

# **Bus Lanes Adjudication Service Joint Committee**

## **Minutes of the Inaugural Meeting of the Committee held on 30 June 2006 at the National Motorcycle Museum, Birmingham.**

### **Present:**

Councillor Tony Burns – Manchester City Council  
Councillor Phrynette Dickens – Hampshire County Council  
Councillor Roy Pennington – Brighton and Hove District Council  
Councillor Terry Fox – Sheffield City Council

### **Also Present:**

Caroline Shepherd, Chief Adjudicator  
Bob Tinsley, NPAS Service Director  
Louise Hutchinson, Head of Service, NPAS  
Christine Crisp, for NPAS Secretary  
Graham Addicott OBE – NPAS Advisory Board  
Peter Bayless - NPAS Advisory Board  
Graham Marsh Parking Manager, Manchester City Council  
Dorothy Miley – Parking Team Leader, Bath & N.E. Somerset Council  
Helen Crozier – Oxfordshire County Council  
Helen Allen – Parking /Admin Manager, Reading Borough Council

### **In Attendance:**

Councillor Ken Gregory – Thanet District Council

### **BLAS/ 06/01      Appointment of Chair, Vice Chair and Assistant Chair**

Nominations were invited.

### **Decision**

To appoint Councillor Burns (Manchester) as Chair, Councillor Pennington (Brighton and Hove) as Vice Chair and Councillor Dickens (Hampshire) as Assistant Chair until the Annual Meeting in June 2007.

Councillor Burns – In the Chair

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## **BLAS/06/02 Standing Orders, Financial Regulations and Other Joint Agreement Provisions**

### **Decision**

To adopt the Standing Orders and Financial Regulations subject to the following amendment in Standing Order 4 (ii):

"At every meeting of the BLASJC the Chairman, if present, shall preside. If the Chairman is absent the Vice-Chairman, if present shall preside. If both the Chairman and Vice-Chairman are absent the Assistant-Chairman, if present, shall preside. If the Chairman, Vice-Chairman and Assistant-Chairman are absent the meeting shall elect a Chairman from one of its representatives. For the purposes ... .."

## **BLAS/06/03 Lead Authority**

### **Decision**

1. To note that Manchester City has been appointed Lead Authority for the provision of the goods and services to the Joint Committee.
2. To appoint the Chief Executive, Manchester City Council as Lead Officer to discharge the functions of the Joint Committee as set out in the Scheme of Delegation now reported. Such delegation to be exercised in consultation with the Advisory Board except in the case of urgency and in respect of the functions conferred on the Lead Officer by virtue of the Standing Orders and Financial Regulations, and where the Chief Executive of Manchester is absent or otherwise unable to act, the functions be carried out by the Deputy Chief Executive or such other officer by whom the duties of the Chief Executive are being carried out.
3. To adopt the Scheme of Delegated Functions to Officers as now reported.
4. To appoint the City Treasurer of the Lead Authority as the Joint Committee's Treasurer.
5. To request the Lead Officer to make arrangements with the Audit Commission to appoint an Auditor to the Joint Committee.
6. To authorise the Lead Officer to make the necessary arrangements in respect of fees and other associated matters when the BLASJC Auditor has been identified.
7. To adopt the Terms of Reference and Composition of the Advisory Board and appoint members as follows:

The Lead Officer plus up to 11 people viz:

At least one representing an English Authority

*Bournemouth Unitary Council– John Satchwell*

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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  
*Brighton and Hove Council – Carolyn Dwyer*

A representative each from the DfT and NafW (Ex-Officio)– *Marilyn Waldron (DfT)*  
*and Michael Burnell (NafW)*

A representative from a Motoring Association  
*Paul Watters – AA Motoring Trust (Ex-Officio)*

An independent person with knowledge of judicial or tribunal systems (Ex-Officio)  
*Graham Addicott OBE*

## **BLAS/06/04      Cycle of meetings**

### **Decision**

To hold ordinary meetings of the Joint Committee in January and June (Annual Meeting) each year, on dates to be agreed by the Chair.

## **BLAS/06/05      Budget Estimates 206/2007**

Revenue and Capital Budget Estimates were submitted for approval

### Decision

1. To adopt the Revenue Budget estimates for 2006/2007 as presented.
  2. To adopt a zero capital budget estimate for 2006/2007
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## **BLAS/06/06      Service Charges 2006/2007**

The Committee considered the method of charging and the charges to be levied from local authorities participating in the Joint Committee's arrangements during 2006/2007, and proposing a charge for the transcription of audio recordings.

