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

**Present:**

Councillor Richard Bell, Sunderland City Council  
Councillor Tony Burns – Manchester City Council  
Councillor Roland Dibbs – Rushmoor Borough Council  
Councillor Phrynne Dickens – Hampshire County Council  
Councillor Ken Gregory – Thanet District Council  
Councillor Jim Jones – Carmarthenshire County Council  
Councillor Mike Carver – East Herts District Council  
Councillor Rodney Rose – Oxfordshire County Council  
Councillor Jamie Macrae – Cheshire East Council  
Councillor Andrew Bosmans – Doncaster Metropolitan Borough Council  
Councillor John Leather - Cheshire West & Chester Council  
Councillor Graham Beale – Wychavon Council  
Councillor Alastair Watson – Stoke-on-Trent City Council  
Councillor Jane Urquhart – Nottingham City Council  
Councillor Tony Page – Reading Borough Council

**Also Present:**

Susan Orrell, City Solicitor, Manchester City Council (Part of meeting)  
Caroline Sheppard, Chief Adjudicator, Traffic Penalty Tribunal  
Louise Hutchinson, Head of Service, PATROL  
Chris Shepherd for PATROL Secretary  
Graham Addicott OBE – PATROL Advisory Board  
Andrew Barfoot – Traffic Penalty Tribunal  
Miles Wallace – PATROL  
Jason Dobson - PATROL  
Robin Chantrill Smith – Thanet District Council  
Roy Tunstall – Liverpool City Council  
Caroline Stylianou – Nottingham City Council  
Ian Nash – Nottingham City Council  
John McEvoy – Carmarthenshire County Council  
Michael Crane – Stoke-on-Trent City Council  
Phillip Hepburn – Hartlepool Borough Council  
Andrew Pulham - East Herts District Council  
Helen Crozier – Oxfordshire County Council  
John Satchwell – Chair, Advisory Board

## **PATROL/11/01 Appointment of Chair and Vice Chair**

### **Decision**

To re-appoint Councillor Gregory (Thanet) as Chair, Councillor Burns (Manchester) as Vice Chair and Councillor Dickens (Hampshire) as Assistant Chair until the next Annual Meeting of the Joint Committee.

Councillor Gregory – In the Chair

## **PATROL/11/02 Urgent Business**

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

## **PATROL/11/03 Recruitment process for New Chief Adjudicator**

A report was submitted which sought approval for the arrangements for the recruitment of a new Chief Adjudicator. The Committee noted that the current Chief Adjudicator's request for flexible retirement has been agreed and she will continue to work on a part time basis until spring 2012 when it is the intention to have appointed a new Chief Parking Adjudicator.

The City Solicitor for the Lead Authority (Manchester) attended the meeting and clarified a number of issues raised by members.

### **Decision**

1. To note the interim arrangements in terms of the current Chief Adjudicator's employment pending her retirement.
2. To delegate to the Chair, Vice Chair and Assistant Chair of the PATROL Adjudication Joint Committee, the Chair and Vice Chair of the Bus Lane Adjudication Service Joint Committee (or their nominees if the Chair and Vice Chair are also Chair and Vice Chair respectively of the PATROL Adjudication Joint Committee) and the Assistant Vice Chair PATROL Executive Sub Committee Wales (the 'Appointment Sub Committee') the appointment of the new Chief Adjudicator following the retirement of the current Chief Adjudicator
3. To agree to establish a working group (the 'Working Group') comprising the Chair, Vice Chair and Assistant Chair of the PATROL Adjudication Joint Committee, the Chair and Vice Chair of the Bus Lane Adjudication Service Joint Committee (or their nominees if the Chair and Vice Chair are also Chair and Vice Chair respectively of the PATROL Adjudication Joint Committee) and the Assistant Vice Chair PATROL Executive Sub Committee Wales, the Chair and Vice Chair of the Advisory Board, the Lead Officer (or his nominee) and the Ministry Of Justice (or its nominee).

