

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
MEETING OF THE EXECUTIVE SUB-COMMITTEE**

**To be held at 12.00 Noon on 24<sup>th</sup> January 2005  
Warwickshire County Cricket Club, The County Ground, Edgbaston,  
Birmingham, B5 7QU.**

**AGENDA**

**PART A**

- 1. APPOINTMENT OF CHAIR, VICE CHAIR and ASSISTANT CHAIR**  
To appoint Members to serve as Chair, Vice Chair and Assistant Chair of the Sub-Committee.  
(These appointments to be effective until the Annual meeting in 2005)
- 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**  
(a) To approve as a correct record the Minutes of the Executive Sub-committee meeting held at 12.00 on 27<sup>th</sup> January 2004.  
**[Enclosed]**  
  
(b) To note the Minutes of the meeting NPASJC held at 12.00 pm 16<sup>th</sup> July 2004.  
**[Enclosed]**

- 6. 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]**
- 7. SERVICE DEVELOPMENT PROGRAMME**  
To provide interim information from the user survey and agree a framework for a future service development programme.  
**[Report enclosed]**
- 8. BUDGET MONITORING OF REVENUE AND CAPITAL EXPENDITURE**  
To provide budget monitoring information for 2004/5  
**[Report enclosed]**
- 9. 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.  
To consider the accommodation requirements at the Headquarters.  
**[Report enclosed]**
- 10. CAPITAL AND REVENUE BUDGETS for 2005/6**  
To establish the Joint Committee's Capital and Revenue Budgets for 2005/6.  
**[Report enclosed]**
- 11. SERVICE CHARGES 2005/6**  
To establish the NPASJC Service Charges to user councils for 2005/6  
**[Report enclosed]**

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**AGENDA ISSUED : 12<sup>th</sup> January 2005**



**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB-COMMITTEE  
MINUTES OF THE MEETING HELD AT THE WARWICKSHIRE COUNTY  
CRICKET CLUB, EDGBASTON, BIRMINGHAM, ON 27TH JANUARY, 2004.**

**PRESENT:** Councillor Rev. Robert Barker - South Lakeland District Council  
Councillor Roland Dibbs - Rushmoor Borough Council  
Councillor Robert Glozler - Epping Forest District Council  
Councillor Ken Gregory - Thanet District Council  
Councillor Sir Elgar Jenkins - Bath and North East Somerset Council  
Councillor David Rowland - Buckinghamshire County Council  
Councillor P A Rees - Neath Port Talbot County Borough Council

**Also in attendance:**

Messrs Bayless, Cook, Pulham, Spicer and Tinsley and Christine Crisp and Caroline Sheppard.

**NPAS/EX/04/01      Appointment of Chair and Vice Chair**

**Decision**

1. To appoint Councillor Gregory (Thanet) as Chair and Councillor Mrs Dickens as Vice Chair until the Annual meeting of the Joint Committee in 2004.
2. To appoint Councillor Burns (Manchester) as Assistant Chair.

**NPAS/EX/04/02      Executive Sub-Committee Minutes**

**Decision**

To approve as a correct record the Minutes of the meeting held on 28 January, 2003.

**NPAS/EX/04/03      NPASJC Minutes**

The Minutes of the National Parking Adjudication Service Joint Committee held on 30 September, 2003 were submitted for information.

**Decision**

To note the Minutes

**NPAS/EX/04/04      New Member Councils**

A report of the Lead Officer was submitted seeking approval to extend the Chief Parking Adjudicator's appointment to cover the areas of a number of Councils who have become party to the NPASJC Agreement.

**Decision**

1. To note that since the 30 September, 2003, the following Councils have become a party to the NPASJC Agreement: Dacorum Borough Council, Allerdale

Borough Council, Test Valley Borough Council, Harlow District Council, Blackpool Borough Council and Wirral Metropolitan Borough Council.

2. To confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminal to their appointments) to cover the areas of the Councils referred to above with effect from their various commencement dates appropriate to each authority area.

**NPAS/EX/04/05      Monitoring of Revenue and Capital Accounts for 2003/2004**

A report was submitted presenting expenditure monitoring information in respect of the Revenue and Capital Accounts for 2003/2004.

**Decision**

1. To note the expenditure monitoring information contained within the report.
2. To authorise the Lead Office to incur expenditure against the revenue budget in excess of the £1,812,900 set by the Committee should the need arise, provided such expenditure is within the total income for the year.
3. To agree that should there be a surplus of income in the 2003/04 revenue account this be carried forward to 2004/05.

**NPAS/EX/04/06      General progress and Service Standards**

The Lead Officer presented a report on progress in respect of the take up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales; interim service standard performance against which NPAS is measuring how swift the service is delivered; proposed revised service standards from April 2004; and staff assignments.

**Decision**

1. To note the expected take up of decriminalised parking enforcement powers during 2004 - 2005.
2. To note the performance attained against the agreed service standard indicators during the first two quarters of 2003/2004.
3. To agree to keep the current service standards and review them at a future meeting of the Committee.
4. To note the progress in respect of the revised staffing assignments and the filling of posts.

**NPAS/EX/04/07 Revenue and Capital Budget Estimates 2004/2005**

A report was submitted requesting approval of the Revenue and Capital Budget Estimates for 2004/2005.

**Decision**

1. To adopt the Revenue Budget estimates for 2004/2005 as detailed in the report.
2. To adopt the five year projected capital estimates as detailed in the report and request the Lead Authority to include this within their future LTP funding bids to government.
3. To approve the adoption of a Capital Budget estimate of £200,000 for 2004/5 in line with the LTP Transport Block Minor Works settlement.
4. To agree that the Capital budget for 2004/5 be utilised on: the development of the 'AIMS' case management system and that the accepted contractor Sopra Group Limited be treated as preferred supplier; piloting of appeal hearings via Video Conferencing and other incidental items suitable for capital funding.

**NPAS/EX/04/08 NPASJC Service Charges to user Councils for 2004/2005**

A report was submitted on the establishment of charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2004/2005.

**Decision**

1. To adopt the following charges in support of the service to be made by participating local authorities during the financial year 2003/2004:-

<b>ELEMENT</b>	<b>CHARGE</b>
Annual Charge	£250.00 (per SPA)
Charge per PCN Issued	£0.65
Charges per Adjudication Case	nil

2. To agree that Service Charges are levied at the beginning of the year for the Annual Charge, and on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.

**NPAS/EX/04/09 Revised Committee Cycle of Meetings**

The Sub Committee were advised of proposals for a revised cycle of Committee meetings from 2004/05.

**Decision**

1. To agree that from 2004 onwards the Annual Meeting of the Joint Committee be held in June, with the exception of June 2004 because of the Elections being held that month.

2. To agree that the Annual Meeting this year be held on 16 July at the Warwickshire County Cricket Club, Birmingham.

**NPAS/EX/04/10 Part-Time Parking Adjudicator Appointments.**

A report was submitted providing an update on part-time adjudicator appointments and the appointment of a part-time HQ based Adjudicator.

