

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

To be held at 12.00 Noon on 27th January 2004
Box 110, Warwickshire County Cricket Club, The County Ground,
Edgbaston, Birmingham, B5 7QU.

AGENDA

PART A

1. **APOINTMENT 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 2004)
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 28th January 2003
[Enclosed]
 - (b) To note the Minutes of the meeting NPASJC held at 12.00 pm on 30th September 2003.
[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. **BUDGET MONITORING OF REVENUE AND CAPITAL EXPENDITURE**
To provide budget monitoring information for 2003/4
[Report enclosed]
8. **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 provide an update on the staffing assignment.
[Report enclosed]
9. **CAPITAL AND REVENUE BUDGETS for 2004/5**
To establish the Joint Committee's Capital and Revenue Budgets for 2004/5.
[Report enclosed]
10. **SERVICE CHARGES 2004/5**
To establish the NPASJC Service Charges to user councils for 2004/5
[Report enclosed]
11. **COMMITTEE CYCLE and REPORTS**
To establish a revised cycle of meetings for the Joint Committee and the associated reports.
[Report enclosed]
12. **ADJUDICATOR APPOINTMENTS**
To provide an update on part-time adjudicator appointments and agree to the appointment of a part-time HQ based Adjudicator.
[Report enclosed]

HOWARD BERNSTEIN
Chief Executive
Manchester City Council
Town Hall, Albert Square,
Manchester, M60 2LA

CONTACT OFFICER
Christine Crisp
Committee Services Unit
Tel: 0161 234 3037 (Direct)
Fax: 0161 234 3241

AGENDA ISSUED : 15th January 2004

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

**MINUTES OF THE MEETING HELD AT THE NATIONAL MOTORCYCLE
MUSEUM, BIRMINGHAM, ON 28TH JANUARY, 2003.**

PRESENT:

Councillor Tony Burns - Manchester City Council
Councillor Ken Gregory - Thanet District Council
Councillor John Chapman - Birmingham City Council
Councillor Rowland Dibbs - Rushmoor Borough Council
Councillor Phrynette Dickens - Hampshire County Council
Councillor Bob Barker - South Lakeland District Council
Councillor Marcelle Lloyd-Hayes - Herefordshire Unitary Council

Also in attendance:

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

NPAS/EX/03/01 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 September, 2003.
2. To appoint, Councillor Burns (Manchester) as Assistant Chair.

NPAS/EX/03/02 Death of Former Members

The recent deaths of Ken Brown (Sevenoaks) and John Merrick (NAfW) were reported.

Members stood briefly in silent respect to their memory.

NPAS/EX/03/03 Minutes

The Minutes of the National Parking Adjudication Service held on 18 September, 2002 were submitted for information.

Decision

To note the Minutes

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
MINUTES OF THE MEETING HELD AT 12 NOON AT THE WARWICKSHIRE
COUNTY CRICKET CLUB, EDGBASTON, BIRMINGHAM, ON 30TH
SEPTEMBER, 2003.**

PRESENT:

Councillor Tony Burns - Manchester City Council
Councillor Ken Gregory - Thanet District Council
Councillor David Rowlands - Buckinghamshire County Council
Councillor John Chapman - Birmingham City Council
Councillor P. A. Rees - Neath Port Talbot County Borough Council
Councillor John Beveridge - Winchester City Council
Councillor Colin Meredith - Gravesham Borough Council
Councillor Roland Dibbs - Rushmoor Borough Council
Councillor J P Johnson - Wiltshire County Council
Councillor Rev. Robert Barker - South Lakeland District Council
Councillor Richard Poulter - Chelmsford Borough Council
Councillor Robert Glozier - Epping Forest District Council
Councillor Robert Peachey - Worcestershire District Council
Councillor Ian Galbraith - Sunderland City Council
Councillor Sir Elgar Jenkins - Bath and North East Somerset Council
Councillor Ian Dobie - Swindon Borough Council

Also in attendance:

Messrs Adecott, Alcock, Bayless, Cook, Howard, Jowsey, Keasley, Pulham, Robinson, Spicer and Tinsley and Christine Crisp and Caroline Sheppard.

NPAS/03/01

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 2004.
2. To appoint, Councillor Beveridge (Winchester) as Assistant Chair.

NPAS/03/02

COUNCILLOR ROGER WEAVER

Members of the Committee paid tribute to the former Chair who was no longer serving on the Joint Committee because of other commitments, and wished him well in the future.

NPAS/03/03

MINUTES

DECISION/-

To approve as a correct record the Minutes of the meeting held on 18 November, 2002.

NPAS/03/04 EXECUTIVE SUB-COMMITTEE

DECISION/-

1. To note the Minutes of the meeting of the Executive Sub-Committee held on 28 January, 2003.
2. To amend the Minutes by the deletion of Councillor Weaver and the inclusion of Councillor Dibbs

NPAS/03/05 FINAL REVENUE ACCOUNTS, 2002/2003

The Revenue Accounts for the years 2002/2003, together with the Auditor's report on the accounts were submitted.

DECISION/-

1. To approve the 2002/2003 Revenue 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 2002/2003 Revenue Accounts to the 2003/2004 Revenue Account.
3. To note the District Auditors reports in relation to both year 2001/2002 and 2002/2003..

NPAS/03/06 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 Worcestershire County Council in respect of the Worcester area, Worcester District Council, Sunderland City Council, Bath & North East Somerset District Council, Christchurch Borough Council, Maldon District Council, Basildon District Council, Slough Borough Council, Redcar and Cleveland Borough Council, Aylesbury Vale District Council, Middlesborough Borough Council, Swindon Borough Council, Peterborough City Council and Copeland Borough Council, have become party to the NPASJC agreement..
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/03/07 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 the service delivered; and information and communication technology developments.

