

NATIONAL PARKING ADJUDICATION SERVICE
MEETING OF THE JOINT COMMITTEE
To be held at 12.00 Noon on 18th September 2002
At The National Motorcycle Museum, Coventry Road, Bickenhill, Solihull,
West Midlands

AGENDA

PART A

- 1. APOINTMENT OF CHAIR, VICE CHAIR and ASSISTANT CHAIR**
To appoint Members to serve as Chair, Vice Chair and Assistant Chair of the Joint Committee.
(These appointments to be effective until the Annual meeting in September 2003)
- 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 as a correct record the Minutes of the meeting held at 12.00 on 19th November 2002
[Enclosed]
- 6. FINAL REVENUE AND CAPITAL ACCOUNTS 2001/2002**
To submit for approval the Revenue Accounts for years 1999/2000 and Capital Accounts of the Joint Committee for the year 2001/2002.
[Report enclosed]
- 7. NEW NPASJC MEMBER COUNCILS**
To note that a number of existing SPA / PPA authorities in England [outside London] and Wales have joined NPASJC.
To extend the appointment of the Chief Parking Adjudicator to cover the areas of these Councils.
[Report enclosed]
- 8. GENERAL PROGRESS AND SERVICE STANDARDS**
To provide information in respect of the take up of decriminalised parking enforcement powers by Councils in England [outside London] and Wales.
To provide monitoring information regarding service standards.
[Report enclosed]
- 9. TRIBUNALS for USERS – Programme Update**
To provide a progress report and update of the Tribunals for Users Programme.
[Report enclosed]
- 10. NPASJC ADDITIONAL FUNCTIONS**
To provide an update on the proposal to extend the Joint Committee's functions to include other traffic and transportation adjudication processes such as bus lane enforcement, and road user charging.
[Report enclosed]
- 11. PART-TIME PARKING ADJUDICATOR APPOINTMENTS**
To inform the Joint Committee of part-time Parking Adjudicator appointments.
[Report enclosed]

12. ANNUAL REPORT 2001/2002

To receive the annual report from the Adjudicators for the period ending 31st March 2002.

To forward the Adjudicators' annual report to the Secretary of State.

[Report enclosed] [Adjudicators Report to follow]

13. ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE

To establish an Executive Sub-Committee including its Terms of Reference.

To appoint Members to the Executive Sub-Committee for the period until the annual meeting of the Joint Committee in September 2003.

[Report enclosed]

14. APPOINTMENTS TO THE ADVISORY BOARD

To request appointments to the Advisory Board for the period until the annual meeting of the Joint Committee in September 2003.

[Report enclosed]

PART B

No reports

HOWARD BERNSTEIN

Chief Executive
Manchester City Council
Town Hall, Albert Square,
Manchester, M60 2LA

CONTACT OFFICER

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AGENDA ISSUED : 10th September 2002

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002

AGENDA ITEM: Number 6

SUBJECT: Revenue and Capital Accounts for 2001/2002.
Auditor's Report on the Accounts.

JOINT REPORT OF: The Lead Authority

PURPOSE OF REPORT

To present to the Committee Final Revenue and Capital Accounts for the year 2001/2002, including the Auditor's report on the accounts.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Receive and approve the draft 2001/2002 Revenue and Capital Accounts for the NPASJC as prepared by the Lead Authority and detailed in Appendix 1 and 2.
- [ii] Agree to carry forward the excess of income over expenditure in the 2001/2002 Revenue Accounts to the 2002/2003 Revenue Account.
- [iii] Note the Auditor's comments. (If the Auditor's Report is available at the meeting).

CONTACT OFFICERS

Bob Tinsley NPAS Headquarters, Barlow House, Minshull Street, Manchester.

Tel: 0161 242 5252

Paul Robinson, Chief Executive's Dept, Manchester City Council.

Tel: 0161 234 4006

BACKGROUND DOCUMENTS

Files containing funding bids to government and associated correspondence.

Minutes of the NPASJC Meeting 19th February 1999

Minutes of the NPASJC Meeting 21st September 1999

Minutes of the NPASJC Meeting 19th September 2000

Minutes of the NPASJC Meeting 19th November 2001

1.0 INTRODUCTION

- 1.1 At the meeting of 30th January 2000 the Executive Sub-Committee under delegated arrangements agreed to: [i] adopt the Revenue Budget estimates for 2001/2002; [ii] adopt the five year projected capital estimates and request the Lead Authority to include this within their future LTP funding bids to government; and [iii] adopt the Capital Budget estimate for 2001/2002 in line with the LTP submission and the Supplementary Credit Approvals settlement for 2001/2002 and 2002/2003, which received approval from the Government.
- 1.2 This report also provides details of the 2001/2002 final accounts for approval by the Joint Committee.
- 1.3 The adjudication service is operated on a self-financing basis with income obtained from charges made to NPASJC member authorities. In addition the Lead Authority has made £250,000 available during the first five years of operation via a loan facility should this be needed to financially support the service during its early years.

2.0 REVENUE ACCOUNTS

- 2.1 Details of the revenue accounts for 2001/2002 are shown in the Appendix 1. Following the request of the auditor when preparing the previous years accounts, the accounts for 2001/2002 have been recorded and prepared under the NPASJC structure including a balance sheet (Appendix 2).
- 2.2 The Revenue Account includes a line for capital financing charges, to repay the borrowing used to finance capital expenditure. As the Lead Authority receives an increase in its Revenue Support Grant resulting from the SCA approval it has been assumed that only 20% of the gross capital expenditure has been borrowed.
- 2.3 In preparing the revenue accounts for 2001/2002, an error was discovered relating to the 2000/2001 accounts, which understated the surplus carried forward by £4,649. This has now been corrected so that the balance brought forward at 1/4/01 is £113,574 and not £108,925 as previously stated.
- 2.4 During 2001/2002 the service received income of £1,004,642 and incurred expenditure of £965,005, producing a revenue surplus of £39,637. It is recommended that the surplus from 2001/2002 be carried forward into the Joint Committee's revenue reserves for use in future years. The combined surpluses as at 31/3/02 amount to £153,211.

