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**Minutes of a meeting of the PATROL Adjudication Joint Committee held on 31 January 2012 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.**

**Present:**

Councillor Ken Gregory – Thanet District Council (Chair)  
Councillor Richard Bell, Sunderland City Council  
Councillor Phrynette Dickens – Hampshire County Council  
Councillor Mike Carver – East Herts District Council  
Councillor Jamie Macrae – Cheshire East Council  
Councillor John Leather - Cheshire West & Chester Council  
Councillor Alastair Watson – Stoke-on-Trent City Council  
Councillor Tony Page – Reading Borough Council  
Councillor Susan Barker – Uttlesford District Council  
Councillor Rachel Bailey – Cheshire East Council  
Councillor D R Payne – Newark and Sherwood District Council  
Councillor Mike Maryon – Staffordshire County Council  
Councillor Ken Pritchard – Torbay Council  
Councillor Ian Davey – Brighton & Hove City Council  
Councillor Andrew Bosmans, Doncaster Metropolitan Borough Council

**Also Present:**

John Satchwell – Chair, Advisory Board  
Susan Orrell, City Solicitor, Manchester City Council (Part of meeting)  
Michelle Chard, Manchester City Council (part of meeting)  
Caroline Sheppard, Chief Adjudicator, Traffic Penalty Tribunal  
Louise Hutchinson, Head of Service, PATROL  
Chris Shepherd for PATROL Secretary  
Andrew Barfoot – Traffic Penalty Tribunal  
Miles Wallace – PATROL  
Kelly Cornell - PATROL  
Robin Chantrill-Smith – Thanet District Council  
Michael Clarke – City of Stoke on Trent  
Marc Samways – Hampshire County Council  
Andrew Pulham - East Herts District Council  
Helen Crozier – Oxfordshire County Council  
Russell Heep – Oxfordshire County Council  
Paul Thomas – Cardiff City Council

**PATROL/12/01 Minutes of the Patrol Adjudication Joint Committee**

**Decision**

To approve the minutes of the Patrol Adjudication Joint Committee held on 28 September 2011.

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## **PATROL/12/02 Lead Authority arrangements**

A report was submitted which provided the background documentation in respect of the Lead Authority arrangements to the Joint Committee. The Committee noted that the current Lead Authority, Manchester City Council, had given formal notice of their intention to relinquish this role in accordance with the terms of PATROL Adjudication Joint Committee Agreement. The Agreement allows for the notice period to be shortened by mutual consent and Manchester City Council had indicated that their preference would be for a new Lead Authority to be appointed as soon as possible.

The Head of Service for PATROL reported that three authorities had expressed an interest, namely – Cheshire East, Oxfordshire and Doncaster. It was proposed to ask these authorities to bring forward proposals by mid February in order to progress this matter.

### **Decision**

1. To note the contents of Schedule 6 and Section 4 of the PATROL Adjudication Joint Committee Agreement
2. To note that the current Lead Authority has served notice on the Joint Committee
3. To record thanks to Manchester City Council for its services to the Joint Committee.
4. To note the intention to identify a new Lead Authority in order to facilitate a transfer of the Lead Authority function and agree a timescale for reviewing: the documentation which supports this arrangement; the services provided and the options for operating models.
5. To delegate authority to the Appointments Sub Committee to progress the appointment of a new Lead Authority with a view to reporting to the June 2012 meeting.

## **PATROL/12/03 Report of the Appointment Sub Committee and Working Group**

At the September 2011 meeting, the Joint Committee approved the establishment of a Appointment Sub Committee and Working Group to progress the recruitment process for the new Chief Adjudicator

The Appointments Sub Committee reported that:

1. The time commitment for the new Chief Adjudicator should be full time and note less than 4 days per week (in which case the salary would be adjusted accordingly)
2. Flexibility to change the time commitment of the Chief Adjudicator should be built into the terms of appointment and made clear during the