DECISION/-

1. To note the expected take up of decriminalised parking enforcement powers during 2003 - 2005.
2. To note the performance attained against the agreed service standard indicators for the year 2002/2003.
3. To note the progress being made in respect of the service's information and communication technology developments.

NPAS/03/08 CHIEF ADJUDICATOR'S REPORT

Caroline Sheppard, Chief Adjudicator, gave a presentation to the Joint Committee which included the showing of a video used for training purposes. The Chief Adjudicator then answered questions.

NPAS/03/09 ANNUAL REPORT OF THE PARKING ADJUDICATORS

The Annual report of the Adjudicators for the period 1 April 2002 to 31 March, 2003 was submitted.

DECISION/-

1. To note the Annual Report, and forward it to the Secretary of State for Transport, and the First Secretary 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/03/10

ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE

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

DECISION/-

1. To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee until the annual meeting in September 2004, comprising Councillors Bob Barker (South Lakeland D.C.), John Beveridge (Winchester C.C.), Tony Burns (Manchester C.C.), John Chapman (Birmingham C.C.), Phryette Dickens (Hampshire C.C.), Robert Glozier (Epping Forest D.C.), Ken Gregory (Thanet D. C.), Sir Elgar Jenkins (Bath and North East Somerset), P.A. Rees (Neath Port Talbot B. C.), David Rowlands (Buckinghamshire C.C.) and Roland Dibbs (Rushmoor B.C.)

2. To agree that the next meeting of the Executive Sub-Committee be held on 27 January, 2004 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 -

Neath Port Talbot C. B. Council - Mike Richardson

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

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

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

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

2. Delegate to the Lead Officer in consultation with the Chair of the Advisory Board the appointment of a replacement for Kent County Council
3. To record the thanks of the Joint Committee to George Chandler and Kent County Council for the significant contribution they have made to the Advisory Board and the Joint Committee.

NPAS/03/12 REVIEW OF STAFF STRUCTURE

A report was submitted giving an update on the development of the service and how it is impacting on the current staffing structure, and proposing delegating authority to the Lead Officer in consultation with the Chair, Deputy and Assistant Chair to conduct a review of the staffing structure and implement revisions to the staff assignment.

DECISION/-

1. To note the growth in the service and the need to address the staffing arrangements to provide for the future.
2. To delegate authority to the Lead Officer in consultation with the Chair, Deputy and Assistant Chair to conduct a review of the staffing structure in line with the terms of reference detailed in the report.
3. To agree that following any such review and changes made, the Lead Authority make the necessary arrangements for a revised and agreed NPAS staff assignment.

NPAS/03/13 FIVE YEAR REVIEW

A report was submitted proposing the establishment of a Five Year Review Sub-Committee with delegated authority to receive reports and agree future arrangements in relation to (a) the joint review between the Lead Authority and the Joint Committee of the NPASJC Agreement (as required by the NPASJC Agreement; and, (b) the Chief Adjudicator's Appointment.

In discussion members felt that the proposed membership should be increased to five.

DECISION/-

1. To approve the appointment of a Five Year Review Sub-Committee to act on behalf of the Joint Committee until the annual meeting in September, 2004.

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM Number 6
SUBJECT: New NPASJC Councils
REPORT OF: The Lead Officer,
On behalf of the Advisory Board

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 30th September 2003 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 (coterminous 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 30th September 2003

National Parking Adjudication Service Joint Committee Agreement.

Files containing associated correspondence.

Road Traffic Act 1991.

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

Dacorum	S.I. 2003 No. 2326
Allerdale	S.I. 2003 No. 2334
Test Valley	S.I. 2003 No. 2336
Harlow	S.I. 2003 No. 2440
Blackpool	S.I. 2003 No. 2677
Wirral	S.I. 2003 No. 2711

1.0 BACKGROUND

- 1.1 Since the meeting of the Joint Committee on 30th September 2003, the local authorities listed in the Appendix have become a party to the NPASJC Agreement.
- 1.2 Hertfordshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Dacorum area. Cumbria County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Allerdale area. Hampshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Test Valley area. Essex County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Harlow 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 30th September 2003.

Dacorum Borough Council
Allerdale Borough Council
Test Valley Borough Council
Harlow District Council
Blackpool Borough Council
Wirral Metropolitan Borough Council

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM Number 6
SUBJECT: New NPASJC Councils
REPORT OF: The Lead Officer,
On behalf of the Advisory Board

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 30th September 2003 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 (coterminous 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 30th September 2003

National Parking Adjudication Service Joint Committee Agreement.

Files containing associated correspondence.

Road Traffic Act 1991.

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

Dacorum	S.I. 2003 No. 2326
Allerdale	S.I. 2003 No. 2334
Test Valley	S.I. 2003 No. 2336
Harlow	S.I. 2003 No. 2440
Blackpool	S.I. 2003 No. 2677
Wirral	S.I. 2003 No. 2711

1.0 BACKGROUND

- 1.1 Since the meeting of the Joint Committee on 30th September 2003, the local authorities listed in the Appendix have become a party to the NPASJC Agreement.
- 1.2 Hertfordshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Dacorum area. Cumbria County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Allerdale area. Hampshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Test Valley area. Essex County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Harlow 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 30th September 2003.

Dacorum Borough Council
Allerdale Borough Council
Test Valley Borough Council
Harlow District Council
Blackpool Borough Council
Wirral Metropolitan Borough Council

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM: Number 7
SUBJECT: Monitoring of Revenue and Capital Accounts for
2003/2004
JOINT REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

To present to the Committee expenditure monitoring information in respect of the Revenue and Capital Accounts for the 2003/2004

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 £1,812,900 set by the Committee should the need arise, provided such expenditure is within the total income for the year.
- [iii] Agree that should there be a surplus of income in the 2003/4 revenue account this is to be carried forward to year 2004/5.