**Decision**

1. To note the appointment of the part-time Parking Adjudicators detailed in the report.
2. To approve the appointment of one current part-time Parking Adjudicator as a Head Quarters Adjudicator with a time commitment equivalent to 3 days per week.
3. To request the Lead Authority to make the necessary employment arrangements for the Head Quarters Adjudicator.

committee/npasjc/exsub /27jan04

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
MINUTES OF THE MEETING HELD AT THE WARWICKSHIRE COUNTY  
CRICKET CLUB, EDGBASTON, BIRMINGHAM, ON 16TH JULY, 2004.**

**PRESENT:** Councillor Rev. Robert Barker - South Lakeland District Council  
Councillor Tony Burns – Manchester City Council  
Councillor Herbert Chapman – Dacorum Borough Council  
Councillor James Davies – Carmarthenshire County Council  
Councillor Roland Dibbs - Rushmoor Borough Council  
Councillor Phrynette Dickens – Hampshire County Council  
Councillor David Fleet – Herefordshire Council  
Councillor John Hayter – Bournemouth Borough Council  
Councillor Sir Elgar Jenkins - Bath and North East Somerset  
Councillor Richard Knasel – Winchester City Council  
Councillor Joseph Lawson – Sunderland City Council  
Councillor Matthew Lock – East Sussex County Council  
Councillor Peter O'Brien – Chelmsford Borough Council  
Councillor John Peach – Peterborough City Council  
Councillor Robert Peachy – Worcestershire County Council  
Councillor Roy Pennington – Brighton & Hove Council  
Councillor James Tombe – Mid Bedfordshire District Council

**Also in attendance:**

Messrs Bayless, Davey-Thomas, Jowsey, Pulham, Richardson, Sage, Satchwell, Spicer and Tinsley, and Christine Crisp, Eileen Dunstan, and Caroline Sheppard.

**NPAS/04/01 Appointment of Chair and Vice Chair**

**Decision**

1. To appoint Councillor Gregory (Thanet) as Chair and Councillor Burns (Manchester) as Vice Chair until the Annual meeting of the Joint Committee in 2005.
2. To appoint Councillor Dibbs (Rushmoor) as Assistant Chair.

**NPAS/04/02 NPASJC Minutes**

The Minutes of the National Parking Adjudication Service Joint Committee held on 30 September, 2003 were submitted.

**Decision**

To approve as a correct record the Minutes of the meeting held on 30 September, 2003.

### **NPAS/04/03 Executive Sub-Committee Minutes**

#### **Decision**

To note that Councillor Dibbs represents Rushmoor Borough Council and not Southend as appeared on the minutes circulated.

To note the Minutes of the meeting held on 27 January, 2004.

### **NPAS/04/04 Five Year Review Sub-Committee Minutes**

#### **Decision**

To note the Minutes of the meeting held on 27 January, 2004 and, in particular, the re-appointment of the Chief Parking Adjudicator

### **NPAS/04/05 Councillor John Beveridge**

The Joint Committee were informed that Councillor Beveridge (Winchester Council) had recently changed portfolio and was no longer a member of the Joint Committee.

#### **Decision**

That a letter of thanks be sent to Councillor Beveridge to thank him for his very valuable contribution to the work of the Joint Committee.

### **NPAS/04/06 Final Revenue and Capital Accounts, 2003/2004**

The final accounts for the years 2003/2004, together with the Auditor's report on the accounts were submitted.

#### **Decision**

1. To approve the 2003/2004 Accounts for the NPASJC as prepared by the Lead Authority.
2. To agree to carry forward the excess of income over expenditure recorded in the 2003/2004 Revenue Accounts to the 2004/2005 Revenue Account.
3. To note the District Auditor's reports in relation to the year 2003/2004.

**NPAS/04/07****New Member Councils**

A report of the Lead Officer was submitted seeking approval to extend the Chief Parking Adjudicator's appointment to cover the areas of a number of Councils who have become party to the NPASJC Agreement.

**Decision**

1. To note that since the 30 September, 2003, the following Councils have become a party to the NPASJC Agreement: Dacorum Borough Council, Allerdale Borough Council, Test Valley Borough Council, Harlow District Council, Blackpool Borough Council, Wirral Metropolitan Borough Council, Carmarthenshire County Council, South Bedfordshire District Council, Mid Bedfordshire District Council, Surrey County Council, Mole Valley District Council, Guildford Borough Council, Reigate and Banstead Borough Council, Wigan Metropolitan Borough Council, Rochdale Metropolitan Borough Council and Denbighshire County Council.

2. To confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminous to their appointments) to cover the areas of the Councils referred to above with effect from their various commencement dates appropriate to each authority area.

**NPAS/04/08 General Progress and Service Standards**

The Lead Officer presented a report on progress in respect of the take up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales; service standard performance against which NPAS is measuring how swift the service is delivered; information and communications technology and other areas of service development.

**Decision**

1. To note the expected take up of decriminalised parking enforcement powers.
2. To note the performance attained against the agreed service standard indicator.
3. To note the progress in respect of ICT and other areas of service development in support of the service.

**NPAS/04/09 ANNUAL REPORT OF THE PARKING ADJUDICATORS**

The Annual report of the Adjudicators for the calendar year 2003 was submitted.

## **Decision**

1. To note the Annual Report, and forward it to the Secretary of State for Transport, and the First Minister of the National Assembly for Wales.
2. To approve the translation of the report into the Welsh language for the purpose of forwarding it to the First Minister.
3. To agree that the report is published and circulated free of charge.

## **NPAS/04/10 ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE**

A report was submitted on the appointment of an Executive Sub-Committee for the forthcoming year.

The Lead Officer amended the date of the annual meeting in the recommendation to read, annual meeting in 2005.

In view of the need to consider additional accommodation for the Headquarters it was suggested that the Terms of Reference be amended to include the following:

- "5. Accommodation  
Matters in relation to the provision of accommodation that have not been delegated to officers."

## **DECISION/-**

1. To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee until the annual meeting in 2005, comprising Councillors Bob Barker (South Lakeland D.C.), Tony Burns (Manchester C.C.), Roland Dibbs (Rushmoor B.C.), Phrynnette Dickens (Hampshire C. C.), Ken Gregory (Thanet D.C.), Sir Elgar Jenkins (Bath and North East Somerset), Joseph Lawson (Sunderland C. C.), Matthew Lock (East Sussex C. C.) Roy Pennington (Brighton and Hove) and a representative from Wales.
2. To agree the terms of reference contained in the body of the report with the additional reference relating to accommodation.
3. To agree that the next meeting of the Executive Sub-Committee be held in January, 2005 at the Warwickshire County Cricket Club, Edgbaston.

## **NPAS/03/11 APPOINTMENTS TO THE ADVISORY BOARD**

A report was submitted on the appointment of representatives to the Advisory Board and detailing changes to the current composition.



## **DECISION/-**

1. To appoint representatives to serve on the Advisory Board as follows:-

The Lead Officer plus 10 people:-

At least one representing an English Authority -

*Bournemouth Unitary Council - John Satchwell*

At least one representing a Welsh Authority -

*Carmarthanshire County Council – Trevor Sage*

At least one representing a District Council -

*Winchester City Council - Alan Jowsey*

At least one representing a County Council -

*Hampshire County Council - Peter Bayless*

At least one representing a Unitary or Metropolitan Council -

*Manchester City Council - Andrew Vaughan*

At least one representing a County Council –

*Hertfordshire County Council – Deborah Davies*

A representative each from the DfT and NAFW (Ex-Officio) - *John Gant* (DfT), *Mike Burnell* (NAFW)

A representative from a motoring association - *Kevin Delaney* (RAC Foundation)

An independent person with knowledge of judicial or tribunal systems - *Graham Addicott OBE*

2. To record the thanks of the Joint Committee to Mike Richardson and Neath Port Talbot County Borough Council for the significant contribution they have made to the Advisory Board and the Joint Committee.

## **NPAS/04/07 Exclusion of Public**

### **Decision**

To exclude the public from the meeting during consideration of the following item containing confidential information as detailed in Paragraph 1, Schedule 12A, Local Government Act, 1972 – Information relating to individuals.

## **NPAS/04/07 Review of Senior Staffing Structure 2003/04**

(Public excluded Paragraph 1, Information relating to individuals)

A report from the Chair and Deputy was submitted outlining a Panel meeting to consider the review of the Senior Management Structure which was delegated to the Chief Executive of the Lead Authority in consultation with the Chair and Deputy and the Head of Personnel of the Lead Authority.