3.0 CAPITAL EXPENDITURE

Previous Years

- 3.1 Supplementary Credit Approvals (SCAs) were obtained from central government of £100,000 in 1998/1999 and a further £100,000 in 1999/2000. As previously reported to the Committee, it was not necessary to use the full £200,000 in 1999/2000 so a balance of £30,000 remained. The Committee agreed that the Lead Officer should request that the SCA be extended to 31st April 2001, so that full use of the available funding could be made. GONW agreed to this request and duly issued revised SCA certificate to reflect the new period.
- 3.2 Capital expenditure was £55,360 for 1998/1999, £114,417 for 1999/2000 and £29,846 for 2000/2001. This gives a total of £199,623 against the £200,000 SCA approvals for these years.
- 3.3 Capital financing charges, to repay the borrowing used to finance capital expenditure incurred between 1998/99 to 2000/2001, as detailed in paragraphs 3.1 and 3.2 has been fully repaid by the end of the 2001/2002.

Year 2001/2002

- 3.4 A bid for Supplementary Credit Approvals was submitted for year 2001/2002 and future years in line with the Committee's five-year estimates. This is being used to assist in the costs associated with moving to different premises and an IT Case Management System that will meet the service needs when a significant number of Councils take up the DPE powers during 2001 – 2004.
- 3.5 A two-year SCA approval was issued by GONW with a total of £200,000 over the period 2001/2002 and 2002/2003. This represents the full amount of the bid submitted for the two years. The Committee accordingly agreed that their capital budget for 2001/2002 and 2002/2003 could be expended over this two year period.
- 3.6 Good progress was made during the year with both the relocation of the NPAS headquarters and the development of the IT case management system. This has resulted in an expenditure of £138,107 during 2001/2002 which is shown in the capital account for the year. The remainder of the SCA has already been committed for expenditure on the fit-out of the new headquarters premises during 2002/2003.
- 3.7 The Joint Committee is recommended to receive and approve the Accounts as shown in the Appendix.

4.0 AUDITOR'S REPORT

- 4.1 The Auditor is still in the process of auditing the accounts for 2001/2002. If this has been completed in time for the meeting, his comments will be circulated.

APPENDIX 1

SUMMARY REVENUE ACCOUNT 2001/2002

2000-2001		2001-2002
£		£
-4,650	Surplus b/f	-113,574.03
165,059	Adjudicators	203,924.93
77,898	Employees	204,363.62
21,768	Premises	18,340.08
18,637	Transport	26,409.16
172,935	Supplies and Services	485,682.70
15,731	Capital Financing	26,284.94
472,028	Gross Expenditure	965,005.43
-580,952	Fees and Charges	-1,004,642.37
-580,952	Gross Income	-1,004,642.37
-108,924	Surplus	-39,636.94
-113,574	Surplus c/f	-153,210.97

Treasurer : R. Paver

Date : 1/8/2002

APPENDIX 2

BALANCE SHEET 31ST MARCH 2002

31-Mar-01		31-Mar-02	31-Mar-02
£		£	£
	Fixed Assets		
66,902	Fixed Assets		92,071
	Current Assets		
340,076	Debtors	273,312	
-226,502	Cash	-79,466	
113,574		193,846	
	Current Liabilities		
0	Creditors	-40,635	
0		-40,635	
113,574	Net Current Assets		153,211
-13,380	Long-term Borrowing (in excess of one year)		-18,414
-53,521	Deferred Contributions		-73,657
113,575			153,211
	Reserves		
-113,575	Revenue Account Surplus		-153,211
-113,575			-153,211

Treasurer : R. Paver

Date : 1/8/2002

APPENDIX 3

Statement of Accounting Policies

1 General

These Accounts have been prepared, as far as possible, in accordance with the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and also with guidance notes issued by CIPFA on the application of accounting and financial reporting standards.

2 Fixed Assets

Fixed Assets represent the depreciated gross costs of capital items such as building adaptations and equipment. Assets acquired prior to 01/02 have been fully depreciated as at 31st March 2002. The value shown in the balance sheet is the depreciated value of the purchases in 2001/2002 based on a 3 year life.

3 Deferred Contributions

Capital expenditure has been covered by Supplementary Credit Approvals (SCA's) issued from the Government to Manchester City Council as lead authority. These SCA's result in extra Revenue Support Grant to the lead authority. In the period since the National Parking Adjudication Service (NPAS) was established, this extra grant has averaged about 80% of the SCA values. This has been treated in the accounts as a Deferred Contribution from the lead authority, thereby reducing the amount that NPAS has to fund

4 Basis of Capital Financing Charges

For the purposes of these Accounts it has been assumed that the balance of the capital expenditure (20%) has been financed by loans from the Lead Authority, repaid over the same period as the Fixed Assets are depreciated.

5 The Matching Principle

The Accounts are maintained on an accruals basis, in accordance with the Accounting Code of Practice. Expenditure is charged to the period in which goods or services are received rather than when the payment is made. Similarly, income is credited to the period it falls due rather than when it is received.

6 Value Added Tax (VAT)

VAT is excluded from both income and expenditure where it can be recovered.

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002
AGENDA ITEM Number 7
SUBJECT: New NPASJC Councils
REPORT OF: The Lead Officer,
On behalf of the Advisory Board

PURPOSE OF REPORT

To request the Committee to confirm the extension of the Chief Parking Adjudicator's appointment to cover the areas of a number of Councils who have become party to the NPASJC Agreement.

RECOMMENDATIONS

It is recommended that the Joint Committee:

[i] Note that since the meeting held on 19th November 2001 the Councils listed in the Appendix have become a party to the NPASJC agreement and,

[ii] Confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminous to their current appointments) to cover the areas of the authorities detailed in Appendix 1 with effect from their various commencement dates appropriate to each authority area.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

There are no immediate consequences to either the Revenue or Capital budgets. However, authorities taking up decriminalised parking enforcement powers will help to assist in future economies of scale.

CONTACT OFFICER

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BACKGROUND DOCUMENTS

Minutes of the NPAS Joint Committee held on 19th November 2001
National Parking Adjudication Service Joint Committee Agreement.

Files containing associated correspondence.

Road Traffic Act 1991.

