

PATROL ADJUDICATION JOINT COMMITTEE
To be held at 12.00 noon on Tuesday 30th June 2009
At The National Motorcycle Museum, Coventry Road, Bickenhill, Solihull,
West Midlands B92 0EJ

AGENDA

PART A

- 1. APPOINTMENT OF CHAIR, VICE CHAIR AND ASSISTANT CHAIR**
To appoint Members to serve as Chair, Vice Chair and Assistant Chair of the Joint Committee.
(These appointments to be effective until the next Annual Meeting)
- 2. APPOINTMENT OF AUDITORS**
To appoint Auditors to the Joint Committee to be effective until the next Annual Meeting
- 3. URGENT BUSINESS**
To consider any items which the Chair has agreed to have submitted as urgent.
- 4. 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.
- 5. DECLARATIONS OF 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.
- 6. STANDING ORDERS AND CYCLE OF MEETINGS**
The Joint Committee is requested to adopt the Standing Orders and note the cycle of meetings for 2009/2011:
Executive Sub Committee: September 2009; January 2010, June 2010 and January 2011
Annual Meeting: September 2010
Executive Sub Committee (Wales) as determined by the Sub-Committee

7. MINUTES

(a) To approve as a correct record the Minutes of the meeting held on 7th October 2008 **[Enclosed]**

(b) To note the Minutes of the Executive Sub-committee meeting held on 27th January 2009 **[Enclosed]**

8. ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE

To establish an Executive Sub-Committee including its Terms of Reference. To appoint Members to the Executive Sub-Committee for the period until the annual meeting of the Joint Committee in September 2010. **[Report enclosed]**

9. APPOINTMENTS TO THE ADVISORY BOARD

To request appointments to the Advisory Board for the period until the annual meeting of the Joint Committee in September 2010. **[Report enclosed]**

10. GENERAL PROGRESS AND SERVICE STANDARDS

To provide information in respect of the take up of civil parking enforcement powers by Councils in England [outside London] and Wales, general progress matters and service standards. **[Report enclosed]**

11. AUDITORS' REPORTS

To note the report of the Internal Auditors in respect of Performance Management. **[Report enclosed]**

12. RISK REGISTER

To review the Risk Register. **[Report enclosed]**

13. FINAL REVENUE ACCOUNTS 2008/09

To submit for approval the Revenue Accounts of the Joint Committee for the year 2008/09 **[Report to follow]**

14. REVIEW OF SERVICE CHARGE 2009/10

To review the service charge established at the January 2009 meeting of the Executive Sub Committee.

15. ANNUAL REPORT OF THE ADJUDICATORS FOR 2008/9

To note the arrangements for receiving the annual report from the Adjudicators for the year ending 31 March 2009 and to submit an annual report to the Secretary of State.

16. EXCLUSION OF PUBLIC

The officers consider that the following item contains except information as provided for in the Local Government Access to Information Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The Executive is recommended to agree the necessary resolutions excluding the public from the meeting during consideration of these items.

An appeals process exists for members of the public who wish to appeal against the officers' recommendation for exemption. Anyone who does wish to appeal should contact the Committee Officer as soon as possible (preferably at least 48 hours) before the meeting

PART B

17. APPOINTMENT OF THE CHIEF ADJUDICATOR

To approve the offer of an appointment by virtue of Regulation 17 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and Regulation 9 of The Civil Enforcement of Parking Contraventions (Penalty Charge Notices, Enforcement and Adjudication) (Wales) Regulations 2008 to Caroline Sheppard, and to extend her appointment as Chief Adjudicator for England and Wales for the purposes Part 6 of the Traffic Management Act 2004.

17. DATE OF NEXT MEETING

SIR HOWARD BERNSTEIN

Chief Executive
Manchester City Council
Town Hall, Albert Square,
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