CONTACT OFFICER

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

BACKGROUND DOCUMENTS

Files containing funding bids to government and associated correspondence.
Minutes of the NPASJC Executive Sub-Committee Meeting 28th January 2003
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 28th January 2003 revenue and capital budget estimates were approved for the year 2003/2004.
- 1.2 This report provides the Committee with the expenditure position for the first half of year 2003/2004. 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 a two year period commencing 1st April 2001. A further £100,000 of Capital approvals was obtained for the year 2003/4.

2.0 BACKGROUND

2.1 Revenue Expenditure

- 2.2 The revenue budget estimate was established by the Committee for 2003/2004 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 £240,381 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. In anticipation of Bus Lane decriminalisation an income item of £150,000 was included in the approved budget, which is now not likely to be the case. The monitoring of the revenue account expenditure and income at the half year stage is showing that expenditure is likely to match the approved budget after adjustment for the income from Bus Lane PCN fees. 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 for the current year.

2.8 Should it be the case that the revenue account falls into deficit then the Lead Authority has made a loan available, however it is not likely that this will be needed.

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 expenditure of £201,340. This arises as the income due from the second quarter of the year is levied after the half year point in time, and so on. For 2004/5 it is proposed to address this issue by a different income payment arrangement. Further details are available elsewhere on the agenda.

2.12 Capital Expenditure

2.13 Supplementary Credit Approval of £200,000 was obtained from central government for years 2001/2002 and 2002/2003 combined over the two years. The Committee previously agreed to treat the two years together

for expenditure purposes. It was reported to the meeting held on 18th September 2002 that expenditure for 2001/2002 was £138,107. The remaining SCA was used in full for the fit out of the new NPAS Headquarters at Barlow House.

- 2.14 For the year 2003/4 capital funding of £100,000 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 to provide the part-time adjudicators with IT hardware and communication links to the NPAS HQ. At the half year stage expenditure had reached £81,314. At the time of writing this project is almost complete, with expenditure of approximately £108,000. It will therefore be necessary to bring forward a contribution from the revenue account such that the full amount of capital funding available will be expended over the period.

APPENDIX

Half year monitoring of approved revenue budget for 2003/2004

	Approved Annual Estimate	Expenditure at half year point	Projected out-turn 03/04
	£	£	£
EXPENDITURE			
Adjudicators	526,540	228,974	526,540
Employees	568,110	198,365	568,110
Premises	192,600	103,867	192,600
Supplies and Services	157,500	112,981	157,500
Information Technology	281,650	60,815	281,650
Service Management and Support	43,000	43,000	43,000
Repayment of Dev. Fund Loan	0	0	0
Audit Fee	1,500	800	1,500
Capital Finance	12,000	12,000	12,000
Contingency	30,000	0	30,000
Bus Lane adjustment			-150,000
TOTAL EXPENDITURE	1,812,900	760,802	1,662,900
INCOME			
Annual contribution	17,000	18,758	19,000
PCN charge			
Parking	1,645,900	810,972	1,625,142
Bus Lanes	150,000	0	0
Case Charge	0	0	0
Development Fund Loan	0	0	0
TOTAL INCOME	1,812,900	829,730	1,644,142
NET EXPENDITURE	0		18,758

Capital Programme for 2003/2009

For the purposes of Local Transport Plans the agreed budget estimate profile is provided below. The expected expenditure profile is also provided.

Five Year Capital Account Budget Estimate Profile 2003-2009

Year	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9
	£000	£000	£000	£000	£000	£000
Estimate	100	200	200	100	100	100
Expected	100	200	200	100	100	100

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM Number 8
SUBJECT: General Progress and Service Standards
JOINT REPORT OF: The Lead Officer
On behalf of the Advisory Board

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) interim service standard performance against which NPAS is measuring the service delivered; (c) revised service standards from 1st April 2004; (d) staff assignment.

RECOMMENDATIONS

It is recommended that the Committee:

- [i] Note the information provided in Appendix 1 to the report in respect to the expected take up of decriminalised parking enforcement powers during 2004 - 2005.
- [ii] Note the interim performance attained against the agreed service standard indicators during the first three quarters of 2003/2004.
- [iii] Agree to revised service standards from 1st April 2004, as detailed in the body of the report.
- [iv] Note the progress in respect of the revised staffing assignment and the filling of posts.

CONTACT OFFICER

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

BACKGROUND DOCUMENTS

Reports to NPASJC Committee Meeting held on 18th September 2002.
Reports to NPASJC Committee Meeting held on 30th 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 latest interim performance indicators are reported and figures are provided for the first three quarters of 2003/4.
- 1.3 Revised service standards are recommended from 1st April 2004.
- 1.4 An update is provided on the staffing assignment and the filling of posts.

2.0 TAKE UP OF DECRIMINALISED PARKING ENFORCEMENT POWERS

- 2.1 The latest information regarding the expected take up of the Road Traffic Act 1991 powers during the period 2004 - 2005 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 97 councils that are a party to the NPAS.JC Agreement, with some 87 Special & Permitted Parking Areas now established in the scheme. It is predicted that there will be a further 3 SPAs by the end of the current financial year.
- 2.4 In 2004/5 another 30 SPAs are expected that have identified either fixed or nominal commencement dates, with a further 24 Areas with no commencement date yet identified. In the region of 15 other councils are considering adopting the powers after 2004/5.
- 2.5 The Committee are requested to note the information provided in Appendix 1 of the report in respect to the expected take up of decriminalised parking enforcement powers during 2004 - 5.

3.0 SERVICE STANDARDS - PERFORMANCE INDICATORS

- 3.1 At the meeting held on 19th September 2000 the Committee agreed to adopting two performance indicators that would 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 for the first three years of operation. Interim indicators are now available for the first three quarters of the current year and 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%
Interim figures for First three quarters of Year 2003/4	78% (4,925 Appeals)	80%	91% (1,164 Appeals)	80%

- 3.3 It should be noted that for 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 At the meeting of 19th 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 year of measurement (2002/3) previously reported are given in Table 2 below, along with the interim figures for the first three quarters of 2003/4.

