

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

MINUTES OF THE INAUGURAL MEETING OF THE COMMITTEE HELD ON 19TH FEBRUARY 1999 AT THE TOWN HALL, MANCHESTER

PRESENT:

Councillor J.B.E. Beveridge - Winchester City Council
Councillor A. Burns - Manchester City Council
Councillor R.King - Kent County Council
Councillor J. West - Hampshire County Council

JC/99/1 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

Nominations were invited.

DECISION/-

To appoint Councillor Anthony Burns as Chairman and Councillor John Beveridge as Vice-Chairman of the Joint Committee until the annual meeting in September 2000.

Councillor Burns then occupied the Chair.

JC/99/2 STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER JOINT AGREEMENT PROVISIONS

DECISION/-

To adopt the Standing Orders and Financial Regulations Included in the Agreement.

JC/99/3 LEAD AUTHORITY

DECISION/-

1. To note that Manchester City Council has been appointed Lead Authority for the provision of 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.
3. To adopt the Scheme of Delegated Functions to Officers as now reported.
4. To request the Lead Officer to make arrangements with the Audit Commission to appoint Auditors to the Joint Committee.
5. To appoint the City Treasurer of the Lead Authority as the Joint Committee's Treasurer.

6. To agree to appoint a Management Board comprising the Lead Officer, the representative of the Department of the Environment, Transport and the Regions, and nominees of Hampshire County Council, Kent County Council, Birmingham City Council, Winchester City Council, Neath Port Talbot County Borough Council and Manchester City Council.

JC/99/4 CYCLE OF MEETINGS

DECISION/-

To hold ordinary meetings of the Joint Committee in January and September (annual meeting) each year, on dates to be agreed by the Chairman.

JC/99/4 REVENUE AND CAPITAL BUDGET ESTIMATES 1998/99 AND 1999/2000

Consideration was given to a report establishing estimates for the Joint Committee's adjudication service in 1998/99 and 1999/2000. Revised financial details in relation to the revenue consequences of capital development were tabled at the meeting.

DECISION/-

1. To write forward the revenue costs incurred in 1998/99 by the Lead Authority to the 1999/2000 revenue budget account.
2. To adopt the revenue budget estimates now submitted for 1998/99 and 1999/2000.
3. To adopt the capital budget estimate for 1998/99 and 1999/2000, as now reported, and to authorise the Lead Officer to incur expenditure up to the approved amounts.

JC/99/5 CHARGES FOR SERVICES

Consideration was given to a report presenting options for charges to be levied from Local Authorities participating in the Joint Committee's Adjudication Service during 1998/99 and 1999/2000.

DECISION/-

1. To adopt the option which provides for an annual charge of £500; a charge per penalty charge notice of £0.70 and a charge per adjudication case of £10.
2. To request the City Treasurer, in consultation with the Management Board, to keep the charges under review and report back should there appear to be a variation from the income targets during 1999/2000.

JC/99/6 ESTABLISHMENT OF STAFF ASSIGNMENT

The Joint Committee was advised that Manchester City Council's Personnel Sub-Committee had adopted recommendations regarding the establishment of the headquarter's staff assignment in support of the Adjudication Service. The Joint Committee was invited to adopt the recommendations.

DECISION/-

1. To approve the establishment within the Chief Executive's Department, of posts of -
 - (i) Service Director Grade PO5
 - (ii) Principal Service Support Officer Grade PO1/2
 - (iii) Senior Services Support Officer Grade SO1
 - (iv) Support Officers Grade 3/4 (5 posts)
 - (v) Secretary Grade 5
 - (vi) Part-time Parking Adjudicators (10 posts on a contract basis)
2. To request the City Solicitor, in consultation with the Service Director and the Head of Personnel Management (Manchester City Council), to keep the staff assignment for this service under review, to ensure the staffing needs of the service are aligned to the service development.
3. To authorise the City Solicitor, in consultation with the Head of Personnel Management, to approve job descriptions.
4. To make appointments to the service in accordance with Manchester's Recruitment and Selection Code of Practice, except for the part-time parking adjudicator posts, where there are additional procedures involving the Lord Chancellor.
5. The process of making appointments to proceed in line with the need to meet the expected demand of the service.

JC/99/7 ADMITTANCE OF OTHER LOCAL AUTHORITIES TO THE JOINT COMMITTEE

The Joint Committee considered arrangements to allow other Local Authorities who have already obtained decriminalised parking powers, or who wish to take up those powers in the future, to be admitted to the Joint Committee, .

DECISION/-

1. To agree to the following Local Authorities who already have SPA/PPA Orders joining the Joint Committee, and to authorise the Lead Officer to make the necessary arrangements -

Buckinghamshire County Council (High Wycombe)
Hertfordshire County Council
Luton Unitary Authority
Maidstone District Council
Oxfordshire County Council (Oxford)
Watford Borough Council

2. To authorise the Lead Officer, in consultation with the Chairman and Vice-Chairman of the Joint Committee, to agree and make the necessary arrangements for other Local Authorities taking up decriminalised parking enforcement powers to join the Joint Committee. Such arrangements to be subject to the Local Authorities concerned, having obtained the SPA/PPA Order, and satisfying the Secretary of State for the Environment, Transport and the Regions that they have met all the necessary criteria.

3. Any such agreement for other Local Authorities to join the Joint Committee to be made on the existing terms and conditions of the Joint Committee Agreement.

4. To request the Lead Officer to provide regular reports to the Joint Committee regarding expressions of interests from other Local Authorities to join the Joint Committee and those which have been admitted.

JC/99/8 EXCLUSION OF THE PUBLIC

DECISION/-

To exclude the public from the meeting under Section 100(a)(4) of the Local Government Act 1972, during consideration of the following items which involve the likely disclosure of exempt information.

JC/99/9 SERVICE HEADQUARTERS

(Public excluded by virtue of the information relating to contracts as in Paragraph 7 to Schedule 12A of the Act)

JC/99/10 INFORMATION TECHNOLOGY

(Public excluded by virtue of the information relating to contracts as in Paragraph 7 to Schedule 12A of the Act)

JC/99/11 APPOINTMENT OF CHIEF PARKING ADJUDICATOR

(Public excluded by virtue of the information relating to employees as in Paragraph 1 to Schedule 12A of the Act)