### **Decision**

1. To adopt the following charges in support of the service to be made to participating local authorities during the financial year 2006/2007:-

Element	Charge
Charge per PCN issued	£0.55

2. To levy service charges based on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.
3. To agree that where a bus lane adjudicator has agreed that a transcription of an audio recording made at personal hearing may be made available, the incidental cost of making a transcription from the audio recording of proceedings at a personal hearing is charged to the requesting party; this charge to be effective for all requests 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/06/07      Integration of administrative arrangements with NPAS and adoption of Service Standards**

A report of the Lead Officer was submitted relating to the functions to be exercised by the Joint committee: integrated provision of the service for bus lane appeals with that for parking appeals and adoption of service standard performance indicators.

### **Decision**

To agree that the service should as far as possible be provided in an integrated manner for both bus lane and parking appeals and to adopt the service standards detailed in the report.

## **BLAS/06/08      Admittance of other approved local authorities to the BLASJC Agreement.**

The Joint Committee considered arrangements to allow other bus lane enforcement local authorities to be admitted to the Joint Committee and to authorise the Lead Officer to agree to and make the necessary arrangements to become party to the BLASJC agreement.

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It was reported that since the report was drafted Surrey Heath and Bracknell Forest had also been designated as approved bus lane enforcement local authorities.

## **Decision**

1. To agree that if any other local authority in England (outside London) decides to impose penalty charges for bus lane contraventions they may become a party to the BLASJC agreement on the terms set out in the Agreement.
2. To authorise the Lead Officer to agree and make necessary arrangements for other local authorities to become a party to the BLASJC agreement.
3. To request the Lead Officer to provide regular reports to the Committee regarding expressions of interest from other approved local authorities to join the Joint Committee and those who have been admitted.
4. To note that in addition to Brighton and Hove, Hampshire, Manchester, Nottingham, Reading and Sheffield. The following Councils have indicated that they are likely to take up powers during the next year:

Bath and North East Somerset  
Birmingham City  
Bolton MBC  
Bristol City  
Doncaster MBC  
Essex County  
Kent County  
Liverpool City  
Luton Council  
Oldham MBC  
Oxfordshire County  
Sefton Council  
Southampton City  
Stockton on Tees BC  
Stoke on Trent City  
Trafford MBC

## **BLAS/06/09 Appointment of Proper Officer to the Bus Lane Adjudicator Regulations**

A report was submitted concerning the appointment of the 'Proper Officer' to the bus lane adjudication regulations.

The Joint Committee welcomed Louise Hutchinson, the newly appointed Head of Service to the meeting.

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## **Decision**

1. To appoint the Head of Service NPAS to undertake the functions of the 'Proper Officer' for the purposes of Bus lane Adjudication Regulations.
2. To delegate to the Head of Service (NPAS) the appointment of one or more of their staff to undertake the functions of the Proper Officer as her deputy in the event of not being able to act.

At this point of the meeting it was agreed to adjourn and re-convene at the rise of the meeting of the National Parking Adjudication Service Joint Committee.

Meeting adjourned at 11.50am.

The meeting re-convened at 2.00 pm

## **BLAS/06/10 Integration of Bus Lane Appeals**

The Joint Committee considered a report and noted that a separate joint arrangement has been established for the appointment of bus lane adjudicators for England (outside London) and requested to agree that the processing of the appeals will be administered alongside parking appeals and a new name under which the organisation will be known in future.

## **Decision**

1. To agree that the service should as far as possible be provided in an integrated manner for both bus lane and parking appeals.
2. To agree that the operation of the parking and bus lane tribunals be merged under the new name 'Traffic Penalty Tribunal'

## **BLAS/06/11 Exclusion of Public**

### **Decision**

To exclude the public from the meeting during consideration of the following item because it contains information relating to individuals and the public interest in maintaining the exemption outweighs the public interest in disclosing it.

## **BLAS/06/12 Appointment of Chief Bus Lane Adjudicator and Part-time Bus Lane Adjudicators**

(Public excluded: The report contains information relating to individuals referred to in Schedule 12a to the Local Government Act, 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

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Consideration was given to a report concerning the appointment of the NPASJC Chief Parking Adjudicator and other Parking Adjudicators as Bus Lane Adjudicators.

### **Decision**

1. To appoint Caroline Sheppard to act as the Chief Bus Lane Adjudicator.
  2. To appoint the Parking Adjudicators listed in the Appendix to the report as Bus Lane Adjudicators.
  3. To note that the above appointments are subject to the consent of the Lord Chancellor and to be coterminous with and within the same terms and conditions of their parking adjudicator appointments.
  4. To request the Lead Officer to obtain the consent of the Lord Chancellor to allow the above appointments and to make the necessary arrangements.
  5. To request the Bus Lane Adjudicators to make an annual report to the Joint Committee on the discharge of their functions based on the calendar year.
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