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%
First three quarters of 2003/4	96% (21,200 calls)	80%	98% (6,227 appeals)	80%

3.5 The performance achieved so far against the indicators detailed in Table 2 would suggest that these targets could be reviewed. These targets have only been in operation since 1st April 2002. It is however, suggested that more challenging but achievable targets from 1st April 2004 could be set without imposing an additional financial burden on the revenue account.

3.6 The Committee are requested to (a) note the interim performance attained against the agreed indicators for the first three quarters of year 2003/2004, and (b) agree that the service standards in respect of the '% of phone calls answered within 15 seconds' and '% of appeals acknowledged within 2 working days' should each be set at 90% from 1st April 2004.

4.0 STAFF ASSIGNMENT

4.1 A report was submitted to the meeting held on 30th September 2003 giving an update on the development of the service and how it is impacting on the staffing structure. The Committee agreed (a) to note the growth in the service and the need to address the staffing arrangements to provide for the future, (b) to delegate authority to the Lead Officer in consultation with the Chair, Deputy and Assistant Chair to conduct a review of the staffing structure in line with the terms of reference detailed in the report, and (c) that following any such review and changes made, the Lead Authority make the necessary arrangements for a revised and agreed NPAS staff assignment.

4.2 A review of the structure has been undertaken by the Workforce and Organisation Team within the Lead Authority's Corporate Personnel Unit. Subsequent to this review it was agreed to consider the recommendations and following agreement, implement the recommendations in two phases. Phase one dealt with those matters that are delegated to the Lead Officer and phase two would deal with the senior posts that the Committee agreed to delegation in

consultation with the Chair, Deputy and Assistant Chair as detailed in para 4.1 above.

- 4.3 Phase one of the restructured staff assignment is now complete, although it was agreed that a further review of the 'Appeals' posts would be undertaken in the late summer of 2004 after the new IT case management system has been introduced. This would provide the opportunity to better assess the impact the system will have on the staffing needs and the predicted work load at that time.
- 4.4 Details of the revised staff assignment are provided in the table below. As can be seen from the table details in respect of the senior posts are not included at this stage.

Posts within Current Structure	Grade	Posts within Revised Structure	Grade
Service Director*	PO6+10%	No Change at present	
Service Development Manager*	PO6+5%	No Change at present	
New post		Service Development Officer **	PO1/2
Service Development Assistant	SO1	Service Development Assistant **	SO1
New Post		Librarian / Information Officer **	Sc6
Appeals Manager	PO1/2	Appeals Manager*	PO1/2
Senior Appeals Coordinator	SO1	disestablished	
Appeals Coordinator x 7	Sc5/6	Appeals Coordinator x5 (2 posts disestablished) 3 posts * 2 posts **	Sc5/6
New posts		Assistant Appeals Coordinator x5	Sc3/4
Technology Manager	PO6+5%	Technology Manager*	PO6+5%
Technology Assistant	SO1	Technology Assistant**	SO1
Office Manager	SO1/2	Office Manager*	PO1
Secretary	Sc5/6	Secretary*	Sc5/6
Accountancy & Administration Assistant	Sc3/4	Accountancy & Administration Assistant*	Sc3/4
Hearing Centre Supervisors (temp) x 20	Based on SCP 21	Hearing Centre Supervisors (temp) x 20 16 posts*	Based on SCP 21

- 4.5 Posts marked * are already filled, posts marked ** indicates that recruitment is underway.
- 4.6 It is expected that the review of the senior posts will be concluded shortly

APPENDIX 1
EXISTING AND FUTURE TAKE UP OF DECRIMINALISED PARKING
ENFORCEMENT POWERS BY LOCAL AUTHORITIES IN ENGLAND AND WALES

Existing SPA/PPA Areas

Allerdale	Milton Keynes
Ashford	Neath Port Talbot
Aylesbury Vale	Norfolk [Norwich]
Blackpool	Northampton
Barrow	Northamptonshire [Northampton]
Basingstoke and Deane	North Dorset
Basildon	North Yorkshire [Harrogate]
Bath & North East Somerset	Norwich
Bedford	Nottingham
Bedfordshire [Bedford]	Oldham
Birmingham	Oxfordshire [Oxford]
Bolton	Peterborough
Bournemouth	Plymouth
Brentwood	Poole
Brighton & Hove	Portsmouth
Bristol	Purbeck
Buckinghamshire [High Wycombe]	Reading
Bury	Redcar and Cleveland
Canterbury	Rushmoor
Carlisle	Salisbury
Chelmsford	Sandwell
Christchurch	Sefton
Colchester	Sevenoaks
Copeland	Shepway
Cumbria [Allerdale, Barrow, Carlisle, Copeland, Eden, & South Lakeland]	Slough
Dacorum	Somerset [Taunton Deane]
Dartford	Southampton
Dorset [All Districts]	Southend-on-Sea
Dover	South Lakeland
East Dorset	Stoke-on-Trent
East Sussex [Hastings]	Sunderland
Eden	Swale
Epping Forest	Swindon
Essex [Basildon, Brentwood, Chelmsford, Colchester, Epping Forest, Harlow, Maldon]	Taunton Deane
Gravesham	Test Valley
Hampshire [Basingstoke and Deane, Hart, Rushmoor, Test Valley & Winchester]	Thanet
Harlow	Three Rivers
Harrogate	Tonbridge & Malling
Hart	Tafford
Hastings	Tunbridge Wells
Herefordshire	Wareham
Hertfordshire [Dacorum Watford & Three Rivers]	West Dorset
Kent [All Districts]	Weymouth and Portland
Liverpool	Wiltshire [Salisbury]
Luton	Winchester
Maidstone	Wirral
Maldon	Worcester
Manchester	Worcestershire [Worcester]
Medway Unitary	York
Middlesbrough	

