

## **BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE**

**To be held on Tuesday 26<sup>th</sup> June 2012 at 12 noon or the rise of the  
PATROL ADJUDICATION JOINT COMMITTEE  
At Warwickshire County Cricket Club, The County Ground, Edgbaston, Birmingham, B5 7QU.**

### **AGENDA**

### **PART A**

- 1. APPOINTMENT OF CHAIR AND VICE CHAIR**  
To appoint Members to serve as Chair and Vice Chair of the Joint Committee. (These appointments to be effective until the next Annual Meeting)
- 2. URGENT BUSINESS**  
To consider any items which the Chair has agreed to have submitted as urgent.
- 3. ACCESS TO INFORMATION ACT**  
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.
- 4. DECLARATIONS OF PECUNIARY / NON-PECUNIARY INTERESTS**  
To allow Members an opportunity to [a] declare personal or prejudicial interests in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; and [c] the existence and nature of any party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that interest at the start of the item under consideration. If members also have a prejudicial interest they should withdraw from the meeting during the consideration of the item.
- 5. MINUTES**  
To approve the minutes of the Bus Lane Adjudication Joint Committee at its meeting held on 31<sup>st</sup> January 2012  
[Enclosed]
- 6. MINUTES OF THE PATROL ADJUDICATION JOINT COMMITTEE AND BUS LANE ADJUDICATION SERVICE APPOINTMENT SUB COMMITTEE**  
To note the minutes of the Appointment Sub Committee meeting held 29 February 2012.  
[Enclosed]
- 7. TRIBUNAL GENERAL PROGRESS AND SERVICE STANDARDS**  
To provide general information in respect of the tribunal's initiatives and standards.  
[Report Enclosed]
- 8. RISK REGISTER**  
To review the Risk Management Strategy, approve the Business Continuity Management Policy and note the latest review of the Risk Register.  
[Report Enclosed]
- 9. BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE FINANCIAL REGULATIONS AND PROCUREMENT**  
To approve amendments to the Joint Committee's Financial Regulations and receive a report on procurement.  
[Report Enclosed]

10. **DRAFT ANNUAL RETURN FOR 2011/12**  
To submit for approval the draft Annual Return of the Joint Committee for 2011/12.  
**[Report Enclosed]**
11. **APPOINTMENT OF AUDITORS FOR FIVE YEARS FROM 2012/13**  
To approve the response to the Audit Commission in respect of their consultation on the appointment of external auditors.
12. **ANNUAL REVIEW OF GOVERNANCE DOCUMENTATION**  
To approve Standing Orders and Rules of Financial Management, Scheme of Delegation and Cycle of Meetings.  
**[Report Enclosed]**
13. **APPOINTMENTS TO THE ADVISORY BOARD**  
To note the arrangements for establishing the Advisory Board for 2012/13  
**[Report Enclosed]**
14. **LEAD AUTHORITY ARRANGEMENTS**  
To receive a progress report on Lead Authority arrangements  
**[Report Enclosed]**
15. **DATE OF NEXT MEETING: TUESDAY 25 SEPTEMBER 2012**

**SIR HOWARD BERNSTEIN**  
Chief Executive  
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**AGENDA ISSUED: 18<sup>th</sup> June 2012**