The following associated Special Parking Area / Permitted Parking Area
Designation Order Statutory Instruments:

Carlisle	S.I. 2001 No. 3565
Norwich	S.I. 2002 No. 37
Southampton	S.I. 2002 No. 126
South Lakeland	S.I. 2002 No. 276
Milton Keynes	S.I. 2002 No. 421
Poole	S.I. 2002 No. 422
Hart	S.I. 2002 No. 1351
Rushmoor	S.I. 2002 No.1352
Liverpool	S.I. 2002 No. 1353
Purbeck	S.I. 2002 No. 1484
East Dorset	S.I. 2002 No. 1485
West Dorset	S.I. 2002 No. 1486
North Dorset	S.I. 2002 No. 1504
Harrogate	S.I. 2002 No. 1621

1.0 BACKGROUND

- 1.1 Since the meeting of the Joint Committee on 19th November 2001, the local authorities listed in the Appendix have become a party to the NPASJC Agreement.
- 1.2 Hampshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Hart and Rushmoor areas of Hampshire. It is however necessary to extend the appointment of the Chief Parking Adjudicator to cover the on-street areas of these districts of Hampshire.
- 1.3 In order to avoid the need for the Joint Committee to meet on each occasion that a Council wishes to join NPASJC it was delegated to the Lead Officer to extend the appointment of the Chief Parking Adjudicator to cover such areas. Similarly, the authority to appoint part-time Parking Adjudicators to the areas of joining Councils was delegated to the Chief Parking Adjudicator.
- 1.4 Leading Counsel previously advised that as soon as possible after such delegation has been exercised it is prudent for the Joint Committee to resolve to confirm the appointment of the Chief Parking Adjudicator to cover these areas. Accordingly, the Committee is requested to confirm the action of the Lead Officer as detailed in the recommendations of this report.

APPENDIX

List of local authorities that have become a party to the NPASJC Agreement since the meeting of the Joint Committee held on 19th November 2001.

Carlisle City Council.
South Lakeland District Council.
Cumbria County Council in respect of the Carlisle and South Lakeland areas.
Norwich City Council.
Norfolk County Council in respect of the Norwich area.
Southampton City Council.
Milton Keynes Council
Poole Borough Council
Hart District Council
Rushmoor Borough Council
Liverpool City Council
Purbeck District Council
East Dorset District Council
West Dorset District Council
North Dorset District Council
Wareham Town Council
Dorset County Council in respect of the Purbeck, East Dorset, West Dorset, North Dorset and Wareham areas.
Harrogate Borough Council
North Yorkshire County Council in respect of the Harrogate area

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002

AGENDA ITEM Number 8

SUBJECT: General Progress and Service Standards

JOINT REPORT OF: The Lead Officer
On behalf of the Advisory Board

PURPOSE OF REPORT

To report to the Committee on progress in respect of: (a) the take up of decriminalised parking enforcement powers by Councils in England [outside London] and Wales; (b) service standard performance against which NPAS is measuring how swift the service is delivered; (c) provide details of the external communication process the service has engaged; and (d) financial monitoring of the service during the current year.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note the information provided in Appendix 1 to the report in respect to the expected take up of decriminalised parking enforcement powers during 2002 - 2004.
- [ii] Note the performance attained against the agreed indicators for the year 2001/2002 against which NPAS is measuring how swiftly the service has been delivered and the first quarter of 2002/2003 which are measuring availability and responsiveness.
- [iii] Note the external communication process arrangements detailed in the report.
- [iv] Note the financial monitoring information detailed in the report.

CONTACT OFFICERS

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BACKGROUND DOCUMENTS

Reports to NPASJC Committee Meeting held on 19th November 2001.

BACKGROUND

1.0 INTRODUCTION

- 1.1 Reports have been submitted to previous meetings of the Joint Committee that provided information in respect of likely take up of decriminalised parking enforcement by local authorities in future years: this report provides the latest picture.
- 1.2 The second set of recorded performance indicators are reported and figures are provided for the first quarter of 2002/3 for the additional indicators adopted from 1st April 2002.
- 1.3 Financial monitoring information is provided for the current year.

2.0 TAKE UP OF DECRIMINALISED PARKING ENFORCEMENT POWERS

- 2.1 The latest information regarding the expected take up of the Road Traffic Act 1991 powers during the period 2002- 2004 is given in Appendix 1.
- 2.2 As predicted there has been a significant take up of decriminalised parking enforcement powers by councils since the Joint Committee last met.
- 2.3 There are now 70 councils that are a party to the NPASJC Agreement, with some 58 Special & Permitted Parking Areas now established in the scheme. It is predicted that there will be a further 15 SPAs by the end of the current financial year.
- 2.4 In 2003/4 another 28 SPAs are expected. Many other councils are considering adopting the powers but at this stage have no definite time scale proposed.
- 2.5 The Committee are requested to note the information provided in Appendix 1 of the report in respect to the expected take up of decriminalised parking enforcement powers during 2002 - 4.

3.0 SERVICE STANDARDS - PERFORMANCE INDICATORS

- 4.1 At the meeting held on 19th September 2000 the Committee agreed to adopting two performance indicators that would nominally measure how swiftly appeals are being processed between the appeal being received and the adjudicators' decision being issued. The two indicators are 80% of postal appeals to be processed within 42 days, and 80% of personal appeals to be processed within 56 days.

- 4.2 The indicators measuring how swiftly the service is being delivered were measured and previously reported for the first full year of operation (1st April 2000 to 31st March 2001) and details are given in Table 1 below. At that time it could be expected that appeals would not be processed as quickly during the beginning of the first year as the part-time adjudicator appointments were being made and confirmed by the Lord Chancellor and systems were being developed to enable these indicators to be measured.

TABLE 1

PERIOD	% OF POSTAL APPEALS DECIDED WITHIN 42 DAYS	TARGET	% OF PERSONAL APPEALS DECIDED WITHIN 56 DAYS	TARGET
1 st April 2000 to 31 st March 2001	57%	80%	59%	80%

- 4.3 Similar indicators are now available for the second year (1st April 2001 to 31st March 2002) and given in Table 2 below.