Additional Special Parking Areas predicted by 31st March 2004

Area	Expected commencement date
Carmarthenshire	1 Feb 04
South Bedfordshire [Bedfordshire]	2 Feb 04
Mid Bedfordshire [Bedfordshire]	2 Feb 04

Special Parking Areas predicted during 2004/5

Areas with nominal start dates

Area	Expected commencement date
Mole Valley [Surrey]	1 April 04
Reigate and Banstead [Surrey]	1 April 04
Guildford [Surrey]	5 April 04
Lewes [East Sussex]	5 April 04
Denbighshire	1 July 04
Lancaster [Lancashire]	1 July 04
Wyre [Lancashire]	1 July 04
Ribble Valley [Lancashire]	1 July 04
Fylde [Lancashire]	1 July 04
Preston [Lancashire]	1 July 04
Pendle [Lancashire]	1 July 04
Burnley [Lancashire]	1 July 04
Rossendale [Lancashire]	1 July 04
Hyndburn [Lancashire]	1 July 04
Chorley [Lancashire]	1 July 04
South Ribble [Lancashire]	1 July 04
West Lancashire [Lancashire]	1 July 04
Wigan	1 July 04
Stratford on Avon [Warwickshire]	1 July 04
Rochdale	July 04
Tendring [Essex]	1 Oct 04
Castle Point [Essex]	1 Oct 04
Rochford [Essex]	1 Oct 04
Braintree [Essex]	1 Oct 04
Uttlesford [Essex]	1 Oct 04
Blackburn with Darwin	1 Oct 04
Stockport	4 Oct 04
New Forest [Hants]	4 Oct 04
Eastleigh [Hants]	4 Oct 04
Wychavon [Worcestershire]	11 Oct 04

Areas without fixed start dates

Area	Area
Tameside (under review)	Wokingham Unitary
Cambridge [Cambridgeshire]	Worthing [West Sussex]
Stockton-on-Tees	Newcastle Upon Tyne
Horsham [West Sussex]	Walsall
Broxbourne [Herts]	Ipswich [Suffolk]
Hertsmere [Herts]	Leeds
East Hertfordshire [Herts]	South Tyneside
Stevenage [Herts]	Gateshead
Welwyn [Herts]	Hull
St Albans [Herts]	Barnsley
Chiltern [Bucks]	Doncaster
Chichester [West Sussex]	Rotherham
Mid-Sussex [West Sussex]	Sheffield

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM Number 9
SUBJECT: Revenue and Capital Budget Estimates 2004/2005
REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

To request the Committee to approve the Revenue and Capital Budget Estimates for 2004/2005.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Agree to adopt the Revenue Budget estimates for 2004/2005 as detailed in the Appendix.
- [ii] Agree 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.
- [iii] Agree to adopt a Capital Budget estimate of £200,000 for 2004/5 in line with the LTP Transport Block Minor Works settlement.
- [iv] 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.

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.

On behalf of the Joint Committee the Lead Authority have been successful in securing £200,000 for year 2004/5 of Capital approvals via their LTP Transport Capital, Transport Block Minor Works approvals.

CONTACT OFFICER

Bob Tinsley NPAS Headquarters, Barlow House, Minshull Street, Manchester,
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 2004/5 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.
- 1.5 Full use has been made of these capital funding approvals.
- 1.6 Approval has been received to the bid for £200,000 capital funding via the Lead Authority's LTP Transport Block Minor Works for year 2004/05.

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 2004/2005. 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 ninety or so enforcing councils that make a contribution to the NPAS running costs and will be in the scheme from 1st April 2004, fifty 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 2004/5 is that a further 30 councils have indicated their intention to commence DPE in the year, but another 24 have also indicated a similar intension but at present do not have a commencement date identified. It has therefore not been possible to take into account the demands that would be placed on the service should any

or all of the councils that have no commencement date identified for 2004/5 actually begin DPE.

- 2.3 A figure of £68,147 has been included in the Adjudicators item for a part-time HQ based adjudicator. As this would involve a commitment of approximately three days per week the HQ based adjudicator would attract employment overheads.
- 2.4 The costing for the staff employees assumes that all the posts identified in the revised structure would be filled for the full year with the exception of two Assistant Co-ordinators.
- 2.5 In previous years a contingency of £30,000 has been included in the estimates. However, there are already reserves of £240,381, it is proposed to reduce the contingency to £20,000 for 2004/5.
- 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.
- 2.7 Details of the proposed revenue budget are contained in the Appendix.

Capital Budget Estimates

- 2.8 With the benefit 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.
- 2.9 A report was submitted to the meeting of 30th September 2003 detailing the IT developments, and that the case management system has now completed its interim stage although there are still some additional modules planned. This bespoke development and the knowledge gained can now be used to inform the next stage of development. The rapid growth of the service is now such that in ICT terms a much more robust system is needed. With the Adjudicators being brought within the 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 last meeting for the development of an Appeals and Information Management system (AIMS) to address this situation.
- 2.10 Tenders have now been received and following a detailed assessment of the fifteen bids received a 'preferred' contractor has been identified, Sopra

Group Limited. The tender sum indicates that this project can commence before the beginning of the 2004/5 by utilising approximately £16,600 of available revenue from the 2003/4 account, but that approximately £160,500 will be needed for the first phase during 2004/5 for which it is proposed to utilise the capital approvals. The remaining capital could be used to undertake either further enhancements to the *A/MS* system depending on progress or be used for a pilot to test the viability of conducting hearings via video conferencing. Further work is needed to develop this concept before accurate costing figures can be reported.