### **Decision**

To note the report.  
committee/npasjc/16july04



**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB-COMMITTEE**

**REPORT FOR RESOLUTION**

**DATE:** 24<sup>th</sup> January 2004  
**AGENDA ITEM:** Number 6  
**SUBJECT:** New NPASJC Councils  
**JOINT REPORT OF:** The Lead Authority  
On behalf of the Advisory Board

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**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 16<sup>th</sup> July 2004 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 (coterminal 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**

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

**BACKGROUND DOCUMENTS**

Minutes of the NPAS Joint Committee held on 16<sup>th</sup> July 2004

National Parking Adjudication Service Joint Committee Agreement.

Road Traffic Act 1991.

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

Rochdale	S.I. 2004 No.1402
Lancashire (All Districts)	S.I. 2004 No.2028
Lewes	S.I. 2004 No.2111
Blackburn with Darwen	S.I. 2004 No.2260
St. Albans	S.I. 2004 No. 2212
Essex	S.I. 2004 No.2194
(Tendering, Rochford, Uttlesford, Braintree and Castle Point)	
Eastleigh	S.I. 2004 No.2188
Stratford on Avon	S.I. 2004 No.2193
Cambridge	S.I. 2004 No.2424
Wychavon	S.I. 2004 No.2263
Runnymede	S.I. 2004 No.2616
East Hertfordshire	S.I. 2004 No.3310
North Hertfordshire	S.I. 2004 No.3246

## **1.0 BACKGROUND**

- 1.1 Since the meeting of the Joint Committee on 16<sup>th</sup> July 2004, the local authorities listed in the Appendix have become a party to the NPASJC Agreement.
- 1.2 East Sussex County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Lewes area. Hertfordshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the St. Albans, North Hertfordshire and East Hertfordshire areas. Hampshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Eastleigh area. Essex County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Tendinger, Castle Point, Rochford, Braintree and Uttlesford areas. Worcestershire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Wychavon area. Surrey County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Runnymede area. It is however necessary to extend the appointment of the Chief Parking Adjudicator to cover the on-street areas of the districts in these county councils areas.
- 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 30<sup>th</sup> September 2003.

Rochdale Metropolitan Borough Council  
Lancashire County Council  
Lancaster City Council  
Wyre Borough Council  
Ribble Valley Borough Council  
Pendle Borough Council  
Fylde Borough Council  
Preston City Council  
Burnley Borough Council  
Hyndburn Borough Council  
South Ribble Borough Council  
Rossendale Borough Council  
Chorley Borough Council  
West Lancashire District Council  
Lewes District Council  
St Albans City and District Council  
Eastleigh Borough Council  
Tendering District Council  
Castle Point Borough Council  
Rochford District Council  
Braintree District Council  
Uttlesford District Council  
Blackburn with Darwen Borough Council  
Stratford on Avon District Council  
Warwickshire County Council  
Wychavon District Council  
Cambridgeshire County Council  
Cambridge City Council  
Runnymede Borough Council  
East Hertfordshire District Council  
North Hertfordshire District Council

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB COMMITTEE**

**REPORT FOR RESOLUTION**

**DATE:** 24 January 2005  
**AGENDA ITEM:** Number 7  
**SUBJECT:** Service Development Programme  
**REPORT OF:** The Lead Officer on behalf of the Advisory Board

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**PURPOSE OF REPORT**

This report outlines service developments at NPAS in the context of a report to the Five Year Review Sub-committee on 26 March 2004. It then suggests how the findings of the University of Birmingham User Survey may be used to shape developments over the next five years.

**RECOMMENDATIONS**

It is recommended that the Joint Committee:

- [i] Notes the initial findings of the University of Birmingham user survey.
- [ii] Endorses the service development proposals outlined in this report.

**CONTACT OFFICER**

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

**BACKGROUND DOCUMENTS**

'Tribunals for Users' – Report of the Review of Tribunals by Sir Andrew Leggatt, March 2001.  
Transport Act 2000.  
Traffic Management Act 2004.  
Report of the Five Year Review Sub-committee held on 26<sup>th</sup> March 2003 - The next five years – forward plan.  
'Transforming Public Services: Complaints, Redress and Tribunals' – White Paper published July 2004.

## **1.0 Background**

- 1.1 A report on proposed developments at NPAS over its second five years was presented to a meeting of the Five Year Review Sub-committee on 26<sup>th</sup> March 2004.
- 1.2 Government published a white paper in July 2004 that has begun a programme of reforms which will bring tribunals into a unified Tribunals Service, under the auspices of the Department for Constitutional Affairs.
- 1.3 The Institute of Local Government Studies at the University of Birmingham undertook a survey of NPAS service users and potential service users during 2004. Their findings will now be developed into a report to be issued in 2005, which when available will be presented to the Joint Committee.

## **2.0 Planning for Growth**

- 2.1 A predicted feature of the next five years is growth in terms of the number of SPA/PPA councils entering into adjudication arrangements and the range of decriminalised offences to be brought within the jurisdiction of the tribunal. The anticipated growth in parking appeal numbers currently as follows:

Year	Predicted number of appeals	Predicted number of SPAs	Predicted number of PCNs
2004/05	10,000	120	3,100,000
2005/06	13,000	150	3,550,000
2006/07	15,000	180	3,750,000
2007/08	17,000	210	4,250,000
2008/09	20,000	250	5,000,000

- 2.2 The Department for Transport is drafting Regulations under the Transport Act 2000, which will give SPA/PPA councils in England (outside London) the power to enforce bus lanes. It is likely these will become operative during 2005. The Traffic Management Act 2004 (TMA) will decriminalise a number of moving traffic offences, once the necessary Regulations have been made, probably in 2006. Whilst figures are not yet available for the number of bus lane or TMA related appeals, it is important to plan for the effect they will have on the work of the tribunal.
- 2.3 Effective use of information and communications technology will help to manage this growth; however there will be implications for the structure and staffing levels at NPAS. Periodic reviews of organisation structure and staff numbers will be necessary to ensure service standards are maintained during periods of rapid growth.

## **3.0 The New Tribunals Service**

- 3.1 In the white paper published in July 2004 the Government has begun the process of incorporating tribunals into a new Tribunals Service within the Department for Constitutional Affairs (DCA). The white paper indicates that they will review the position of local government tribunals during 2007,



reporting in January 2008. It is likely that if incorporation remains their preferred route, NPAS would transfer to the DCA, possibly in 2009.

- 3.2 Initiatives such as those mentioned elsewhere in this report have led to NPAS being generally well regarded as a model by fellow tribunals. Because of this NPAS has been pleased to participate in a number of Tribunals Service workshops, helping to shape the reform programme. Such participation should stand NPAS in good stead should they eventually transfer to the new Agency.

#### **4.0 Technological Developments**

- 4.1 Remote access to the case management system will remove the need to post case files to adjudicators, with all the risks this engenders. This facility will be made available with the implementation of the new Appeals and Information Management System (AIMS) early in 2005.
- 4.2 The facility for local authorities to submit their appeal evidence directly into AIMS will also reduce risk. This is being trialled and will be introduced on a gradual basis from 2005.
- 4.3 The facility for motorists to compile and submit appeals on-line is in development and a first iteration is being tested.
- 4.4 Future developments of AIMS will enable NPAS to publish statistics, normally found only within the Annual Report, on a real-time (or near real-time) basis, on the world-wide-web.

#### **5.0 The University of Birmingham User Survey**

- 5.1 Initiatives such as those outlined above are of limited use if they do not meet the needs of service users. Accordingly, NPAS commissioned the Institute of Local Government Studies (INLOGOV) at the University of Birmingham to undertake a major user survey during 2004. Three user groups were identified:

- a) Appellants
- b) Local Authorities
- c) Non-appellants (who had the right to appeal, but failed to do so).

- 5.2 A report on the survey will be issued by INLOGOV early in 2005 and reported to the Joint Committee. However, the raw data alone reveals some interesting findings:

- Tribunal users reported favourable impressions of the service they received and in particular commented on the 'user-friendly' nature of the service.
- Most appellants or potential appellants have access to the internet and many would use the facility to appeal on-line when this becomes available.