4. To agree that the Working Group carry out a review and make recommendations in respect of:
  - the time commitment required of the new Chief Adjudicator
  - the terms and conditions of employment including salary following an appropriate benchmarking exercise
  - the appropriate recruitment and selection process to be followed
5. To agree that the Working Group take such steps as may be necessary to bring about the recruitment and selection exercise referred to above (see point 2) and to make a recommendation to the Sub Committee as to the appointment of the new Chief Adjudicator following that recruitment and selection exercise
6. To agree that a progress report be brought to the Executive Sub Committee of the Joint Committee at its meeting in January 2012

### **PATROL/11/04 Annual Review of Governance Documentation**

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

#### **Decision**

1. To adopt the Standing Orders and Rules of Financial Management as detailed in the report.
2. To adopt the Financial Regulations as set out in the Appendix to the report.
3. To adopt the Scheme of Delegation as set out in the Appendix to the report.
4. To note the cycle of meetings for 2012

### **PATROL/11/05 Minutes of the Patrol Adjudication Joint Committee**

#### **Decision**

To approve as a correct record the minutes of the meeting held on 21 September 2010.

### **PATROL/11/06 PATROL Adjudication Joint Committee, Executive Sub Committee**

The Minutes of the PATROL Adjudication Joint Committee, Executive Sub Committee held on 25 January 2011 and 28 June 2011 were submitted for information.

## **Decision**

To note the minutes.

## **PATROL/11/07 PATROL Adjudication Joint Committee Executive Sub Committee (Wales)**

Councillor Jim Jones, Chair of the PATROL Adjudication Joint Committee Executive Sub Committee (Wales) gave a verbal report. He informed members that he was awaiting feedback from the Welsh Assembly following their deliberations and would report back to the Committee in due course.

## **Decision**

To thank Councillor Jones for his report.

## **PATROL/11/08 Establishment of Executive Sub Committee**

A report was submitted requesting the Joint Committee to establish an Executive Sub-Committee for the forthcoming year.

## **Decision**

To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee until the annual meeting in 2012, comprising:

Councillor Bramall, Sheffield  
Councillor Bell, Sunderland  
Councillor Burns, Manchester  
Councillor Carver, East Hertfordshire  
Councillor Dibbs, Rushmoor  
Councillor Dickens, Hampshire  
Councillor Gregory, Thanet  
Councillor Davey, Brighton & Hove  
Councillor Jones, Carmarthenshire  
Councillor Page, Reading  
Councillor Leather, Cheshire West and Chester  
Councillor Macrae, Cheshire East

## **PATROL/11/09 Appointments to the Advisory Board**

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

## **Decision**

1. To adopt the Terms of Reference.

2. To re-appoint Michelle Chard (Lead Authority) and Andy Hickman (English District)

### **PATROL/11/10 Annual Report of the Parking Adjudicators**

A report was submitted requesting the Joint Committee to delegate authority to the Executive Sub-Committee to receive the Adjudicator's Annual report in January 2012.

#### **Decision**

1. To note the timing of the Adjudicators' Annual Report 2010/11.
2. To note that statistics in respect of appeals during 2010/11 have been circulated to local authorities to assist local statistical reporting.
3. To delegate authority to the Executive Sub Committee to receive the Adjudicators Annual Report 2010/11 at its meeting in January 2012.

### **PATROL/11/11 Tribunal General Progress and Service Standards**

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

#### **Decision**

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

### **PATROL/11/12 Final Annual Accounts 2010/11**

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

#### **Decision**

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

### **PATROL/11/13 Budget Monitoring 2011/12**

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

**Decision**

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

**PATROL/11/14 Treasury Management Statement**

A report was submitted which presented the Treasury Management Statement to September 2011.

**Decision**

1. To approve the proposal for 2011/12 to place reserves on deposit as set out in the report.
2. To delegate the task of approving an Annual Investment Strategy to the Executive Sub Committee at its meeting in January 2012 for 2012/13 in accordance with the Annual Investment Strategy requirements set out in this report

**PATROL/11/15 Risk Register**

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

**Decision**

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

**PATROL/11/16 Working Group for Traffic Regulation**

The Head of Service reported that work linked to the signs review is due to be finalised next month and a report will be brought to Committee in January 2012.

**Decision**

To note the update.

**PATROL/11/17 Service of Notices**

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

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

### **Decision**

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

### **PATROL/11/18 Patrol Annual Report Award 2008/10**

A report was submitted which informed the Members of the findings of the Independent Review Group which considered the reports for 2009/10 and the arrangements for reporting on the award for the period 2008 – 2010.

### **Decision**

1. To note the findings of the Independent Review Group on local authority annual reports for 2009/10.
2. To approve the circulation of a combined report for 2008/09 and 2009/10 free of charge.