TABLE 2

PERIOD	% OF POSTAL APPEALS DECIDED WITHIN 42 DAYS	TARGET	% OF PERSONAL APPEALS DECIDED WITHIN 56 DAYS	TARGET
1 st April 2001 to 31 st March 2002	80%	80%	82%	80%

- 4.4 It should be noted that for data in Tables 1 and 2 appeals measured includes those received and decided during the period but appeals that were not decided, for example because the appellant has requested their personal hearing to be rescheduled, have been excluded from the figures.
- 4.5 The Committee are requested to note the performance attained against the agreed indicators for the year 2001/2002.
- 4.6 Two additional indicators are being measured from 1st April 2002. These give an indication of availability and responsiveness for the service. Details for the first quarter of 2002/3 are given in Table 3 below.

Table 3

PERIOD	% of phone calls answered within 15 seconds	TARGET	% of appeals acknowledged within 2 working days	TARGET
1 st April 2002 to 30 th June 2002	96% (7500 calls)	80%	99% (1839 appeals)	80%

5.0 COMMUNICATION PROCESS

NPAS Web Site

- 5.1 As previously reported NPAS is developing a Web site and this is now scheduled for launch in October 2002. A pre-launch demonstration of the site will be available for Members to view after the formalities of the meeting. The web site address will be: www.parking-appeals.gov.uk

Leaflets

- 5.2 To coincide with the Web site launch a number of leaflets are under development. The leaflets will cover a number of themes including; The Service Charter (See Appendix 2); After the Appeal; The Appeal Process; and Understanding Parking Enforcement. It is expected that the first two leaflets will be included within NPAS correspondence, and the latter two provided to Councils for distribution within their arrangements.

NPAS User Groups

- 5.3 Two user groups have now been established. For the councils a further annual conference is planned to take place in November 2002. This will provide a forum for items of common issues and interest to be discussed. For the Motorists (Appellants) a group represented by the AA, The RAC Foundation, The Road Haulage Association, The British Vehicle Rental and Leasing Association, Mobility Unit (Department for Transport), National Association of Citizens' Advice Bureaux, and the Consumers' Association, the first meeting has been arranged for late September 2002.

Customer Satisfaction Survey

- 5.4 As previously reported Birmingham University has previously undertaken a 'customer satisfaction' survey of the London PAS tribunal. It is proposed to use them to undertake a similar survey of NPAS by consulting past appellants during 2002/3. This should determine areas of the service where appellants have some concerns and could serve to inform the Joint Committee of the need for further development of performance indicators and aspects of future service improvement. Arrangements for the survey are planned for later in the year.

6.0 FINANCIAL MONITORING

Revenue Account

- 6.1 It is too early in the year to provide detailed information that would give a meaningful picture of the Revenue Account for the current year. However, in headline the income for the first quarter of the year will be approximately £344,000 and the expenditure has been approximately £350,000. This is generally in line with the approved revenue budget for the whole year of £1,322,800.

Capital Account

- 6.2 Expenditure of £138,107 during year 2001/2 has been used to assist in the development of the case management IT system and IT networking needed for the re-location of the headquarters premises. The remainder of the £200,000 SCA approval / budget has been committed and is being used to fit-out the new premises.
- 6.3 The Joint Committee's five year capital programme is detailed below.

Capital Programme for 2001/2007

For the purposes of Local Transport Plans a budget estimate profile is provided below. The expected expenditure profile is also provided.

Revised Five Year Capital Account Budget Estimate Profile 2001-2007

Year	2001/2	2002/3	2003/4	2004/5	2005/6	2006/7
	£000	£000	£000	£000	£000	£000
Estimate	100	100	100	20	nil	nil
Expected	138	62	100	20	nil	nil

- 6.4 A bid for Supplementary Credit Approvals to the value of £100,000 for year 2003/4 has been submitted to Government on behalf of the Joint Committee by the Lead Authority. If granted this will provide financial assistance in the roll out of information technology needed to achieve remote electronic access working by the Adjudicators located throughout the NPAS areas.
- 6.5 The Joint Committee is recommended to note the financial monitoring information provided.

APPENDIX 1

EXISTING AND FUTURE TAKE UP OF DECRIMINALISED PARKING ENFORCEMENT POWERS BY LOCAL AUTHORITIES IN ENGLAND AND WALES

Existing Councils

Ashford	Northamptonshire [Northampton]
Barrow	North Dorset
Bedford	North Yorkshire (Harrogate)
Bedfordshire [Bedford]	Norwich
Birmingham	Oldham
Bolton	Oxfordshire [Oxford]
Bournemouth	Plymouth
Brighton & Hove	Poole
Bristol	Portsmouth
Buckinghamshire [High Wycombe]	Purbeck
Canterbury	Reading
Carlisle	Rushmoor
Cumbria [Barrow, Carlisle, & South Lakeland]	Salford
Dartford	Salisbury
Dorset [East Dorset, North Dorset, West Dorset, Purbeck, & Wareham]	Sandwell
Dover	Sefton
East Dorset	Sevenoaks
East Sussex [Hastings]	Shepway
Gravesham	Somerset [Taunton Deane]
Hampshire [Hart, Rushmoor, & Winchester]	Southampton
Harrogate	Southend-on-Sea
Hart	South Lakeland
Hastings	Stoke-on-Trent
Herefordshire	Swale
Hertfordshire [Watford & Three Rivers]	Taunton Deane
Kent [All Boroughs]	Thanet
Liverpool	Three Rivers
Luton	Tonbridge & Malling
Maidstone	Trafford
Manchester	Tunbridge Wells
Medway Unitary	West Dorset
Milton Keynes	Wiltshire [Salisbury]
Neath Port Talbot	Wareham
Norfolk (Norwich)	Winchester
Northampton	York

Additional Special Parking Areas predicted by 31st March 2003

Weymouth and Portland	Colchester
Basingstoke and Deane	Epping Forest
Nottingham	Copeland
Sunderland	Christchurch
Redcar and Cleveland	Worcester
Bury	Eden
Brentwood	Bath and North East Somerset
Chelmsford	

Special Parking Areas predicted during 2003/4

Tameside	Rochdale
Newcastle	Preston
Aylesbury Vale	Blackpool
Maldon	South Bedfordshire
Basildon	Mid Bedfordshire
Harlow	Bedford (amendment of existing Order)
Slough	Lancashire
Worthing	Stockport
Tendring	Walsall
Middlesborough	Lewes
Wirral	Ipswich
Dacorum	Blackburn
Wigan	Swindon
Wokingham	

APPENDIX 2

Service Charter

The National Parking Adjudication Service aims to offer all users of the tribunal an efficient, professional and friendly service.

