

## **Bus Lane Adjudication Service Joint Committee**

### **Minutes of the Meeting held on 25 January 2011 at the Warwickshire County Cricket Club, Edgbaston, Birmingham**

#### **Present:**

Councillor Tony Burns – Manchester City Council – **In the Chair**  
Councillor Ian Auckland – Sheffield City Council  
Councillor Roy Naylor – Stoke on Trent City Council  
Councillor Steve Harmer-Strange – Brighton & Hove City Council

#### **Also Present:**

Louise Hutchinson	PATROL
Miles Wallace	PATROL
Kelly Cornell	PATROL
Caroline Sheppard	Traffic Penalty Tribunal
Christine Crisp	For PATROL Secretary
Paul Nicholls	Brighton & Hove City Council
Graham Addicott OBE	Advisory Board
Roy Tunstall	Liverpool City Council

#### **Apologies**

Councillor Phrynette Dickens      Hampshire County Council

#### **BLAS/11/01      Minutes**

##### **Decision**

To approve as a correct record the Minutes of the meeting held on 21 September 2011 subject to the inclusion of Councillor Naylor from Stoke City Council in the list of those present.

#### **BLAS/11/02      Civil Bus Lane in Wales under the Traffic Management Act 2004 and Department for Transport Consultation on the remaining powers under Part 6 of the Traffic Management Act in England**

The Joint Committee noted the arrangements for the planned introduction of Civil Enforcement in Wales under the Traffic Management Act 2004. A copy of the letter issued to 20 local authorities concerning the remaining powers under Part B of the Traffic Management Act in England was submitted.

The Chief Adjudicator responded to questions concerning the remaining powers as outlined in the letter from the Under Secretary of State, indicating that she would raise the comments made by members at the Signs Review.

### **BLAS/11/04      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) general progress and service standard performance.

#### **Decision**

1. To note the information in respect of the take up of civil bus lane enforcement powers.
2. To note the performance information.
3. To note appeals activity information.

### **BLAS/11/05      Working Group for Traffic Regulation Orders**

The Lead Officer submitted an update report from the Working Group on Traffic Regulation Orders.

#### **Decision**

1. To note the progress on the initiative.
2. To approve the additional expenditure of up to £3,000 to fund the project.
3. To note that a final report would be presented to the next meeting of the Joint Committee in June.

### **BLAS/11/06      Audit Commission Small Bodies Annual Return for Year Ended 31 March 2010**

The Lead Officer reported on the findings of the Audit.

#### **Decision**

1. To note the findings of the Audit contained in the Annual Return and Issues Arising Report together with the management responses.
2. To approve the Risk Register as at January 2011

3. To note the Annual Return for 2010/11 would be submitted to the meeting in June for approval.

### **BLAS/11/07      Monitoring of the Revenue Account 2010/11**

Expenditure monitoring in respect of the Revenue Account for the year 2010/11 was submitted.

#### **Decision**

1. To note income and expenditure position as at 30 November 2010
2. To authorise the Lead Officer to incur expenditure against the revenue budget in excess of the £97,787 set by the Committee should the need arise, provided such expenditure is within the total income.
3. To agree that should there be a surplus of income in the 2010/11 revenue account, this is to be carried forward to year 2011/12.
4. To approve the provision of a rebate of 50% of the anticipated surplus in the final quarter pro-rata to member Councils' actual contributions year to date

### **BLAS/11/08      Budget Estimates 2011/12**

A report was submitted requesting approval of the Revenue Budget Estimates for 2011/12.

#### **Decision**

To adopt the Revenue Budget estimates for 2011/12 as presented.

### **BLAS/11/09      Defraying the costs of the Joint Committee 2011/12**

A report was submitted establishing a base for local authorities who are participating in the Joint Committee's arrangements to contribute to expenses during 2011/2012.

#### **Decision**

1. To agree that the Joint Committee shares its expenses between member authorities in proportion to the number of PCNs issued on the following basis for 2011/2012:-

<b>Element</b>	<b>Charge</b>
Annual Charge (per SPA)	£nil
Charge per PCN issued	0.65 pence
Charge per adjudication case	£5 in respect of non electronic cases with effect from 1 September 2011 following review at the June 2011 meeting.

2. To agree that local authorities are invoiced quarterly in advance based on estimated figures and subsequently adjusted.
3. 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.

## **BLAS/10/29      Date of Next Meeting**

### **Decision**

To note that the next meeting of the Bus Lane Adjudication Service Joint Committee be held on 28 June 2011 at Warwickshire County Cricket Ground, Birmingham.