- There remains a need for more information about NPAS and its role within the DPE process to be made available through a wide range of media.
- Many local authorities in the scheme have misconceptions of the role and nature of a judicial body such as the parking adjudicators.

## **6.0 Implications for Service Development**

- 6.1 As outlined above, work will continue to be done on improving accessibility to justice and the speed with which justice is dispensed. However, improved accessibility and speedier decisions are of little use if users are unaware of their right to adjudication or are ill informed of the true nature of the process.
- 6.2 In view of the above, it is suggested that whilst continuing with technology-led developments, it is also important for the tribunal to raise awareness of parking adjudication and of its true nature.
- 6.3 National and local media interest in parking enforcement is particularly acute at the time of publication of the Annual Report. Accurate reporting of such matters contributes to public awareness of DPE in general and the adjudication process in particular. To assist with press relations and to 'arms-length' the judiciary from the media, NPAS uses the services of an external press office. The tribunal's relationship with this agency has matured since its appointment and the successful launch of the NPAS Annual Report for 2003 was an example of this. More than 400 copies together with an accompanying press release were issued. Media interest ranged from interviews on BBC television 'NEWS 24' and local radio stations to national and local newspaper coverage, this was ably fielded by NPAS and its press office working closely throughout that period.
- 6.4 Whilst it is important to be mindful of the tribunal's core function of deciding parking appeals, it is suggested that continued engagement with the media, which must involve the driving up standards of media coverage, forms an important element of any strategy to raise awareness of DPE and of motorists' right to appeal.
- 6.5 The Secretary of State for Transport last issued Guidance to local authorities on the implementation of DPE in 1995. This Guidance included recommendations on the form of words to be used by councils when acknowledging the right to appeal to the adjudicator following their rejection of the motorist's representations.
- 6.6 The Department for Transport intends to issue fresh Guidance to local authorities, linked to the Traffic Management Act 2004. NPAS will work with the DfT and others to ensure that the benefit of ten years experience is brought to bear in the creation of these Regulations and Guidance, not least in terms of how the right to appeal and the nature of adjudication is explained during the enforcement process.
- 6.7 There are a number of initiatives already underway at NPAS which must be further developed if the findings of the user survey are to be addressed. The world-wide-web is increasingly being seen as a means for

conveying information and transacting between the citizen and the public services. This report has already identified the NPAS website at [www.parking-appeals.gov.uk](http://www.parking-appeals.gov.uk) as the medium through which the 'appeal on-line' facility will operate and through which selected performance-related information will be made available. During 2005/06 work will begin on to overhaul the NPAS website to render it more user-friendly and to serve as a vehicle for a number of the other initiatives mentioned in this report. As part of this process, the opportunity to "re-brand" NPAS to more accurately reflect the future wider range of civil traffic adjudications needs to be considered.

- 6.8 To assist those who do not have access to the world-wide-web, NPAS will develop other forms of information materials, as well as working with the DfT and others such as Citizens Advice to promote access to impartial, authoritative information and procedural advice in a number of formats.

## **7.0 Future Developments**

- 7.1 In another response to the user survey, local authorities suggested they would benefit from advice and guidance from the tribunal in the preparation and submission of appeal evidence. There are cautions to be observed here; NPAS is a tribunal, not an advice service. However, tribunals have a clear mandate to improve the standard of first-round decision making, in this case among respondent local authorities. For those tribunals that are included in the new Tribunals Service the white paper proposes a statutory duty for the new organisation to work with decision-makers to improve the system as a whole.
- 7.2 The complete overhaul of the format in which council evidence is presented to the tribunal (and of course the appellant), which was launched in a series of 'road shows' in 2003, proved highly successful. Forthcoming developments such as the expected launch of 'appeal on-line' in 2005 and the rollout of the facility for councils to submit their appeal evidence electronically, system to system, provide an opportunity for a fresh round of local meetings. With the full report of the University of Birmingham User Survey available in 2005, these meetings would also form an invaluable means of addressing perceived misconceptions of the role and functions of adjudicators among this group of service users.

## **8.0 Summary and Conclusions**

- 8.1 The National Parking Adjudication Service has taken considerable strides forward since its creation in 1999 to render it a true 'tribunal for users'. Much of its development has been in line with government legislation and recommendations and the tribunal is regarded as a model by others in the tribunal world. NPAS' ability to offer a responsive and flexible service to its users, and willingness to innovate, should stand it in good stead for the future.
- 8.2 Irrespective of its longer term future, NPAS must continue to innovate and develop to accommodate growth, in terms of the volume and variety of work it is likely to experience. Developments mentioned earlier are part of

this strategy, although additional opportunities are likely to present themselves as technology develops.

- 8.3 Through the challenge of change and development, NPAS must be careful not to lose sight of its core purpose. The user survey suggests there is a job to be done in terms of promoting awareness of the right to appeal and the nature of adjudication. Improved accessibility and speed is of little use if potential users of the service are not aware of its existence in the first place. Therefore, whilst service development must continue, time and other resources need to be devoted to building this awareness. It is proposed that a number of avenues, as outlined above, are exploited to bring about this desirable end.

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB-COMMITTEE**

**REPORT FOR RESOLUTION**

**DATE:** 24<sup>th</sup> January 2004

**AGENDA ITEM:** Number 8

**SUBJECT:** Monitoring of Revenue and Capital Accounts for  
2004/2005

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

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**PURPOSE OF REPORT**

To present to the Committee expenditure monitoring information in respect of the Revenue and Capital Accounts for the 2004/2005

**RECOMMENDATIONS**

It is recommended that the Joint Committee:

- [i] Note the expenditure monitoring information presented in the body of the report.
- [ii] Authorise the Lead Officer to incur expenditure against the revenue budget in excess of the £1,987,880 set by the Committee should the need arise, provided such expenditure is within the total income.
- [iii] Agree that should there be a surplus of income in the 2004/5 revenue account this is to be carried forward to year 2005/6.

**CONTACT OFFICER**

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Tel: 0161 242 5252

**BACKGROUND DOCUMENTS**

Minutes of the NPASJC Executive Sub-Committee Meeting 27<sup>th</sup> January 2004.  
Accounts and Audit Regulations 2003, S.I. 2003 No 533.

## **1.0 INTRODUCTION**

- 1.1 At the meeting of the Executive Sub-Committee held on 27<sup>th</sup> January 2004 revenue and capital budget estimates were approved for the year 2004/2005.
- 1.2 This report provides the Committee with the expenditure position for the first half of year 2004/2005. Details are given in the Appendix.
- 1.3 The adjudication service is operated on a self-financing basis with income obtained from charges made to NPASJC member authorities. Capital approvals were obtained from central government of £200,000 for the year commencing 1st April 2004.

## **2.0 BACKGROUND**

### **2.1 Revenue Expenditure**

- 2.2 The revenue budget estimate was established by the Committee for 2004/2005 on the basis that this would reflect the Councils who are already members of the NPASJC agreement and those wishing to join during the year. As the year has developed there have been some variations to the take up of DPE powers from that expected. These variations necessarily affect both the contributions from member councils and the expenditure in providing the service. Accordingly, the Service Director in consultation with the Advisory Board is managing the revenue finances of the service with a view to balancing expenditure and income. Details are given in the Appendix.
- 2.3 The figures indicated are on the matching principle for the expenditure and the remaining available budget for each item at the half year stage. The full year budget estimate was based on the predicted take up of decriminalised parking enforcement during the year and the number of Penalty Charge Notices each council has predicted it will issue. The income reported is based on the actual fees levied from the councils. Not all councils are taking up the powers on the time scale they had previously predicted, some have different commencement dates and some different rates of PCNs issued than forecast. It therefore becomes too complex to assimilate with any degree of accuracy the actual profile during the currency of the year.
- 2.4 Within the accounts there is a surplus of £336,889 carried over from previous years which has not been shown in the appendix, as this would mask the picture based on the matching principle for the current year.
- 2.5 The service has a short history to call upon that would inform the profiling of income and expenditure for future years when setting the budget

estimates. The monitoring of the revenue account expenditure and income at the half year stage is showing that expenditure is likely to broadly match the approved budget. The budget is being managed on this basis.