This document sets out the standard of service you can expect from us and how you can let us know if you are not satisfied.

If you telephone us

You can telephone us between 9am and 5pm, Monday to Friday. If you call us we will;

- *answer the telephone promptly;*
- *tell you who you are speaking with;*
- *give you a clear and helpful answer to your query.*

We aim to answer all telephone calls within 15 seconds.

If you write to us

If you email or write to us on matters not related to an appeal we will;

- *respond to your inquiry within 10 working days;*
- *tell you who is replying and how to contact that person.*

If you appeal and ask for a personal hearing

If you apply for a personal appeal hearing we will send you confirmation that we have received your appeal.

We aim to issue all confirmation letters within 2 working days.

When we have arranged your hearing, we will send you another letter, which will include;

- *notification of the date and time of your hearing;*
- *a map showing the location of the hearing centre;*
- *contact details of the person arranging your appeal.*

We aim to offer you a hearing date no more than 56 days after receiving your application.

When you arrive for a hearing

We aim to hear all personal appeals within 15 minutes of their scheduled start time. We will tell you when you arrive if we are running late. When you arrive for your personal hearing you will find;

- *clear signs to help you find your way to the hearing room;*
- *a Commissionaire, wearing a name badge, to meet and assist you if necessary;*
- *a comfortable waiting area close to the hearing room;*
- *access and assistance for people with disabilities.*

During your hearing

In common with most legal proceedings, members of the public are entitled to witness parking appeal hearings. The Adjudicator is responsible for ensuring the hearing is conducted properly.

At your hearing you can expect that;

- *the Adjudicator will introduce himself or herself and explain how the hearing will proceed;*
- *you will be given the opportunity to explain your case to the Adjudicator;*
- *the Adjudicator will normally advise you of his or her decision at the end of the hearing. (In a few cases this will not be possible, in which case the Adjudicator will tell you why, and when you may expect to receive the decision);*
- *the Adjudicator will explain clearly the reason for his or her decision.*

After your hearing

Although you will normally receive the Adjudicator's decision on the day, afterwards we will always confirm the decision and the Adjudicator's reasons in writing.

- *We aim to send you a written copy of the Adjudicator's decision and reasons within 10 working days of your hearing.*

If you apply for a postal decision

If you apply for a postal decision we will send you a confirmation that we have received your appeal. This letter will include;

- *the final date for receipt of evidence;*
- *the name and phone number of the person arranging your appeal*

We aim to issue all confirmation letters within 2 working days.

We aim to decide at least 80% of postal appeals within 42 days of your application.

After the decision

- *We aim to send you a written copy of the Adjudicator's decision and reasons within 10 days of the decision being made.*

Comments and Complaints

Please tell us if you have any views on our service. If you have a complaint a member of staff will try to sort out your problem there and then. If you are still not satisfied you can ask to speak with the Service Director or another manager if appropriate.

Alternatively, you can write to the Service Director who will ensure that your inquiry receives a prompt reply.

Please note: Parking Adjudicators are impartial and independent and National Parking Adjudication Service staff cannot look into claims that;

- *The Adjudicator's decision was unfair or wrong.*
- *The Adjudicator did not handle the appeal properly.*

Also, Adjudicators do not usually answer letters about cases they have decided.

Comments and complaints about an Adjudicator or how a hearing was handled should be addressed to the Chief Adjudicator.

Please note also that we cannot look into complaints about other organisations such as local authorities or enforcement contractors.

The National Parking Adjudication Service can be contacted as follows:

Telephone	0161 242 5252
Fax	0161 242 5265
Address	National Parking Adjudication Service 6th floor Barlow House Minshull Street Manchester M1 3DZ
Email	<u>npas@parking-adjudication.gov.uk</u>
Website	<u>www.parking-appeals.gov.uk</u>

The National Parking Adjudication Service is an independent tribunal where impartial lawyers consider appeals by motorists and vehicle owners whose vehicles have been issued with Penalty Charge Notices (or have been removed or clamped) by councils in England and Wales enforcing parking under the Road Traffic Act 1991. We cannot offer you legal advice or tell you what to say in your appeal. We cannot say if a case is likely to succeed or tell you what the Adjudicator will decide.

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002
AGENDA ITEM Number 9
SUBJECT: Tribunals for Users – Programme Update
JOINT REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To provide an update on the Lord Chancellor's 'Tribunals for Users' programme following the Review of Tribunals by The Rt. Hon. Sir Andrew Leggatt.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note that the Lead Officer submitted its response on the consultation to the government as detailed in the Appendix.
- [ii] Note the latest information contained in the report regarding the Tribunals for Users programme.
- [iii] Request the Lead Officer to keep the Joint Committee informed of developments on this topic in the future.

CONTACT OFFICERS

Bob Tinsley, NPAS Headquarters, Barlow House, Minshull Street,
Manchester.
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Report of The Review of Tribunals, 'Tribunals for Users One System, One Service'.
Minutes of the NPASJC Meeting 19th November 2002.

1.0 INTRODUCTION

- 1.1 In May 2000 the government commissioned an independent review of the tribunals system, led by Sir Andrew Leggatt, formally Lord Justice of Appeal. As NPAS is a tribunal it was included within this review.
- 1.2 In March 2001 Sir Andrew submitted his Report to the Lord Chancellor, "Tribunals for Users One System, One Service". In August 2001 the government published the report and issued a consultation paper – Tribunals for Users. The paper sought views on the main recommendations in the Report by 30th November 2001.
- 1.3 Following the Joint Committee's request at the meeting held on 19th November 2001, a response to the consultation paper was submitted. The response included the Joint Committee's request as detailed in the Appendix.
- 1.4 After the consultation process the Lord Chancellor established a 'Tribunals for Users Programme'. The programme has the objective of achieving the key recommendation that all tribunals in England and Wales should be merged into a single Tribunals Service under the Lord Chancellor's Department.

