

## **Minutes of a meeting of the Bus Lane Adjudication Service Joint Committee held on 28 September 2011 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.**

### **Present:**

Councillor Tony Burns – Manchester City Council  
Councillor Rodney Rose – Oxfordshire County Council  
Councillor Alistair Watson – Stoke-on-Trent City Council  
Councillor Jane Urquhart – Nottingham City Council  
Councillor Tony Page – Reading Borough Council  
Councillor Phrynette Dickens – Hampshire County Council

### **Also Present:**

Caroline Sheppard, Chief Adjudicator, Traffic Penalty Tribunal  
Louise Hutchinson, Head of Service, PATROL  
Chris Shepherd for PATROL Secretary  
John Satchwell – Chair, Advisory Board  
Graham Addicott OBE – PATROL Advisory Board  
Andrew Barfoot – Traffic Penalty Tribunal  
Miles Wallace – PATROL  
Jason Dobson - PATROL  
Robin Chantrill-Smith – Thanet District Council  
Roy Tunstall – Liverpool City Council  
Caroline Stylianou – Nottingham City Council  
Ian Nash – Nottingham City Council  
Helen Crozier – Oxfordshire County Council

### **BLAS/11/21      Appointment of Chair and Vice Chair**

#### **Decision**

To re-appoint Councillor Burns (Manchester) as Chair and Councillor Rodney Rose (Oxfordshire) as Vice Chair

Councillor Burns – In the Chair

### **BLAS/11/22      Urgent Business**

To note the Chair had agreed to receive as urgent business a report regarding the recruitment process for new Chief Adjudicator.

### **BLAS/11/23      Recruitment process for New Chief Adjudicator**

A report was submitted which sought approval for the arrangements for the recruitment of a new Chief Adjudicator.

## **Decision**

1. To note the interim arrangements in terms of the current Chief Adjudicator's employment pending her retirement.
2. To delegate to the Chair, Vice Chair and Assistant Chair of the PATROL Adjudication Joint Committee, a nominee of each of the Chair and Vice Chair of this Committee and the Assistant Vice Chair of the PATROL Executive Sub Committee Wales (the 'Appointment Sub Committee') the appointment of the new Chief Adjudicator following the retirement of the current Chief Adjudicator
3. To agree to establish a working group (the 'Working Group') comprising the Chair, Vice Chair and Assistant Chair of the PATROL Adjudication Joint Committee, a nominee of each of the Chair and Vice Chair of this Committee and the Assistant Vice Chair PATROL Executive Sub Committee Wales, the Chair and Vice Chair of the Advisory Board, the Lead Officer (or his nominee) and the Ministry Of Justice (or its nominee).
4. To agree that the Working Group carry out a review and make recommendations in respect of:
  - the time commitment required of the new Chief Adjudicator
  - the terms and conditions of employment including salary following an appropriate benchmarking exercise
  - the appropriate recruitment and selection process to be followed
5. To agree that the Working Group take such steps as may be necessary to bring about the recruitment and selection exercise referred to above (see point 2) and to make a recommendation to the Sub Committee as to the appointment of the new Chief Adjudicator following that recruitment and selection exercise
6. To agree that a progress report be brought to the Executive Sub Committee of the Joint Committee at its meeting in January 2012

## **BLAS/11/24      Annual Review of Governance Documentation**

A report was submitted which presented the governance documentation for annual review.

## **Decision**

1. To adopt the Standing Orders and Rules of Financial Management as detailed in the report.
2. To adopt the Financial Regulations as set out in the Appendix to the report.
3. To adopt the Scheme of Delegation as set out in the Appendix to the report.

4. To note the cycle of meetings for 2012

### **BLAS/11/25 Minutes of the Bus Lane Adjudication Service**

#### **Decision**

To approve as a correct record the minutes of the meeting held on 28 June 2011.

### **BLAS/11/26 General Progress and Service Standards**

A report was submitted concerning progress in respect of: (a) the take up of civil parking enforcement powers by Councils in England (outside London) and Wales and information in relation to general progress and service standards.

#### **Decision**

1. To note the information provided in the report in respect of the current take up of civil enforcement of parking powers.
2. To note the information in relation to appeals activity.
3. To note the information in relation to service standards.
4. To note the additional general progress information.

### **BLAS/11/27 Final Annual Accounts 2010/11**

A report was submitted which detailed the findings of the Audit Commission Small Bodies Annual Return for year ended 31 March 2011.

#### **Decision**

To note the findings of the audit contained in the Annual return and the Issues Arising Report and the management responses.

### **BLAS/11/28 Budget Monitoring 2011/12**

A report was submitted which presented the expenditure monitoring information in respect of the Revenue Account for year 2011/12.

#### **Decision**

1. To note the income and expenditure position at 30 June 2011.
2. To note that a further report would be presented to the January 2012 meeting.

## **BLAS/11/29 Risk Register**

A report was submitted which provided details of the most recent review of the risk register.

### **Decision**

1. To review the current evaluation of risk as detailed in the report.
2. To note the arrangements for management of risk in accordance with the risk matrix set out in the report.

## **BLAS/11/30 Appointments to the Advisory Board**

A report was submitted detailing the Terms of Reference for the Advisory Board requesting the reappointment of the Local Authority representatives as detailed in the report.

### **Decision**

1. To adopt the Terms of Reference.
2. To re-appoint Michelle Chard (Lead Authority) and Andy Hickman (English District)

## **BLAS/11/31 Service of Notices**

A report was submitted which informed Members of the requirements placed on Local Authorities undertaking Civil Parking Enforcement in relation to the Service of Notices and sought the views of Members on the impact of these requirements.

Members felt that restricting Council's serving documents under the Regulations to using the Royal Mail was out-dated and prevented the enforcement authority achieving cost savings by using alternative delivery suppliers and alternative methods of delivering notices. Members noted that enforcement authorities are increasingly using electronic communication with motorists at other stages in the civil enforcement process, with the obvious time, cost and environmental benefits this provides.

### **Decision**

1. To request Council Officers to provide evidence relating to the current Post Office First Class Post expenditure on postage for parking with comparisons with other postal services used by other departments within the Council.
2. If appropriate, following review of the evidence the Chair should write to the Secretary of State for Transport on the Joint Committee's behalf seeking amendment of the service provisions in the Regulations to allow greater flexibility and value for money for enforcement authorities