- recruitment process subject to further review of the legal position and advice from the Lead Authority's personnel advisors.
3. There is a presumption of renewal beyond the five year fixed term contract for the Chief Adjudicator.
  4. The recruitment exercise is to be restricted to existing adjudicators and ex adjudicators and other suitably qualified candidates. Experience of the jurisdiction will be stated as desirable.
  5. The approved salary is equivalent to Grade 6.2 on the Judicial Salaries Scales.
  6. Advice will be sought from the Judicial Appointments Department of the Ministry of Justice in respect of the process to ensure that it meets with the Lord Chancellor's approval.
  7. Quotations will be obtained from appropriate recruitment agencies and the Judicial Appointments Commission (if this is available) in accordance with the appropriate process.
  8. If it achieves best value, the recruitment of part-time adjudicators will be combined with the Chief Adjudicator process.
  9. The final interview panel will be considered by the Appointments Sub Committee following advice from the Judicial Appointments Department of the Ministry of Justice.
  10. Interim arrangements will be put in place beyond 31 March to coincide with the identification of a new Lead Authority. The existing Chief Adjudicator has continued to work on a part-time basis at the pro-rata equivalent of Grade 6.2.
  11. A timetable has been agreed for progressing the recruitment process.

## **PATROL/12/04 Annual Report of the Parking Adjudicators**

The annual report from the Adjudicators for the 12 month period from April 2010 to March 2011 was received.

### **Decision**

1. To forward the annual report to the Secretary of State and First Minister.
2. To note that the report will be presented to the Executive Sub Committee Wales at their next meeting.
3. To note that the report will be translated into the Welsh language for the purposes of forwarding it to the First Minister.
4. To agree that the report is published and circulated free of charge.

## **PATROL/12/05 Tribunal General Progress and Service Standards**

A report was submitted which detailed progress in respect of 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/12/06 Audit**

A report was submitted which presented the following documents for consideration:

- Internal audit reports in respect of:  
Business Continuity Planning  
Business Planning  
Follow up on previous Audit Recommendations
- The 2012/13 internal audit plan for approval

### **RECOMMENDATIONS**

1. To note the internal audit reports for 2011/12 and the management responses.
2. To approve the Internal Audit Plan for 2012/13
3. To approve the review of the 3 year internal audit strategy in relation to its scope, in the light of changing external audit arrangements and the definition of relationships.

### **PATROL/12/07 Review of Risk Register**

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

#### **Decision**

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

### **PATROL/12/08 Annual Investment Strategy 2012/13**

A report was submitted which presented an annual investment strategy for 2012/13

#### **Decision**

To approve the Annual Investment Strategy 2012/13

### **PATROL/12/09 Reserves Policy Statement**

A report was submitted in relation to the review of the reserves policy statement for the Joint Committee. The Head of Service amended the IT element of the reserve which resulted in a change in reserves level to £1,259,252.

#### **Decision**

1. To approve the Reserves Policy Statement for 2012/13.
2. To approve the total required reserve level of £1,259,252
3. To delegate authority to the Chair and Vice Chair to authorise the withdrawal of funds from reserves to meet budgetary deficits.

## **PATROL/12/10 Monitoring of Revenue Budget 2011/12**

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

### **Decision**

1. To note the income and expenditure position at 30 November 2011
2. To note that the final outturn will be presented to the June 2012 meeting.

## **PATROL/12/11 Revenue Budgets for 2012/13**

A report was submitted requesting the Committee to adopt the Revenue Budget Estimates for 2012/13.

### **Decision**

To agree to adopt the Revenue Budget estimates for 2012/13 as detailed in the report .

## **PATROL/12/12 Defraying the expenses of the Joint Committee 2012/13**

A report was submitted explaining the need to establish the basis for local authorities who are participating in the Joint Committee's arrangements to contribute to expenses during 2012/13

### **Decision**

1. To agree to share the Joint Committee expenses between member authorities in proportion to the number of PCNs issued on the following basis for 2012/13

ELEMENT	CHARGE
Annual Charge	£nil
Charge per PCN Issued	£0.60 pence

2. To review the basis for contribution in September 2012.
3. To review the arrangements for defraying expenses once the new case management system and web portal has been introduced.
4. To approve that local authorities are invoiced quarterly in advance based on estimated figures and subsequently adjusted.

5. To note that the decision to provide a transcription from the audio recording of proceedings rests with the Adjudicator. Where this has been agreed to, the Joint Committee agree that the incidental cost of making a transcription from the audio recording of proceedings at a personal hearing is charged to the requesting party except when, in the view of the Adjudicator, a disability of the requesting party would make it desirable for that person to receive such a transcript.

### **PATROL/12/13 New Case Management System and Portal**

The Head of Service updated the Joint Committee on the progress of the procurement of the new case management system and portal. She confirmed that the most efficient way of progressing the contract in the light of the changing lead authority would be identified.

### **PATROL/12/14 Date of next meeting**

The next meeting would be held on 26 June 2012.