

**PATROL ADJUDICATION JOINT COMMITTEE
REPORT FOR RESOLUTION**

SUBJECT: Lead Authority Arrangements

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF THE REPORT

To provide a progress report on arrangements for a new Lead Authority.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- i. Note the progress that has been made in developing the arrangements for the transfer to Cheshire East as the new host authority.
- ii. Note the temporary adjudicator arrangements to create a more robust framework to support the Adjudicators and Tribunal Staff during the succession to a new Chief Adjudicator and Lead Authority
- iii. Delegate to the Appointments Sub Committee the following objectives:
 - a) To review and approve the Memorandum of Understanding between the Adjudicators and the Joint Committee.
 - b) To review, and approve the Reserves Policy to ensure that this adequately covers all potential liabilities of the new host authority.
 - c) To review, and approve the final proposal from Cheshire East.
 - d) To approve the support arrangements for staff transferring to Cheshire East.
 - e) To be notified of the timetable for the appointment of the new Chief Adjudicator once the new host authority arrangements have been approved.
- iv. The Head of Service continues to progress discussions with Cheshire East with a view to facilitating early signature of:
 - a. The lease for accommodation within Cheshire East
 - b. The contract for the case management system
- v. The Head of Service and representatives from Cheshire East liaise with Manchester City Council in relation to the transfer arrangements of staff and services etc.

- vi. A full report of actions associated with the above will be presented to the September meeting of the PATROL Adjudication Joint Committee Executive Sub Committee and the Bus Lane Adjudication Service Joint Committee.
- vii A Service Level Agreement between the Joint Committees and the new Host Authority will be presented to the January 2013 meeting.

FINANCIAL CONSEQUENCES OF THE REVENUE BUDGET

The report outlines the procedure for assessing the financial consequences of this report.

CONTACT OFFICER

Louise Hutchinson, PATROL, Barlow House, Minshull Street, Manchester, M1 3DZ Tel: 0161 242 5270

1. Background

- 1.1 A report was presented to the January 2012 meeting of the Executive Sub Committee in relation to the Joint Committee's Lead Authority arrangements, the notice which had been served by the current Lead Authority, Manchester City Council, and the delegations to the Appointment Sub Committee to appoint a new Lead Authority.

2. Preferred Lead Authority

- 2.1 The Appointment Sub Committee at its meeting in February 2012 identified Cheshire East Council as the preferred Lead Authority subject to a detailed report.

3. Progress Report

- 3.1 Since March 2012, the Head of Service has been working with Cheshire East's appointed Project Manager to confirm the requirements of the Traffic Penalty Tribunal Adjudicators and the services that the Joint Committee requires. The Project Manager has also met with the Chief Adjudicator and the Joint Committee's Advisory Board. The next step in this process is for the Head of Service and Chief Adjudicator to attend a workshop with heads of relevant departments at the council to enable Cheshire East to formulate its final proposal.
- 3.2 The Chief Adjudicator, in recognition of the transfer to a new Lead Authority coinciding with the appointment of a new Chief Adjudicator, has identified four Adjudicators to undertake additional judicial leadership and management duties on a temporary basis to provide continuity and strengthen support arrangements for Adjudicators and their staff during this transitional period. The Chief Adjudicator and these Regional Adjudicators will prepare a Memorandum of Understanding to underpin the arrangements between the Adjudicators and the Joint Committee.
- 3.3 Cheshire East has expressed a preference for the offices of the tribunal to be located within the borough and has been assisting the Head of Service in her search for suitable premises.
- 3.4 The Head of Service is liaising with Manchester City Council in terms of arrangements for supporting staff through the transfer to Cheshire East as the new Employer. The Head of Service will work with both authorities to finalise the practicalities of the transfer.
- 3.5 Cheshire East has been informed of the need to progress the procurement of the case management system at the earliest opportunity and is reviewing the documentation in this respect.

4. Delegation to the Appointment Sub Committee

- 4.1 In order that this matter can be progressed in advance of the September 2012 Executive Sub Committee, it is proposed that the Joint Committee delegates its recommendations to progress the transfer of Lead Authority to the Appointment Sub Committee.

5. **Recommendations**

- i. Note the progress that has been made in developing the arrangements for the transfer to Cheshire East as the new host authority.
- ii. Note the temporary adjudicator arrangements to create a more robust framework to support the Adjudicators and Tribunal Staff during the succession to a new Chief Adjudicator and Lead Authority
- iii. Delegate to the Appointments Sub Committee the following objectives:
 - b) To review and approve the Memorandum of Understanding between the Adjudicators and the Joint Committee.
 - b) To review, and approve the Reserves Policy to ensure that this adequately covers all potential liabilities of the new host authority.
 - c) To review, and approve the final proposal from Cheshire East.
 - d) To approve the support arrangements for staff transferring to Cheshire East.
 - e) To be notified of the timetable for the appointment of the new Chief Adjudicator once the new host authority arrangements have been approved.
- iv. The Head of Service continues to progress discussions with Cheshire East with a view to facilitating early signature of:
 - b. The lease for accommodation within Cheshire East
 - b. The contract for the case management system
- v. The Head of Service and representatives from Cheshire East liaise with Manchester City Council in relation to the transfer arrangements of staff and services etc.
- vi. A full report of actions associated with the above will be presented to the September meeting of the PATROL Adjudication Joint Committee Executive Sub Committee and the Bus Lane Adjudication Service Joint Committee.
- vii. A Service Level Agreement between the Joint Committees and the new Host Authority will be presented to the January 2013 meeting.