2.0 BACKGROUND

- 2.1 The programme proposes that The Tribunals Service would be established in three phases. Tribunals already within the LCD would be in phase one, followed by other central government tribunals. There are currently four tribunals for which local authorities are responsible including NPAS. These would be in the final phase.
- 2.2 The Tribunals for Users Programme (TUP) has been organised around three key areas or project streams, with synergies and interaction between each. The streams are:
 - Policy; including judicial issues, planning for legislation and formal Government announcements
 - Business Change; which includes issues around tribunal staff, estate, IT and ways of working
 - Communication and stakeholder management.
- 2.3 It was reported at the last meeting that funding arrangements would need to provide adequate support for the Tribunals System and the Tribunals Service to ensure users obtain a service that promotes confidence, is accessible, and delivers timely decisions. There would be the usual requirements of providing a modern, efficient service that is seen to provide value for money. However perhaps more radically, it is proposed that the funding should provide incentives for Government departments and local authorities to improve first-tier decision making.

- 2.4 It is understood that progress has been made regarding the conclusion of the policy and funding process, but as this is a major cross-government initiative, there are still some issues that need to be resolved.
- 2.5 In considering the way forward within the proposed Tribunals Service, it is understood that current tribunal jurisdictions are being taken as the basic building block. If there are clear reasons for merging jurisdictions then there may be such opportunities providing there is a sound business case.
- 2.6 It is further understood that the local government tribunals, including NPAS, at this stage have not been included within the short to medium term programme for integration within the proposed Tribunals Service.
- 2.7 At this stage it is recommended that the Joint Committee, (a) note the latest information contained in the report regarding the Tribunals for Users programme; and (b) request the Lead Officer to keep the Joint Committee informed of developments on this topic in the future.
- 2.8 In line with the 'Leggatt' proposals NPAS has by invitation, been co-operating and participating in a number of workshop forums to discuss matters of common interest with other tribunals. Topics covered to date include human resources, information technology and communications.

APPENDIX

National Parking Adjudication Service Joint Committee – Response to the Government Consultation Paper on ‘Tribunals for Users One System, One Service’

The Joint Committee were invited to request the Lead Officer to make the following response to the government's consultation paper on about the Report of the Review of Tribunals by Sir Andrew Leggatt.

1. We agree that reform of tribunals should focus on maintaining and improving the services that tribunals provide to their users.
2. The NPAS tribunal already enables most users to represent themselves and therefore we see no change necessary to current arrangements in this respect.
3. NPAS works towards the framework of standards for tribunals issued by the Council on Tribunals, and has introduced performance measures. Further consideration is being given to the standard of service that user could expect as the NPAS tribunal develops.
4. NPAS already has a modern approach to IT and is working towards making electronic access available by the end of 2002. Many innovative IT solutions to service delivery are in place.
5. NPAS has a number of measures already in place with others under development that will promote better decision-making by local authorities in the NPAS Scheme.
6. There have been instances where NPAS appellants have questioned the independence of the tribunal. This is a matter of perception rather a reality of bias in practice. Most people who raise this issue are satisfied once the structure and workings of the tribunal have been explained. NPAS is working towards providing a web site in early 2002 and other forms of improved information to help address this issue. NPAS Adjudicator appointments are currently made by our Joint Committee with the consent of the Lord Chancellor. Adjudicator appointments for other transport and traffic enforcement matters that are likely to be decriminalised and serviced by NPAS in future are likely to be made by the Lord Chancellor. This will assist to reinforce the independence of the tribunal judiciary.
7. We do not hold the view that improved tribunal services would be secured most effectively and efficiently by a unified Tribunal Service. We consider that the determination of whether a parking penalty charge is payable and by whom would not rank highly in the world of tribunals generally. We are concerned that many of the innovative means of delivering the NPAS tribunal service that have already been developed and we are actively progressing for the future would be lost or delayed.

8. Whilst we are not in favour of creating a unified Tribunal Service we agree that should one be formed then it should be an Executive Agency responsible to the Lord Chancellor.
9. We are concerned that should NPAS become unified with the other tribunals that robust arrangements would need to be put in place in respect to financial arrangements. Currently NPAS is funded by the local authorities from self-financing decriminalised parking enforcement regimes. We would wish to ensure adequate financial control and consultation if the local authorities in the scheme were to continue providing funds for the tribunal. That financial arrangements would be consistent with our development plans for the future.
10. We wish to draw attention to the substantial changes that would be needed to legislation should the NPAS tribunal be transferred to the proposed unified Tribunal Service.
11. We are concerned that a unified Tribunals Service would become yet another London based organisation which destroys the concept of regionalisation.
12. Our objectives are detailed below. Basically these already align with the Leggatt concepts and recommendations.

- To provide Appellants and respondents to parking appeals with an independent, impartial and well-considered decision based on fact and law.
- To appoint Adjudicators with the appropriate knowledge, skills and integrity to make those decisions.
- To provide a tribunal service which is user-focussed, efficient, timely, helpful and readily accessible.
- To ensure that all persons who use, work for, or with, NPAS are treated equally and fairly regardless of race, gender, religious belief or sexual orientation.
- To provide Adjudicators with the necessary training and resources to enable them to make decisions that are concise, clear, well founded in law and relevant.
- To deliver that service with regard to achieving best value.
- To enhance the quality and integrity of the Road Traffic Act 1991 decriminalised parking enforcement scheme.
- To create and maintain an adaptable and responsive tribunal system.

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002

AGENDA ITEM Number 10

SUBJECT: NPASJC ADDITIONAL FUNCTIONS

JOINT REPORT OF: The Lead Officer
On behalf of the Advisory Board

PURPOSE OF REPORT

To provide an update on the proposal to extend the Joint Committee's functions to include other traffic and transportation adjudication processes such as bus lane enforcement, and road user charging.

RECOMMENDATIONS

It is recommended that the Joint Committee:

[i] Note the latest situation with regard to the proposal to establish an Addendum to the NPASJC Agreement that will enable the Joint Committee to exercise adjudication functions in respect of Bus Lane enforcement by member councils.