- 2.6 However, if there is higher than predicted income resulting from a larger than expected number of parking penalty charge notices being issued by the councils, then in turn this could result in a higher number of appeals being received than estimated and hence a need for greater expenditure than that provided in the budget.
- 2.7 Should it be the case that there is a need for a greater expenditure than that provided for in the approved budget then there is a recommendation to authorise the Service Director to incur additional expenditure, provided such expenditure does not exceed the income.
- 2.8 Should it be the case that the revenue account falls into deficit then the surplus from previous years is available.
- 2.9 Should there be a greater income than expenditure in the year then there is a recommendation that this be transferred into the succeeding year as reserves.

#### **2.10 Revenue Cash Flow**

- 2.11 From 1st April 2003 the Accounts and Audit Regulations require a cash flow statement to be prepared. The latest cash flow figure would show a net income of £68,837 at the half year point. This arises as the income increases each quarter from the additional councils that join the scheme. For 2004/5 we are invoicing quarterly in advance and thus obtaining income quicker than had previously been the case (£202,340 net expenditure in year 2003/4 at the half year point). This seems to have broadly addressed the balancing of cash flow. At this stage a small net surplus between income and expenditure is predicted for the current year.

#### **2.12 Capital Expenditure**

- 2.13 Supplementary Credit Approval prior to year 2004/5 has been fully utilised.
- 2.14 For the year 2004/5 credit approvals of £200,000 was made available via the Lead Authority's Annual Capital Guideline for Integrated Transport Minor Works 'ring fenced' for NPAS. As previously identified this funding is being utilised for a new *AIMS* system, other associated information technology, and minor alterations to the accommodation. At the half year stage expenditure had reached £21,121. With expenditure commitments of approximately £200,000 this will fully utilise the budget provision. If necessary a contribution from the revenue account can be brought forward such that the full amount of capital funding available will be expended over the period.

## APPENDIX

### Half year monitoring of approved revenue budget for 2004/2005

	Approved Annual Estimate	Expenditure / Income at half year point	Projected out-turn 04/05
	£	£	£
<b>EXPENDITURE</b>			
Adjudicators	653,491	242,351	650,000
Employees	625,798	303,223	590,000
Premises	204,500	124,950	220,000
Supplies and Services	174,000	131,491	190,000
Information Technology	238,091	50,291	250,000
Service Management and Support	43,000	0	43,000
Audit Fee	2,000	0	2,000
Capital Finance	27,000	0	27,000
Contingency	20,000	11,623	12,000
<b>TOTAL EXPENDITURE</b>	<b>1,987,880</b>	<b>863,929</b>	<b>1,984,000</b>
<b>INCOME</b>			
Annual contribution	24,750	23,017	24,000
PCN charge	1,963,130	909,749	1,963,880
Case Charge	0	0	0
<b>TOTAL INCOME</b>	<b>1,987,880</b>	<b>932,766</b>	<b>1,987,880</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>-68,837</b>	<b>-3,880</b>



**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB COMMITTEE**

**REPORT FOR RESOLUTION**

**DATE:** 24<sup>th</sup> January 2005  
**AGENDA ITEM** Number 9  
**SUBJECT:** General Progress and Service Standards  
**JOINT REPORT OF:** The Lead Officer  
On behalf of the Advisory Board

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**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 the service delivered during 2004; (c) accommodation at the headquarters.

**RECOMMENDATIONS**

It is recommended that the Committee:

- [i] Note the information provided in Appendix 1 to the report in respect to the current and future take up of decriminalised parking enforcement powers.
- [ii] Note the performance being attained during 2004 against the agreed service standard indicators.
- [iii] Agree to change the telephone answering target from 80% to 90%, and the Acknowledgement of Appeal target from 80% to 95%, with effect from 1<sup>st</sup> January 2005.
- [iv] Authorise the Lead Officer to enter into an appropriate lease arrangement for the 5<sup>th</sup> Floor of Barlow House, the present headquarters building on behalf of the Joint Committee should this become available.

**CONTACT OFFICER**

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Tel: 0161 242 5252

**BACKGROUND DOCUMENTS**

Reports to NPASJC Committee Meeting held on 18<sup>th</sup> September 2002.  
Reports to NPASJC Committee Meeting held on 30<sup>th</sup> September 2003.

## **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 service standard performance indicators are reported and the latest figures available for year 2004 are provided. As experience is being gained from operation of the service standards consideration has been given to revising some of the targets.
- 1.3 An opportunity may arise within the next two years for the Joint Committee to take over the lease arrangements for the 5<sup>th</sup> Floor of Barlow House, the present NPAS headquarters building.

### **2.0 TAKE UP OF DECRIMINALISED PARKING ENFORCEMENT POWERS**

- 2.1 The latest information regarding the current and expected take up of the Road Traffic Act 1991 powers is given in Appendix 1.
- 2.2 As predicted there has been a further take up of decriminalised parking enforcement powers by councils since the Joint Committee last met.
- 2.3 There are now 139 councils that are a party to the NPASJC agreement, with some 121 Special & Permitted Parking Areas (SPAs) established in the scheme. It is predicted that there will be one further SPA by the end of the current financial year.
- 2.4 In 2005/6 another 37 SPAs are expected to be created.
- 2.5 The Committee is requested to note the information provided in Appendix 1 of the report in respect to the current and future take up of decriminalised parking enforcement powers.

### **3.0 SERVICE STANDARDS - PERFORMANCE INDICATORS**

- 3.1 Two performance indicators are used that 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.

3.2 The indicators measuring how swiftly the service is being delivered were measured and previously reported on a financial year basis. As agreed by the Committee from 2003 onwards indicators are being measured and reported on a calendar year basis. Interim indicators for year 2004 are given in Table 1 below.

**TABLE 1**

PERIOD	% OF POSTAL APPEALS DECIDED WITHIN 42 DAYS	TARGET	% OF PERSONAL APPEALS DECIDED WITHIN 56 DAYS	TARGET
Year 2000/1	57% (1,477 Appeals)	80%	59% (713 Appeals)	80%
Year 2001/2	80% (3,178 Appeals)	80%	82% (1,339 Appeals)	80%
Year 2002/3	78% (5,726 Appeals)	80%	89% (2,811 Appeals)	80%
Year 2003	77% (6,180 Appeals)	80%	91% (3,033 Appeals)	80%
<b>Interim figures for First three quarters of Year 2004</b>	<b>77%</b> <b>(4,592 Appeals)</b>	<b>80%</b>	<b>89%</b> <b>(1,443 Appeals)</b>	<b>80%</b>

3.3 It should be noted that data reported in Table 1 includes those appeals 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.

3.4 The performance indicator for the postal appeals continues to be just below the minimum target set by the Committee. The adjudicator regulations provide for a postal appeal to be considered 4 weeks after the appeal has been received by NPAS and acknowledged. This date may be brought forward for an individual appeal provided both parties agree. Therefore to meet this 42 days indicator there is only a narrow window of two weeks before the appeal decision would usually be

made and decision issued. As the number of appeals increased it became necessary to send the case files to adjudicators, rather than the postal decisions being largely made by adjudicators local to the headquarters. Once the *AIMS* case management system has been developed the adjudicators will be able to remotely and directly access the system. *AIMS* is expected to become operational during February 2005 with the adjudicators link to the system progressively being achieved thereafter. When fully operational a substantial improvement to this service standard indicator should result.

- 3.5 At the meeting of 19<sup>th</sup> November 2001, it was agreed that two additional indicators would be measured from 1st April 2002. These give an indication of availability and responsiveness for the service. Details for the first three quarters of year 2004 are given in Table 2 below.

