

Bus Lanes Adjudication Service Joint Committee

Minutes of the Meeting held on 26 June 2007 at the National Motorcycle Museum, Birmingham.

Present:

Councillor Tony Burns – Manchester City Council
Councillor Phrynnette Dickens – Hampshire County Council
Councillor Pat Drake – Brighton and Hove City Council
Councillor Tony Page – Reading Borough Council

Also Present:

John Satchwell, Bournemouth Council, NPAS Advisory Board
Graham Addicott OBE – NPAS Advisory Board
Peter Bayless - NPAS Advisory Board
Graham Marsh, Manchester City Council
Caroline Shepherd, Chief Adjudicator
Louise Hutchinson, Head of Service, NPAS
Christine Crisp, for NPAS Secretary

BLAS/ 07/09 Appointment of Chair and Vice Chair

Nominations were invited.

Decision

To appoint Councillor Burns (Manchester) as Chair and Councillor Drake (Brighton and Hove) as Vice Chair until the Annual Meeting in June 2008.

Councillor Burns – In the Chair

BLAS/ 07/10 Minutes

Decision

To approve as a correct record the Minutes of the meeting held on 29 January 2007.

BLAS/ 07/11 Urgent Decisions

Decision

To authorise the Chair to call special meetings of this Joint Committee as required in the event of any urgent decisions being needed in relation to bus lanes.

BLAS/07/12 Appointment of Auditors

Decision

To appoint, when required, the Lead Authority to the Joint Committee to deliver the internal audit service and provide independent opinion on the adequacy and effectiveness of internal control systems.

BLAS/07/13 Final Revenue and Capital Accounts, 2006/2007

The final accounts for the years 2006/2007 were submitted.

Decision

1. To approve the 2006/2007 Accounts for the BLASJC as prepared by the Lead Authority.
2. To agree to carry forward the excess of income over expenditure recorded in the 2006/2007 Revenue Account to the 2007/2008 Revenue Account.

BLAS/07/14 New BLASJC Member Councils

A report of the Lead Officer was submitted requesting the Joint Committee to agree to extend the Chief Bus Lane Adjudicator's appointment to cover the area of a number of Councils who have become party to the BLASJC Agreement.

1. To note that since the meeting held on 27 January 200 Oxfordshire Council have become party to the BLASJC agreement.
 2. To confirm the appointment of the Chief Bus Lane Adjudicator and other part time Bus Lane Adjudicators (co-terminous to their current appointments) to cover the areas of the authorities referred to in (1) above, with effect from their commencement dates appropriate to each authority area.
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BLAS/07/15 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) service standard performance during 2006/2007.

Decision

1. To note the information in respect of the current and future take up of civil bus lane enforcement powers.
2. To note the performance attained against the agreed service standard indicators.
3. To approve the revised service standards for personal hearings:
 - a) 60% of cases to be offered a personal hearing date within 8 weeks of receipt of the Notice of Appeal.
 - b) 90% of cases to be offered a personal hearing date within 12 weeks of receipt of the Notice of Appeal.
4. To approve the revised service standard for postal decisions:

80% of postal decisions to be made within 7 weeks of receipt of the Notice of Appeal

BLAS/07/16 Annual report of the Adjudicators 2006

The Annual report of the Adjudicators for the period 1 January to 31 December 2006 was submitted.

Decision

1. To receive the annual report from the Adjudicators for the period 1st January to 31st December 2006.
2. To forward an annual report to the Secretary of State for Transport.
3. To agree that the report is published and circulated free of charge.

BLAS/07/17 Appointments to the Advisory Board

A report was submitted on the appointment of representatives to the Advisory Board and detailing changes to the current composition.

Decision

1. To appoint representatives to serve on the Advisory Board 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 – Peter Bayless

Hertfordshire County Council – Deborah Davis

At least one representing a Unitary or Metropolitan Council

Manchester City Council – Andrew Scallan

At least one representing a bus lane enforcement Council

Bath and North East Somerset – Kathryn Eldridge

A representative each from the DfT and NafW (Ex-Officio) – *Marilyn Waldron (DfT) and Colin Eakitts (NAfW)*

A representative from a Motoring Association

Paul Watters – AA Motoring Trust

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

Graham Addicott OBE

2. To agree the terms of reference contained in the body of the report.