- 2.11 The Lead Authority has been informed by the government that the bid for £200,000 of Capital Approvals during 2004/5 on behalf of the Joint Committee has been successful.
- 2.12 The Committee are therefore requested to adopt a capital budget of £200,000 for year 2004/5 and authorise the Service Director to proceed with expenditure as detailed above within this limit.
- 2.13 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 is still appropriate. Such funding assists in the provision of the service's infrastructure requirements needed to reflect this growth. The five-year capital budget estimate previously agreed by the Committee is still appropriate, although it requires adjustment for future years. It is therefore requested that the Committee confirm the revised five year capital estimates detailed in the Appendix and request the Lead Authority to include these in its future years LTP submission to the Government.

APPENDIX

RECOMMENDED REVENUE ACCOUNT ESTIMATE for 2003/2004

EXPENDITURE	Year 2003/4	Year 2004/5
	£	£
Adjudicators	526,540	653,491
Employees	568,110	625,798
Premises / Accommodation	192,600	204,500
Supplies and Services	157,500	174,000
Information Technology	281,650	238,091
Service Management and Support	43,000	43,000
Repayment of Development Fund Loan	0	0
Audit Fee	1,500	2,000
Capital Finance Charges	12,000	27,000
Contingency	30,000	20,000
TOTAL EXPENDITURE	1,812,900	1,987,880
INCOME		
Annual contribution	17,000	24,750
Penalty Charge Notices		
Parking	1,645,900	1,963,130
Bus Lanes	150,000	0
Adjudication case charge	0	0
Development Fund Loan	0	0
TOTAL INCOME	1,812,900	1,987,880
NET EXPENDITURE	0	0

Recommended Capital Programme for 2004/2010

There will be a requirement for £200,000 of capital expenditure during 2004/2005 as detailed in the report.

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

Five Year Capital Account Budget Estimate Profile 2004-2009

Year	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10
	£000	£000	£000	£000	£000	£000
Estimate	200	200	100	100	100	100

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM Number 10
SUBJECT: To establish the NPASJC Service Charges to user councils for 2004/2005
JOINT REPORT OF: The Lead Authority
On behalf of the Advisory Board

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 2004/2005.

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 2004/2005, as detailed below.

ELEMENT	CHARGE
Annual Charge [per SPA]	£250.00
Charge per PCN Issued	£0.65
Charge per Adjudication Case	nil.

[ii] 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.

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 2004/5 are with a view to the service continuing to be self-financing.

A reserve of £240,381 plus any additional reserves from year 2003/4 are available in the event of the income not been sufficient to match the expenditure during 2004/5.

CONTACT OFFICER

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

BACKGROUND DOCUMENTS

Report to the NPASJC on 28th January 2003 – To establish the NPASJC Service Charges to user councils for 2003/2004.
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 Parking Area / 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 2004/2005. 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 2004/5 estimates have been based on this appeal rate and this has been reflected in the proposed charge per PCN.
- 2.3 For 2001/2, 2002/3 and 2003/4 the case charge was 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 offer an economy of scale that would be helpful to those authorities who

issue relatively small numbers of PCNs. It is therefore proposed to continue the annual charge at the £250 per SPA level.

- 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 2004/5 it becomes possible to continue to reflect the economies in scale that this brings without the need for an increase due to Inflation costs. Therefore, whilst account has been taken for inflation (at 3%) in the proposed budget estimate it is possible to continue with the current charge per Penalty Charge Notice of £0.65 during 2004/5.
- 2.6 It is therefore, recommended that the following service charges be adopted by the Joint Committee for 2004/2005.

ELEMENT	CHARGE
Annual Charge	£250.00
Charge per PCN Issued	£0.65
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. Previously 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 is currently indicating that in cash flow terms at the end of each quarter during 2003/4 the service revenue account has a net expenditure of about £220,000 after utilising the reserves of £240,381.
- 3.2 A consultation exercise has been undertaken with the council officers with respect to a proposal to introduce a revised charging framework from 1st April 2004. The proposal was to invoice quarterly in advance. e.g First quarter invoices would be sent out in April to cover the April to June quarter, etc. This would involve us agreeing an estimated number of PCNs for the year and then adjusting the figures similar to as we do now at the year end, the invoice adjustment would fall in the first quarter of the following year.
- 3.3 Seventy eight councils were consulted, of which 31 agree with the proposal and 7 disagree. 40 have yet to respond. Some of the officers that agree would prefer to pay in arrears. Out of the exercise has come a

number of suggestions that should help mitigate those who disagree, for example an adjustment of the estimated figures at the half year and three quarter year points.

- 3.4 Although it would also seem likely that invoicing in advance on a monthly basis would be more acceptable to member councils, this would create extra work and would not provide a sufficient flow of cash without inhibiting the day to day management of the service.
- 3.5 A further factor with regard to financial management of the service is that following discussions with the District Auditor it is considered that it is no longer appropriate for the Joint Committee's financial transactions to be included with that of the Lead Authority. To achieve this separation NPAS will have its own bank account arrangements from 1st April 2004. VAT transactions will continue to be dealt with as part of the Lead Authority's claim. This separation would remove the available cash flow 'cushioning effect' that existed when part of the Lead Authority arrangements.
- 3.6 It is therefore proposed to continue with charging for the Annual Charge at the beginning of the year and to introduce quarterly charging in advance for the PCN charge with effect from 1st April 2004.

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM Number 11
SUBJECT: To establish a revised Committee cycle of meetings
JOINT REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

To establish a revised cycle of Committee meetings during 2004/2005 and beyond.

RECOMMENDATIONS

It is recommended that:

[i] From year 2004 onwards the Joint Committee holds the Annual Meeting in June each year.

**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.

There are no immediate consequences on the capital or revenues budgets.

CONTACT OFFICER

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

BACKGROUND DOCUMENTS

NPASJC Agreement.
The Accounts and Audit Regulations 2003.

