

Bus Lanes Adjudication Service Joint Committee

Minutes of the Meeting held on 28 June 2011 at the Warwickshire County Cricket Club, Edgbaston, Birmingham

Present:

Councillor Tony Burns – Manchester City Council – **In the Chair**
Councillor Rose – Oxfordshire County Council
Councillor Davey – Brighton & Hove City Council

Also Present:

Louise Hutchinson	PATROL
Miles Wallace	PATROL
Jason Dobson	PATROL
Caroline Sheppard	Traffic Penalty Tribunal
Andrew Barfoot	Traffic Penalty Tribunal
Chris Shepherd	For PATROL Secretary
Andrew Barfoot	Traffic Penalty Tribunal
Paul Nicholls	Brighton & Hove City Council
John McEvoy	Carmarthenshire County Council
Robin Chantrell-Smith	Thanet District Council
Roy Tunstall	Liverpool City Council
Elizabeth Round	Reading Borough Council
Ian Thomas	Reading Borough Council
Helen Crozier	Oxfordshire County Council
John Satchwell	Bournemouth Borough Council & Advisory Board

BLAS/11/11 Appointment of Chair and Vice Chair

Decision

To re-appoint Councillor Burns (Manchester) as Chair, Councillor Dickens as Vice Chair (Hampshire).

Councillor Burns – In the Chair

BLAS/11/12 Minutes

Decision

To approve as a correct record the Minutes of the meeting held on 25 January 2011.

BLAS/11/13 Report of the working group for Traffic Regulation Orders

The Lead Officer submitted a report concerning the Working Group on Traffic Regulation Orders (Bus lanes).

Decision

1. To approve the circulation of the report to local authorities enforcing or planning to enforce civil bus lane enforcement
2. To note the arrangements for local authorities to feedback comments between now and September for these to be taken into consideration prior to joint publication with the Parking TRO report which will be presented to the September meeting
3. To note that it is the responsibility of local authorities to ensure that their traffic regulation orders meet statutory requirements

BLAS/11/14 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.

BLAS/11/15 Risk Register and Risk Management Strategy

A report of the Lead Officer was submitted concerning the current evaluation of risk and seeking approval of a Risk Management Strategy which would underpin the future management, monitoring and report of risk to the Joint Committee.

Decision

1. To approve the Risk Management Strategy and summary of the Joint Committee's Risk Appetite
2. To receive a risk report at each meeting

BLAS/11/16 Internal Audit Assurance Statement 2010/11

A report of the Lead Officer presented the Internal Audit Assurance Statement for 2010/11.

Decision

1. To note the Internal Audit Assurance Statement for 2010/11.
2. To review the internal audit plan for 2011/12 at the meeting in January 2012.
3. To note the Internal Audit Report concerning the recharge mechanism

BLAS/11/17 Draft Annual Return for 2010/11

A report of the Lead Officer was submitted which presented the draft Annual Accounts for the year 2010/11.

Decision

1. To note the outturn position at 31 March 2011.
2. To approve the revised recharge mechanism.
3. To approve the 2010/11 Annual Return, the Annual Internal Audit Report and the Balance Sheet
4. To note that the External Auditor's report and final Annual Accounts for 2010/11 will be submitted to the committee in September.
5. To approve the surplus of income over expenditure of £55,871 being added to the Joint Committee's General Reserves
6. To approve the Code of Corporate Governance

BLAS/11/18 Renewal of Part-time Adjudicator appointments 2011/12

(public excluded)

A report of the Chief Adjudicator of the Traffic Penalty Tribunal was submitted which gave detail on the renewal of appointment of the Adjudicators listed in the report.

Decision

1. To note the report.

BLAS/11/19 Any other business

To welcome Councillor Davey to his first meeting of the Committee as the representative for Brighton & Hove City Council..

BLAS/10/20 Date of Next Meeting

Decision

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