
 - At least one representing a District Council
 - At least one representing a County Council
 - At least one representing a Unitary or Metropolitan Council
 - At least one representing a Civil Bus Lane Enforcement Council.
- A representative each from the Department for Transport (DfT) and National Assembly for Wales (NAfW).
- A representative from a motoring association.
- An independent person with knowledge of judicial or tribunal systems.

The DfT, NAfW, Motoring Association and Independent members would act as ex-officio members.

The Joint Committees shall make appointments to the Advisory Board based on recommendations received from the Advisory Board. Such appointments

are to be for four years but may be subject to reappointment. Except for the Lead Officer members shall retire on a four-year rotation cycle.

The Advisory Board shall recommend to the Joint Committees representatives of an appropriate motoring organisation and an appropriate independent person who should sit on the Board.

The DfT and NAFW Transport Directorate shall nominate its own representatives.

Advisory Board members should not be day-to-day managers of parking services and should where possible include representatives from legal and financial backgrounds as well as those responsible for parking.

The Board shall elect a Chairman, a Vice-Chairman and a Secretary from within the membership of the Board.

Appointments and four year cycle

Local Authority Members

At the meeting of the NPAS Joint Committee held on 30th June 2006 the following (updated) local authority members were appointed and retire as set out below.

June 2007

Manchester	Andrew Scallan	English Met Authority
Winchester	Andy Hickman	English District

June 2008

Hertfordshire	Deborah Davis	English Shire
Carmarthenshire	Trevor Sage	Welsh Authority

June 2009

Bournemouth	John Satchwell	English Unitary
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June 2010

Hampshire	Peter Bayless	English Shire
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On this basis the English District representative, Andy Hickman and English Metropolitan Authority representative, Andrew Scallan, become eligible for re-appointment. The Advisory Board recommends these re-appointments.

Department for Transport Member

This is a matter for the DfT to decide from time to time. Currently Marilyn Waldron is their representative.

National Assembly for Wales Member

This is a matter for the NAFW Transport Directorate to decide from time to time. Currently Owen Jones-Williams is their representative.

Independent Member

The Joint Committee has appointed Graham Addicott OBE, as the independent member for a four year period ending June 2009.

Motoring Organisation Member

The Advisory Board considers it appropriate that from time to time this appointment should be rotated between the RAC Foundation and the AA Motoring Trust. Currently, Paul Watters of the AA Motoring Trust is the motoring organisation representative.

Bus Lane Member

The Bus Lane Joint Committee is recommended to make the above appointments to its Advisory Board plus a representative from an authority that has agreed to impose penalty charges for bus lane contraventions. Bath and North East Somerset is such a council and have indicated their agreement to an appointment. Kathryn Eldridge would be the Advisory Board member. The appointment would be for a period of four years. The Advisory Board recommends this appointment to the Bus Lane Adjudication Service Joint Committee.