INTRODUCTION

- 1.0 In line with legislation at the time of drawing up the agreement, the NPASJC agreement provides for an annual meeting to be held before 30th September each year.
- 1.1 The Annual meeting provides the opportunity for the Committee to fulfil two of their statutory functions, (a) receiving the accounts and audit report for the previous year, and (b) receiving the annual report of the Adjudicators.

2.0 BACKGROUND

- 2.1 The Accounts and Audit Regulations have introduced a requirement that the accounts from the previous year should be reported on a much tighter time scale than 30th September each year. An incremental approach to the tightening of the reporting deadlines to the Committee has been introduced as detailed below.

Accounts for Year ending	Deadline for reporting
31 st March 2003	30 th September
31 st March 2004	31 st August
31 st March 2005	31 st July
31 st March 2006	30 th June

- 2.2 The public notices that must precede the reporting arrangement are such that by 2006 the Accounts must be ready for public inspection by the end of April ready for reporting by the end of June.
- 2.3 In practice there appears to be little benefit to the Joint Committee adopting the above incremental tightening of the reporting time scale. August and July are traditionally months when many people take their summer holidays and it would cast doubt on whether a quorum for the meeting could be achieved.
- 2.4 It has been the practice to produce the statistics that accompany the adjudicators' annual report at the beginning of August in the succeeding year (31st March). This delay of four to five months after the year end allows sufficient time such that only a small number of appeals need to be reported as 'not decided' and hence provide meaningful outcome statistics for the appeals received during the year to be reported. Should the annual report be produced in time for an annual meeting by 30th June a less meaningful set of statistics would be available.

- 2.5 It is the practice of The Council on Tribunals to publish an annual report on its activities in the supervision of tribunals. For these annual reports statistics are requested from NPAS and the other tribunals based on calendar year.
- 2.6 To avoid the need for an additional meeting, it is therefore recommended that from 2004 the Annual Meeting of the Joint Committee is held in June each year.
- 2.7 Should the Committee agree to this revised committee cycle it is proposed that two sets of statistics are prepared to cover the period up to 31st March 2004. One set that completes the picture for year 2003/4 and another set that provides for the 2003 calendar year. Reports thereafter would be based on the calendar year only. This proposal would overcome the need for an additional meeting of the Committee to receive reports on separate occasions with regard to the accounts and adjudicators' annual reports.
- 2.8 The Committee previously agreed that the Annual Meeting for 2004 should be held on 28th September 2004. Should the Committee agree to the revised cycle of meetings a revised date would need to be arranged.

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM Number 11
SUBJECT: To establish a revised Committee cycle of meetings
JOINT REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

To establish a revised cycle of Committee meetings during 2004/2005 and beyond.

RECOMMENDATIONS

It is recommended that:

[i] From year 2004 onwards the Joint Committee holds the Annual Meeting in June each year.

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.

There are no immediate consequences on the capital or revenues budgets.

CONTACT OFFICER

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

BACKGROUND DOCUMENTS

NPASJC Agreement.
The Accounts and Audit Regulations 2003.

INTRODUCTION

1.0 In line with legislation at the time of drawing up the agreement, the NPASJC agreement provides for an annual meeting to be held before 30th September each year.

1.1 The Annual meeting provides the opportunity for the Committee to fulfil two of their statutory functions, (a) receiving the accounts and audit report for the previous year, and (b) receiving the annual report of the Adjudicators.

2.0 BACKGROUND

2.1 The Accounts and Audit Regulations have introduced a requirement that the accounts from the previous year should be reported on a much tighter time scale than 30th September each year. An incremental approach to the tightening of the reporting deadlines to the Committee has been introduced as detailed below.

Accounts for Year ending	Deadline for reporting
31 st March 2003	30 th September
31 st March 2004	31 st August
31 st March 2005	31 st July
31 st March 2006	30 th June

2.2 The public notices that must precede the reporting arrangement are such that by 2006 the Accounts must be ready for public inspection by the end of April ready for reporting by the end of June.

2.3 In practice there appears to be little benefit to the Joint Committee adopting the above incremental tightening of the reporting time scale. August and July are traditionally months when many people take their summer holidays and it would cast doubt on whether a quorum for the meeting could be achieved.

2.4 It has been the practice to produce the statistics that accompany the adjudicators' annual report at the beginning of August in the succeeding year (31st March). This delay of four to five months after the year end allows sufficient time such that only a small number of appeals need to be reported as 'not decided' and hence provide meaningful outcome statistics for the appeals received during the year to be reported. Should the annual report be produced in time for an annual meeting by 30th June a less meaningful set of statistics would be available.

- 2.5 It is the practice of The Council on Tribunals to publish an annual report on its activities in the supervision of tribunals. For these annual reports statistics are requested from NPAS and the other tribunals based on calendar year.
- 2.6 To avoid the need for an additional meeting, it is therefore recommended that from 2004 the Annual Meeting of the Joint Committee is held in June each year.
- 2.7 Should the Committee agree to this revised committee cycle it is proposed that two sets of statistics are prepared to cover the period up to 31st March 2004. One set that completes the picture for year 2003/4 and another set that provides for the 2003 calendar year. Reports thereafter would be based on the calendar year only. This proposal would overcome the need for an additional meeting of the Committee to receive reports on separate occasions with regard to the accounts and adjudicators' annual reports.
- 2.8 The Committee previously agreed that the Annual Meeting for 2004 should be held on 28th September 2004. Should the Committee agree to the revised cycle of meetings a revised date would need to be arranged.

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

REPORT FOR RESOLUTION

DATE: 27th January 2004
AGENDA ITEM: Number 12
SUBJECT: Part-time Parking Adjudicator Appointments
REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To provide an update on part-time adjudicator appointments and agree to the appointment of a part-time HQ based Adjudicator.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note the appointment of each part-time Parking Adjudicator whose details are contained in the Appendix to the report.
- [ii] Agrees to one of the current part-time Parking Adjudicators being appointed as a Head Quarters Adjudicator with a time commitment equivalent to 3 days per week.
- [iii] Requests the Lead Authority to make the necessary employment arrangements for the Head Quarters Adjudicator.