[ii] Authorise the Lead Officer to continue with making the necessary arrangements for the Joint Committee to exercise bus lane adjudication functions as part of the NPASJC Agreement arrangements.

CONTACT OFFICERS

Bob Tinsley, NPAS Headquarters, Barlow House, Minshull Street,
Manchester,
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Local Government Act 1972
Transport Act 2000
NPASJC Agreement
Minutes of the NPASJC Meeting 19th November 2002

1.0 INTRODUCTION

- 1.1 This Joint Committee has been established under the powers of Section 101(5) of the Local Government Act 1972. It has been empowered to provide the services relating to the adjudication of decriminalised parking by an agreement that has been signed by all of the initial Authority Members that formed the committee and then by all other Authorities as they have become members.
- 1.2 The current functions of the Joint Committee are set down in the Agreement and are reprinted in an Appendix to this report.
- 1.3 At the meeting of the Joint Committee held on 19th November 2001, it was agreed that [i] In principle the role of NPAS should be extended to include other traffic and transportation adjudication processes such as bus lane enforcement, and road user charging; and [ii] Authorisation be given to the Lead Authority to seek the agreement of the NPASJC member councils to extend the Agreement to cover bus lane adjudication support functions and proceed with the changes that will be necessary to the legal agreement that will be necessary to support the above recommendation.
- 1.4 At this stage there has been no further developments in respect of provision of adjudication functions for road user charging. However, in July 2002 The Department for Transport issued a public consultation document on draft regulations and proposed orders on bus lane enforcement in England outside London. Copies of the consultation letter, draft regulations and orders have been sent to NPAS and all English authorities currently exercising DPE powers. This report provides an update on the latest situation.

2.0 LOCAL AUTHORITY BUS LANE ENFORCEMENT - ADJUDICATION

- 2.1 As previously reported The Transport Act 2000 introduced two new arrangements whereby independent adjudication services might be required in areas of England and Wales outside London. These are:

Enforcement of bus lane
Road user Charging
- 2.2 Both systems would be designed to work with independent adjudication services operating in much the same way as the system currently works for decriminalised parking operations. The immediate proposals relate to bus lane enforcement and would apply to local authorities with Special Parking Area designation orders in England, outside London. It would be necessary for the National Assembly for Wales to provide similar legislation for Wales. The proposals include arrangements for adjudication.

- 2.3 At present it is understood that about a quarter of (NPAS Joint Committee) councils may wish to undertake bus lane enforcement in their area when the powers become available, and many other councils have this under consideration.
- 2.4 Whilst some councils would not initially wish to exercise bus lane enforcement at this stage, some don't at present have any bus lanes. Although not all councils may wish to undertake bus lane enforcement at first, there is an expectation that NPAS through the NPAS Joint Committee Agreement would provide the adjudication functions.
- 2.5 This would appear sensible as bus lane adjudication could be provided alongside parking and possible future civil enforcement of other traffic regulations. The draft bus lane enforcement regulations have been drawn up with the current arrangements for DPE in mind in order to have a consistent regime for civil enforcement, including adjudication arrangements.
- 2.6 In order to achieve such an arrangement it is necessary to satisfy two requirements. Firstly at least 75% of the existing NPASJC councils need to agree to amend the NPASJC Agreement to provide for these additional functions. Secondly, all the existing (and future) NPAS councils need to have the same functions in order to satisfy the requirements of Section 101 of the Local Government Act 1972, so that they may exercise the functions jointly. Until the proposed legislation has been made there are of course no bus lane adjudication functions to jointly exercise.
- 2.7 As requested by the Joint Committee a consultation exercise is now underway with a view to obtaining the required 75% of councils in favour of extending the NPASJC agreement to cover bus lane adjudications by way of an Addendum to the present agreement. At the time of writing of the 68 NPASJC councils (as at July 2002) 18 have responded so far and all have indicated they would be in favour. The consultation process began at a time of the usual summer holidays and therefore many councils are still engaged in their internal arrangements before they are able to provide a reply.
- 2.8 So far, one council has requested that should bus lane adjudications be undertaken by NPAS then this should not detract from the service provided for parking.
- 2.9 There is insufficient detail available from member councils at this stage as to their proposals for bus lane enforcement. However, in principle there would be some advantages for all the NPAS councils.
- 2.10 There would be economies of scale and these would provide economic benefits to all the NPAS councils. The NPAS charging fee regime is mainly based on PCNs issued by councils in the scheme. Such income

to NPAS would proportionately reduce the fixed costs of running the adjudication service for all our councils. Some of the variable costs would provide better value, for example the cost of hiring hearing venues to hear bus lane adjudications within the same arrangement for parking adjudications. Of course some of the variable cost would increase, but these would be in proportion to bus lane adjudication income resulting from bus lane enforcement penalty charges. (The current PCN fee is £0.70 per PCN).

- 2.11 Until the picture becomes clearer it is not possible at this stage to give an indication as to the extent to which the economies of scale would bring.
- 2.12 Once the legislation is in place and the necessary agreement of the NPASJC councils has been obtained then a number of arrangements and organisational matters will need to be addressed by the Joint Committee. These will include; the appointment of the Adjudicators; Appointment of the Proper Officer to the Regulations; delegation of functions; human resource issues and similar matters. Elsewhere on the Agenda is a proposal to establish an Executive Sub-Committee. The Joint Committee may be minded to make appropriate delegations to the Executive Sub-Committee to enable Bus Lane adjudications. As happened with the London PAS, it is intended that the Bus Lane appointments will be made to the same people as those for Parking with coterminous dual arrangements.
- 2.13 Consideration has been given to whether these organizational matters could be delegated to a sub-committee. However, it has been advised that the Joint Committee will need to have the functions before they would be in a position to make delegated arrangements.