**TABLE 2**

PERIOD	% of phone calls answered within 15 seconds	TARGET	% of appeals acknowledged within 2 working days	TARGET
2002/3	96% (24,375 calls)	80%	99% (8,537 appeals)	80%
Year 2003	96% (24,327 calls)	80%	99% (9,213 appeals)	80%
<b>First three quarters of 2004</b>	<b>97%</b> <b>(22,550 calls)</b>	<b>80%</b>	<b>99%</b> <b>(8,075 appeals)</b>	<b>80%</b>

- 3.6 The Committee is requested to note the performance attained so far against the agreed service standard indicators for year 2004.
- 3.7 As some experience has now been gained, consideration has been given to the telephone answering and appeal acknowledgement service standard targets. These targets could be made more challenging yet attainable without a detrimental effect on other areas of the service. It is therefore considered that for year 2005 these targets could be increased from 80% to 90% for telephone answering, and 80% to 95% for appeal acknowledgement. The Committee is recommended to adopt these new targets.

#### **4.0 HEADQUARTERS ACCOMMODATION**

- 4.1 The present NPAS headquarters is located on the 6th Floor of Barlow House, Minshull Street, Manchester. The 6th Floor is the subject of a lease agreement entered into by the Lead Authority on behalf of the Joint Committee. The lease is from 5<sup>th</sup> October 2001 for a renewable period of 10 years with a break clause at year five (subject to 12 months notice). Compared to other similar properties in the area the cost and accommodation provides very good value for money.
- 4.2 Earlier in 2001 Manchester City Council entered into a lease arrangement for the 5th Floor of Barlow House with similar terms and conditions. The department occupying the 5th floor is intending to vacate it within the next two years. It would therefore be possible for Manchester, acting as Lead Authority for the Joint Committee, to continue with the lease on the present terms and conditions provided the Committee agree to take over the costs, etc of the lease arrangement in sufficient time for the five year break clause not to be exercised.
- 4.3 Whilst there is not an urgent need to expand the headquarters accommodation provision at present it is foreseeable that with the expansion in the parking adjudications and other types of decriminalised traffic enforcement appeals planned for the future then this is likely to bring pressure on the present accommodation provision. The cost of taking over the lease for the 5<sup>th</sup> Floor would be approximately £120,000 in a full year. As an interim measure a small part of the 5<sup>th</sup> Floor is already being used by NPAS as an archive appeals case store and hard copy library for copies of the local authority traffic regulation orders.
- 4.4 It is therefore considered that should an appropriate opportunity arise it would constitute sound long term planning for the Joint Committee to secure this additional accommodation at the headquarters building. Until NPAS needed the whole floor, it may be possible to sub-let a part of it as an interim measure to help off set the total additional cost.
- 4.5 It is therefore recommended that the Lead Officer is authorised to enter into an appropriate lease arrangement for the 5<sup>th</sup> Floor of Barlow House, the present headquarters building on behalf of the Joint Committee should this become available.



## APPENDIX 1

### Existing and future Special & Permitted Parking Areas

#### Existing SPA/PPA Areas

Allerdale	Harrogate
Ashford	Hart
Aylesbury Vale	Hastings
Barrow-in-Furness	Herefordshire
Basildon	Hertfordshire [Dacorum, East Hertfordshire, North Hertfordshire, St. Albans, Three Rivers, Watford]
Basingstoke and Deane	Hyndburn
Bath & North East Somerset	Kent [All Districts]
Bedford	Lancashire [All Districts]
Bedfordshire [Bedford, Mid Bedfordshire, South Bedfordshire]	Lancaster
Birmingham	Lewes
Blackburn with Darwen	Liverpool
Blackpool	Luton
Bolton	Maidstone
Bournemouth	Maldon
Braintree	Manchester
Brentwood	Medway Unitary
Brighton & Hove	Mid Bedfordshire
Bristol	Middlesbrough
Buckinghamshire [High Wycombe]	Milton Keynes
Burnley	Mole Valley
Bury	Neath Port Talbot
Cambridge	Norfolk [Norwich]
Cambridgeshire [Cambridge]	North Dorset
Canterbury	North Hertfordshire
Carlisle	North Yorkshire [Harrogate]
Carmarthenshire	Northampton
Castle Point	Northamptonshire [Northampton]
Chelmsford	Norwich
Chorley	Nottingham
Christchurch	Oldham
Colchester	Oxfordshire [Oxford]
Copeland	Pendle
Cumbria [All Districts]	Peterborough
Dacorum	Plymouth
Dartford	Poole
Denbighshire	Portsmouth
Dorset [All Districts]	Preston
Dover	Purbeck
East Dorset	Reading
East Hertfordshire	Redcar and Cleveland
East Sussex [Hastings, Lewes]	Reigate and Banstead
Eastleigh	Ribble Valley
Eden	Rochdale
Epping Forest	Rochford
Essex [All Districts]	Rossendale
Fylde	Runnymede
Gravesham	Rushmoor
Guildford	Salford
Hampshire [Basingstoke and Deane, Eastleigh, Hart, Rushmoor, Test Valley & Winchester]	Salisbury
Harlow	Sandwell

### Existing SPA/PPA Areas..... continued

Sefton	Thanet
Sevenoaks	Three Rivers
Shepway	Tonbridge & Malling
Slough	Trafford
Somerset [Taunton Deane]	Tunbridge Wells
South Bedfordshire	Utilesford
South Lakeland	Wareham [Town Council]
South Ribble	Warwickshire [Stratford-on-Avon]
Southampton	West Dorset
Southend-on-Sea	West Lancashire
St Albans	Weymouth and Portland
Stoke-on-Trent	Wigan
Stratford-on-Avon	Wiltshire
Sunderland	Winchester
Surrey [Guildford, Mole Valley, Reigate and Banstead, Runneymede]	Wirral
Swale	Worcester
Swindon	Worcestershire [Worcester, Wychavon]
Taunton Deane	Wychavon
Tendring	Wyre
Test Valley	York

### Future Special & Permitted Parking Areas

#### Areas expected in 2004/5 with nominal start dates

Area	Expected commencement date
Leeds	1 March 05



**Areas expected in 2005/6**

<b>Area</b>	<b>Expected commencement date</b>
Stockport	1 April 2005
Havant [Hants]	1 April 2005
Coventry	1 April 2005
Sheffield	1 April 2005
Thurrock	1 April 2005
Spelthorne [Surrey]	4 April 2005
Epsom & Ewell [Surrey]	4 April 2005
Torbay	4 April 2005
Nuneaton & Bedworth [Warwicks]	April 2005
Scarborough [North Yorkshire]	April 2005
Broxborne [Herts]	May 2005
Chiltern [Bucks]	May 2005
Hartlepool	May 2005
Stevenage [Herts]	June 2005
Mid Sussex	1 June 2005
Welwyn & Hatfield	1 June 2005
Elmbridge [Surrey]	June 2005
Hertsmere [Herts]	1 July 2005
Doncaster	1 July 2005
Woking [Surrey]	July 2005
Surrey Heath [Surrey]	July 2005
Barnsley	July 2005
Rotherham	July 2005
Northamptonshire (remaining districts)	October 2005
Dudley	2005
Wolverhampton	2005
Solihull	2005
Walsall	2005
New Forest [Hants]	2005
Rugby [Warwicks]	2005
Newcastle	2005
South Tyneside	2005
Gateshead	2005
Hull	2005
Stockton-on-Tees	2005
Warwick [Warwicks]	2005
Tandridge [Surrey]	March 2006



**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB COMMITTEE**

**REPORT FOR RESOLUTION**

**DATE:** 24<sup>th</sup> January 2005  
**AGENDA ITEM** Number 10  
**SUBJECT:** Revenue and Capital Budget Estimates 2005/2006  
**REPORT OF:** The Lead Authority  
On behalf of the Advisory Board

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**PURPOSE OF REPORT**

To request the Committee to approve the Revenue and Capital Budget Estimates for 2005/2006.