CONTACT OFFICERS

Caroline Sheppard, NPAS Headquarters, Barlow House, Minshull Street,
Manchester,

Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Scheme of delegated powers to officers of the NPASJC.

1.0 INTRODUCTION

- 1.1 Members have delegated to the Chief Parking Adjudicator the appointment of part-time parking adjudicators to meet the needs of the service, as appropriate. The Joint Committee included within this delegation a requirement for the Chief Parking Adjudicator to keep the NPASJC informed of such appointments.
- 1.2 It is not proposed to make any further part-time appointments for the foreseeable future. From the caseload projections it appears that the current complement of adjudicators should be able to cover any increase in the work. While it is recognised that there are areas in the country where we do not have an adjudicator in the immediate vicinity, it is still regarded as better value for an existing adjudicator to travel to these areas for personal hearings rather than appoint new adjudicators to cover those areas. It must be borne in mind that there is an annual fixed cost of having an adjudicator on the panel and the proposal outlined will undoubtedly provide better value than making a significant number of new appointments.
- 1.3 Members are however requested to approve the creation of the new part-time post of part-time Headquarters Adjudicator (HQA). It is proposed that this post should be for the equivalent of three days per week. There are five main reasons for creating this post:
 1. It is inherent in the role of the Chief Adjudicator that she should travel round the country on a fairly regular basis. This may be to visit other adjudicators or new areas in the jurisdiction, or to attend meetings on behalf of the service. When the Chief Adjudicator is out of the office there may well not be another adjudicator available for the administrative staff to consult about the day-to-day processing of appeals. There are a number of ancillary applications that need to be dealt with on a daily basis and if the Chief Adjudicator is unavailable this can cause problems in the smooth running of the office. It is therefore proposed that the HQA would work closely with the Chief Adjudicator to ensure that there is always an adjudicator available to deal with these important matters.
 2. Other reports that Members are requested to consider at this meeting address the recent NPAS tender to redevelop the *AIMS* case management system. All adjudicators have recently been equipped with IT hardware to enable them to access case files and Traffic Regulation Orders remotely. The new case management system will in particular include an innovative new development of

the interface and screens for the adjudicators. It is essential that adjudicators are able to access case files in a clear and simple manner. Bearing in mind that the adjudicators are located in different parts of the country this will involve customised training and support as well as ensuring that the system development addresses their needs and concerns. It is therefore envisaged that the HQA will take a significant part in the development of the adjudicators' interface as well as providing training, practical technical advice and written materials to ensure that the adjudicators are fully supported in their work. The HQA would also be responsible for creating a judicial information site where adjudicators can be kept up to date with current issues and recent developments in case-law both generally and council specific.

3. It is envisaged that the HQA will spend one third of his or her time adjudicating, either determining postal cases or attending hearings of personal appeals. The HQA will be expected to step into the breach where an adjudicator may, at the last minute, be unable to attend a hearings session.
 4. Due to the administrative demands of her position, the Chief Adjudicator finds that she does not have time to deal with as many cases as she would wish. At the end of the day, the best way that the Chief Adjudicator can remain conversant with current and emerging issues of parking appeals is to undertake a regular amount of sittings and consider postal appeals from different authorities on a regular basis. The presence of the HQA will enable some administrative tasks to be delegated thus enabling the Chief Adjudicator to do more adjudicating.
 5. The cases that will be dealt with by the Chief Adjudicator and the HQA would absorb the predicted increase in the overall workload for the foreseeable future.
- 1.5 It must be emphasised that the creation of this post is not intended to impose an additional line of command in the adjudicator structure. The HQA will not be any more senior to any of the other adjudicators and will not *per se* have a management role in respect of his or her colleagues. The purpose of the post is to ensure administrative continuity within the office and to provide judicial and technical support to ensure that the adjudicators can fulfil their functions with ease and efficiency.
- 1.6 It is proposed that the post of HQA be created from one of the existing part time appointments. All the adjudicators will be invited to apply and an Appointment Board would be convened to select the best candidate for the

post. The first group of adjudicators were appointed in May 2000 and the second group were appointed in April 2002, each for a five year term. It is therefore proposed that the appointment will run for a period commensurate with their general appointment as a parking adjudicator. The Lord Chancellor's consent has already been obtained to the appointment of each adjudicator and it is not envisaged that additional consent will be required for this part-time post.

- 1.7 The post of the HQA will be a salaried one. The Service Director has considered this post in preparing the budget and his report has included appropriate funding provision. It is therefore recommended that the committee agrees to one of the current part-time Parking Adjudicators being appointed as a Head Quarters Adjudicator with a time commitment equivalent to 3 days per week, and that the Lead Authority is requested to make the necessary employment arrangements.
- 1.8 The list of adjudicators appointed from 25th May 2000 and from 23rd January 2002 is set out in the Appendix. The appointments are for a period of five years as required by the legislation, but will be renewable thereafter in accordance with Department for Constitutional Affairs policy for judicial appointments.

APPENDIX

List of NPAS Adjudicators appointed 25th May 2000

Clifton Barker	Deborah Gibson
Martin Block	Jonathan Middleton
Susan Hotchin	Anthony Engel
Mark Hinchliffe	Mark Emerton
Stephen Knapp	Shan Cole
Anna-Rose Landes	Roy Rowley
Judith Ordish	David Binns
Andrew Prickett CBE	

List of NPAS Adjudicators appointed 23rd January 2002

Sarah Breach	John O'Higgins
Richard Charles	John Parker
Gillian Ekins	Richard Phelan
Toby Halliwell	Joanne Richards
Martin Hoare	James Richardson
Margaret Kennedy	Stewart Sandbrook-Hughes
Terence McNeill	Hilary Tilby
Christopher Nicholls	