APPENDIX

FUNCTIONS OF NPAS JOINT COMMITTEE

The functions that are provided in the terms of the NPASJC Agreement and are to be exercised jointly by the Members are as follows:-

- (a) to appoint subject to the Lord Chancellor's consent Parking Adjudicators for the purpose of the Road Traffic Act 1991;
- (b) to provide or secure the provision of accommodation and administrative staff for the Parking Adjudicators;
- (c) to determine after consultation with the relevant Council where the Parking Adjudicators are to sit;
- (d) to commission and receive an annual report from the Parking Adjudicators on the discharge of their functions;
- (e) to make an annual report to the Secretary of State and/or the Secretary of State for Wales as appropriate on the discharge of the functions of the Parking Adjudicators and to publish the same;
- (f) to establish and approve annual budgets and receive annual accounts and regular monitoring reports on associated expenditure;
- (g) such other associated functions as the Parking Authorities may lawfully arrange for the NPASJC to perform as they from time to time consider appropriate.

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002
AGENDA ITEM: Number 11
SUBJECT: Part-time Parking Adjudicator Appointments
REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To inform the Committee of the appointments made as part-time Parking Adjudicators.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note the appointment of each part-time Parking Adjudicator whose details are contained in the Appendix to the report.

CONTACT OFFICERS

Caroline Sheppard, NPAS Headquarters, Barlow House, Minshull Street, Manchester,

Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Minutes of the NPAS Joint Committee held on 19th November 2001
Scheme of delegated powers to officers of the NPASJC.

1.0 INTRODUCTION

- 1.1 Members have delegated to the Chief Parking Adjudicator the appointment of part-time parking adjudicators to meet the needs of the service, as appropriate. The Joint Committee included within this delegation a requirement for Chief Parking Adjudicator to keep the NPASJC informed of such appointments.
- 1.2 The appointment of Adjudicators are made with the consent of The Lord Chancellor in accordance with Section 73 of the Road Traffic Act 1991 and the various special and permitted parking area designation orders, for a maximum renewable period of five years.
- 1.3 At the meeting of the Joint Committee held on 19th November 2001 it was reported that the Chief Adjudicator was in the process of making further part-time Adjudicator appointments.
- 1.4 In consultation with The Lord Chancellor's Department, the Chief Adjudicator has since made further part-time Adjudicator appointments in line with the development of the service and the current and predicted near future decriminalised parking enforcement areas.
- 1.5 Advertisements were placed in the legal press inviting applications for parking adjudicators in the autumn of 2001. The applications were dealt with by an appointment panel chaired by Graham Addicott OBE, representing the Lord Chancellor, together with the Chief Adjudicator and Professor Raine of Birmingham University acting as the lay member.
- 1.6 Interviews were held in November and December 2001 and the appointment panel put forward 15 names to the Lord Chancellor requesting his consent.
- 1.7 The Lord Chancellor consented to each of the appointments in January 2002.
- 1.8 The list of adjudicators appointed from 23rd January 2002 is set out in the Appendix. The appointments are for a period of five years as required by the legislation, but will be renewable thereafter in accordance with LCD policy for judicial appointments.

APPENDIX

List of part-time Parking Adjudicator appointed .

Sarah Breach
Richard Charles
Gillian Ekins
Toby Halliwell
Martin Hoare
Margaret Kennedy
Terence McNeill
Christopher Nicholls

John O'Higgins
John Parker
Richard Phelan
Joanne Richards
James Richardson
Stewart Sandbrook-Hughes
Hilary Tilby

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002
AGENDA ITEM: Number 11
SUBJECT: Part-time Parking Adjudicator Appointments
REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To inform the Committee of the appointments made as part time Parking Adjudicators.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note the appointment of each part-time Parking Adjudicator whose details are contained in the Appendix to the report.

CONTACT OFFICERS

Caroline Sheppard, NPAS Headquarters, Barlow House, Minshull Street,
Manchester,

Tel: 0161 242 5252

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Scheme of delegated powers to officers of the NPASJC.

1.0 INTRODUCTION

- 1.1 Members have delegated to the Chief Parking Adjudicator the appointment of part-time parking adjudicators to meet the needs of the service, as appropriate. The Joint Committee included within this delegation a requirement for Chief Parking Adjudicator to keep the NPASJC informed of such appointments.
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- 1.7 The Lord Chancellor consented to each of the appointments in January 2002.
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John Parker
Richard Pholan
Joanne Richards
James Richardson
Stewart Sandbrook-Hughes
Hilary Tilby

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 18th September 2002
AGENDA ITEM: Number 12
SUBJECT: Annual Report of the Parking Adjudicators
REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To receive the annual report from the Adjudicators for the period from 1st April 2001 to 31st March 2002. To forward the Adjudicators' annual report to the Secretary of State for Transport, and the First Secretary of the National Assembly for Wales.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Receive the annual report from the Adjudicators for the period 1st April 2001 to 31st March 2002.
- [ii] Forward the Adjudicators' annual report to the Secretary of State for Transport, and the First Secretary of the National Assembly for Wales.
- [iii] The report is translated into the Welsh language for the purposes of forwarding it to the First Minister.
- [iv] Agree to the report being published and circulated free of charge.

CONTACT OFFICERS

Caroline Sheppard, NPAS Headquarters, Barlow House, Minshull Street,
Manchester.
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

1991 Road Traffic Act

1.0 INTRODUCTION

- 1.1 Under Section 73(17) of the Road Traffic Act 1991 the Adjudicators are obliged to make an Annual Report to the Joint Committee on the discharge of their functions.
- 1.2 Under Section 73(18) of the Road Traffic Act 1991 the Joint Committee are obliged to make an Annual Report to the Secretary of State on the discharge of the adjudicators functions.
- 1.3 As the powers in relation to parking enforcement matters in Wales have been devolved to the National Assembly for Wales it will be necessary to also forward the report to the First Minister.
- 1.4 As the report is to be forwarded to the First Minister it is recommended that for this purpose it should be translated into the Welsh language so that the First Minister may receive the report in both languages.
- 1.5 It is further recommended that the report should be published and circulated free of charge. This would give an opportunity to add additional information to the report such as the Joint Committee's accounts, and other relevant types of information that will be of interest to those involved in parking enforcement.
- 1.6 The report is a joint report for the period 1st April 2001 to 31st March 2002 of all the Adjudicators. I have pleasure in introducing this third report of the Parking Adjudicators which is attached. [To follow]