**RECOMMENDATIONS**

It is recommended that the Joint Committee:

- [i] Note that whilst in previous years the bids for capital funding from government have all been met, the bid for £200,000 within the LTP Transport Block Minor Works settlement in 2005/6 has not been accepted.
- [ii] Agree to adopt a zero capital budget for 2005/6.
- [iii] Consider whether to continue with capital budgets for future years, and if so to adopt the five year projected capital estimates as detailed in the Appendix and request the Lead Authority to include this within their future LTP funding bids to government.
- [iv] Agree that the development programme proposed for inclusion in the capital budget for 2005/6 be now included in the revenue budget but implemented in a phased manner in order to spread the costs over 2005/6 and subsequent years.
- [v] Agree to adopt the Revenue Budget estimates for 2005/2006 as detailed in the Appendix.
- [vi] Agree that the development of enhancements to the 'AIMS' case management system continues to be developed by the previously accepted contractor Sopra Group Limited as preferred supplier.

## **FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS**

It is intended that, in the long term, the service will be self-financing as a result of charges made to participating local authorities.

These charges are the subject of a separate report on the agenda and are recommended with a view to the service continuing to be self-financing.

In the short term, advantage has been taken to off set much of the start up costs from the £200,000 of Supplementary Credit Approvals (SCA) obtained from government during years 1998/99 to 2000/1.

A successful bid via the Lead Authority's LTP bidding process made a further £200,000 of capital approvals available during the two year period 2001/2 and 2002/3 that enabled the expansion of the service, in line with the take up of decriminalised parking enforcement powers by a large number of Councils during the period.

In line with the Joint Committee's Capital programme a further bid for £100,000 of capital funding for 2003/4 was approved via the Lead Authority's LTP, and a further £200,000 for year 2004/5 of Capital approvals via their LTP Transport Capital, Transport Block Minor Works.

On behalf of the Joint Committee the Lead Authority submitted a bid of £200,000 for year 2005/6 of Capital approvals via their LTP Transport Capital, Transport Block Minor Works approvals. This bid has not been accepted. It is therefore proposed to phase in the developments that were included in the bid and finance these from the revenue budget.

### **CONTACT OFFICER**

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Tel: 0161 242 5252

### **BACKGROUND DOCUMENTS**

Files containing funding bids to government and associated correspondence.

## 1.0 INTRODUCTION

- 1.1 An assessment has been made of the likely service take up during 2005/6 and therefore the Adjudicators, administrative support and accommodation needed. This report deals with the consequential establishment of budgets to meet this level of demand.
- 1.2 The adjudication service is operated on a self-financing basis with income obtained from charges made to NPASJC member authorities. Capital approvals were obtained from central government of £100,000 in 1998/1999 and £100,000 in 1999/2000.
- 1.3 A further £200,000 of SCA with a two-year certificate was made available during 2001/2002 and 2002/2003.
- 1.4 In line with the Joint Committee's Capital programme a further £100,000 Capital via the Transport Block Minor Works was made for year 2003/4, and £200,000 for year 2004/5.
- 1.5 Full use has been made of these capital funding approvals.
- 1.6 The bid for £200,000 capital funding via the Lead Authority's LTP Transport Block Minor Works for year 2005/06 has not been accepted by the government. It is therefore proposed to phase in the development programme by including items in the revenue budget for 2005/6 and subsequent years.
- 1.7 No items have been included to provide for decriminalised bus lane adjudications or future developments in relation to adjudication for decriminalised traffic civil enforcement areas.

## 2.0 BACKGROUND

### Revenue Budget Estimates

- 2.1 With the benefit of Capital Approvals from the government it has been possible to broadly balance the income and expenditure associated with the previous revenue budgets without the need to charge a 'joining fee' to Councils.
- 2.2 Based on the experience so far, an assessment has been made of the revenue budget that will be needed to meet the demands on the service during 2005/2006. The assessment has taken into account current and additional spending that will be needed as a result of the expected take up of decriminalised parking enforcement powers by other local authorities during the year. Of the one hundred and twenty or so enforcing councils

that make a contribution to the NPAS running costs and will be in the scheme from 1<sup>st</sup> April 2005, seventy have a 'track record' upon which some degree of certainty can be used as a reasonably firm basis on which to predict service demand. A further issue for 2005/6 is that over thirty councils have indicated their intention to commence DPE in the year, but only half of these have also indicated a commencement date. It has therefore been possible to make a pessimistic estimate of the demands that would be placed on the service should any or all of the councils that have no commencement date identified for 2005/6 actually begin DPE.

- 2.3 The costing for the staff employees assumes that all the posts identified in the structure would be filled for the full year, except for two Administrative Assistant posts which may need to be filled in the later part of the year.
- 2.4 The costing for the provision for accommodation has increased to allow for the additional number of personal hearings expected in the year. In addition an assumption has been made that towards the latter end of the year the 5<sup>th</sup> Floor at the headquarters building would become available for lease (reported elsewhere on the agenda).
- 2.5 In the previous year a contingency of £20,000 has been included in the estimates. However, there is already a reserve of £336,889 it is therefore proposed to reduce the contingency to £10,000 for 2005/6.
- 2.6 The budget has been set with a view to meeting the expected demands on the service and yet reflecting the economies of scale and income that should arise from an expanding service within the service charges, which are reported elsewhere on the agenda. No account has been taken of costs that would be incurred as a result of bus lane adjudications as such costs would fall within a separate committee account.
- 2.7 Details of the proposed revenue budget are contained in the Appendix.

#### **Capital Budget Estimates**

- 2.8 With the benefit of £700,000 of Capital Approvals in previous years it has been possible to help establish NPAS and continue the expansion of the service involving the development of a case management system, associated hardware and the relocation of the headquarters, etc.
- 2.9 A report was submitted to the meeting of 30<sup>th</sup> September 2003 detailing the IT developments, and that the case management system had completed its interim stage although there were still some additional modules planned. The rapid growth of the service meant a much more robust system is needed. As the Adjudicators have been brought within the Virtual Private Network (VPN) it would also be possible for them to link

directly into the case management system provided the system can accommodate a larger number of users and remote users. A specification and tender documents were in preparation at the time of the meeting for the development of an Appeals and Information Management system (*AIMS*) to address this situation.

- 2.10 Tenders were received and following a detailed assessment of the fifteen bids a 'preferred' contractor was appointed, Sopra Group Limited. Good progress has been made in the *AIMS* development, the functional and technical specification stages have been completed and the system development is at an advanced stage with a 'switch on' date for the first phase in February 2005 expected to be achieved after a short period of pilot testing. As previously agreed by the Committee the associated costs are being charged to the capital account 2004/5.
- 2.11 The Lead Authority has been informed by the government that the bid for £200,000 of Capital Approvals during 2005/6 on behalf of the Joint Committee has not been accepted.
- 2.12 Further enhancements to the *AIMS* system were planned for 2005/6 to enable links to be developed to a revamped web site. This would enable appellants to track their appeal on-line, and provide service users with semi-live tables of appeals progress and outcomes. Improved document scanning workflow was also planned with links to the *AIMS* system. The Committee is being recommended to agree that the development of enhancements to the '*AIMS*' case management system continues to be developed by the previously accepted contractor Sopra Group Limited as preferred supplier. In addition a pilot study to test the viability of conducting hearings via video conferencing is planned although further work is needed to develop this concept before accurate costing figures can be reported.
- 2.13 As the capital funding will not now be available the Committee are therefore recommended to adopt a capital budget of zero for year 2005/6.
- 2.14 The Service Director has made a detailed examination of all the items that make up the revenue budget to find a logical way forward for the development programme. Savings have been identified to that planned, two vacant staff posts would not be filled for the full year, a reduced contingency, and reduced capital payment as a result of the 2005/6 capital approval not being accepted. These savings linked with the increased revenue over year 2004/5 that should arise from increased income from the councils that joined the scheme part way through 2004/5 and those due to commence decriminalised parking enforcement during 2005/6

would enable a phased approach (utilising the revenue budget) in the developments previously planned for during 2005/6 to be achieved.

- 2.15 The continuation of the capital development process needed by the service to meet the demands that will arise as a result of the large number of councils proposing to adopt decriminalised parking enforcement powers would still be appropriate if the government were likely to provide the necessary approvals. Such funding assists in the provision of the service's infrastructure requirements needed to reflect this growth.
- 2.16 A bid for capital approvals for future years needs to be considered against the background of the approvals already received that have gone a long way to establishing and developing the service, and nationally the LTP funding which is predicted to fall over the next three financial years (2005/06 – 2007/08).
- 2.17 The Committee are therefore requested to consider whether they wish to continue with capital budgets for future years. If so, to adopt the five year projected capital estimates as detailed in the Appendix and request the Lead Authority to include this within their future LTP funding bids to government. The five-year capital budget estimate previously agreed by the Committee is still appropriate, although it has been adjusted for future years.



## APPENDIX

### RECOMMENDED REVENUE ACCOUNT ESTIMATE for 2005/2006

EXPENDITURE	Year 2004/5	Year 2005/6
	£	£
Adjudicators	653,491	738,658
Employees	625,798	690,383
Premises / Accommodation	204,500	266,729
Supplies and Services	174,000	188,800
Information Technology	238,091	247,269
Service Management and Support	43,000	43,000
Audit Fee	2,000	2,000
Capital Finance Charges	27,000	22,600
Contingency	20,000	10,000
<b>TOTAL EXPENDITURE</b>	<b>1,987,880</b>	<b>2,209,439</b>
<b>INCOME</b>		
Annual contribution	24,750	0
Penalty Charge Notices	1,963,130	2,209,439
Adjudication case charge	0	0
<b>TOTAL INCOME</b>	<b>1,987,880</b>	<b>2,209,439</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>

#### Recommended Capital Programme for 2006/2012 (if adopted)

For the purposes of Local Transport Plans a proposed budget estimate profile is provided below.

#### Five Year Capital Account Budget Estimate Profile 2006/2012

Year	2005/6	2006/7	2007/8	2008/9	2010/11	2011/12
	£000	£000	£000	£000	£000	£000
Estimate	Nil	100	100	100	100	100



**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB COMMITTEE**

**REPORT FOR RESOLUTION**

**DATE:** 24<sup>th</sup> January 2005  
**AGENDA ITEM** Number 11  
**SUBJECT:** To establish the NPASJC Service Charges to user councils for 2005/2006  
**JOINT REPORT OF:** The Lead Authority  
On behalf of the Advisory Board

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**PURPOSE OF REPORT**

To establish the method of charging and the charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2005/2006.

**RECOMMENDATIONS**

It is recommended that:

[i] The Joint Committee adopt the following charges in support of the service to be made to participating local authorities during the financial year 2005/2006, as detailed below.

ELEMENT	CHARGE
Annual Charge [per SPA]	nil.
Charge per PCN Issued	£0.60
Charge per Adjudication Case	nil.

[ii] Service Charges are levied on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.

## **FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS**

It is intended that service will, in the long term, continue to be self financing as a result of contributions made from participating local authorities.

The charges recommended for 2005/6 are with a view to the service continuing to be self-financing.

A reserve of £336,889 plus any additional reserves from year 2004/5 are available in the event of the income not been sufficient to match the expenditure during 2005/6.

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### **BACKGROUND DOCUMENTS**

Report to the NPASJC on 27<sup>th</sup> January 2004 – To establish the NPASJC Service Charges to user councils for 2004/2005.  
Accounts and Audit Regulations 2003, S.I. 2003 No 533

## **1.0 INTRODUCTION**

- 1.1 An essential element for a local authority when adopting decriminalised parking enforcement powers is the existence of a means to appeal to an independent parking adjudicator. The Special and Permitted Parking Area authorities are required to fund adjudication as part of their powers.
- 1.2 The service has benefited from Capital Approvals from government that have resulted in there not being a need to make a 'joining fee' charge.

## **2.0 BACKGROUND**

- 2.1 The NPASJC agreement provides for the adjudication service to be operated on a self-financing basis with revenue obtained from charges made to participating [SPA] local authorities. An estimate has been made of the likely service take up during 2005/2006. The level of charging has been based on this predicted service activity. It is the practice only to levy charges from those enforcing authorities who manage the enforcement income stream.
- 2.2 The current level of appeals are on average at the 0.40% level which in part is a reflection of the delay between Councils adopting the powers and the period when the appeals could be or are likely to be lodged with the service. For 2005/6 estimates have been based on this appeal rate and this has been reflected in the proposed charge per PCN.
- 2.3 For the past four years the case charge has been set at nil. Whilst councils are required to properly consider Representations from vehicle owners who consider there is a ground for cancellation of the Penalty Charge, by setting the case charge at nil there was concern that there may be an increase in the number of cases that come to appeal. At this stage it appears that there has not been an effect on the number of cases. It is therefore proposed to keep the case charge as nil for the present and continue to monitor for this possible effect.
- 2.4 An undertaking was given to government in the run up to establishing the service that the service would be made available to all SPA/PPA authorities in England [outside London] and Wales. In establishing the charges and considering the options for recommendation the Advisory Board have been mindful of the need to ensure that the charges are both equitable and not prohibitive to any particular type or size of local authority. Until year 2003/4 an annual charge of £500 was agreed. With the growing number of SPA/PPA authorities in 2003/4 it was possible to consider an economy of scale that would be helpful to those authorities who issue relatively small numbers of PCNs. In 2004/5 an annual charge

at the £250 per SPA level was adopted by the Committee. For 2005/6 it is possible to provide a further saving in this charge without significant effect to the overall income expected. It is proposed therefore to set the annual charge at nil during 2005/6.

- 2.5 With the number of councils in the scheme it will be necessary to increase the revenue budget to reflect the increased demands placed on the service. However with the increase in the number of PCNs issued by councils in the scheme and those predicted to join during 2005/6 it becomes possible to continue to reflect the economies in scale that this brings after taking account for inflation (at 3%) and the phased service development programme in the proposed budget estimate. For 2005/6 it is possible to further reduce the current charge per Penalty Charge Notice of £0.65 during 2004/5 to £0.60 during 2005/6.
- 2.6 A comparison of the current charges to those recommended is detailed in Table 1.

**Table 1**

Charge Element	2004/5 Charge	Recommended charge for 2005/6
Annual	£250	Nil
PCN	£0.65	£0.60
Case	Nil	Nil

- 2.7 It is therefore, recommended that the following service charges be adopted by the Joint Committee for 2005/2006.

<b>ELEMENT</b>	<b>CHARGE</b>
Annual Charge	Nil.
Charge per PCN Issued	£0.60
Charge per Adjudication Case	Nil

### **3.0 METHOD OF CHARGING**

- 3.1 The Accounts and Audit Regulations introduced the requirement for a Cash Flow Statement to be produced for each financial year. Prior to the current year the charges have been levied in the first quarter for the Annual charge, or in the quarter they first commence, and on a quarterly in arrears basis for the PCN charge with the March figures being estimated and adjusted in the succeeding quarter. This practice indicated that in cash flow terms at the end of each quarter during 2003/4 the service revenue account had a net expenditure of about £220,000 after utilising the reserves available in that year of £240,381.

- 3.2 Following a consultation exercise the Committee agreed that for 2004/5 invoices would be raised on the basis of quarterly in advance. So far this has worked well in practice with income and expenditure broadly matching in cash flow terms.
- 3.3 It is therefore proposed to continue the practice of the service charges being levied on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted when the actual figures become available.