

NATIONAL PARKING ADJUDICATION SERVICE
MEETING OF THE JOINT COMMITTEE
To be held at 12.00 Noon on 30th September 2003
At The Pavilion Suite, 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 Joint Committee.
(These appointments to be effective until the Annual meeting in September 2004)

2. **URGENT BUSINESS**
To consider any items which the Chair has agreed to have submitted as urgent.

3. **APPEALS**
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 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 meeting held at 12.00 on 18th September 2002

[Enclosed]

(b) To note the Minutes of the Executive Sub-committee meeting held at 12.00 on 28th January 2003

[Enclosed]

6. FINAL REVENUE AND CAPITAL ACCOUNTS 2002/2003

(a) To submit for approval the Revenue and Capital Accounts of the Joint Committee for the year 2002/2003.

(b) To receive the Auditor's report in respect of the Joint Committee's Revenue and Capital Accounts for years 2001/2 and 2002/3.

[Report to follow]

7. 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]

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 charter standards.

To provide an overview of progress in relation to the service's information and communication technology.

[Report enclosed]

9. REPORT OF THE CHIEF ADJUDICATOR

To inform the Joint Committee of part-time Parking Adjudicator appointments, the work of the Chief Adjudicator and involvement with tribunal related bodies.

[Report to follow]

10. **ANNUAL REPORT OF THE ADJUDICATORS FOR 2002/2003**
To receive the annual report from the Adjudicators for the period ending 31st March 2003.
To forward the Adjudicators' annual report to the Secretary of State.
[Report enclosed] [Adjudicators' Report to follow]
11. **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 2003.
[Report enclosed]
12. **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 2003.
[Report enclosed]
13. **REVIEW OF STAFFING STRUCTURE**
To agree arrangements for the review and implementation of a revised staffing structure.
[Report enclosed]
14. **FIVE YEAR REVIEW**
To establish a Member sub-committee(s) with delegated powers 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);
(b) the Chief Adjudicator's appointment.
[Report enclosed]

SIR HOWARD BERNSTEIN
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AGENDA ISSUED: 17th September 2003



**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
MINUTES OF THE MEETING HELD AT 12 NOON AT THE NATIONAL
MOTORCYCLE MUSEUM, BIRMINGHAM, ON 18TH SEPTEMBER, 2002.**

PRESENT:

Councillor Tony Burns - Manchester City Council
Councillor Ken Gregory - Thanet District Council
Councillor William Burke - Sefton Metropolitan Borough Council
Councillor John Chapman - Birmingham City Council
Councillor Roger Weaver - Southend on Sea Borough Council
Councillor Phrynnette Dickens - Hampshire County Council
Councillor Bob Barker - South Lakeland District Council
Councillor John Beveridge - Winchester City Council
Councillor Peter Crispin - Bristol City Council
Councillor David Robertson - Oxfordshire County Council
Councillor Marcelle Lloyd-Hayes - Herefordshire Unitary Council
Councillor Geoff Prest - Carlisle City Council
Councillor Roland Dibbs - Rushmoor Borough Council
Councillor Les Burden - Poole Borough Council
Councillor Len Murkin - Trafford Borough Council

Also in attendance:

Messrs Addicott, Bayless, Dare, Earnshaw, Edwards, Kennedy, Marklew, Martin, Mulholland, Mc Ewan, Pulham, Richardson, Satchwell, Spicer and Tinsley and Christine Crisp and Caroline Sheppard.

NPAS/01/01 APPOINTMENT OF CHAIR AND VICE CHAIR

DECISION/-

1. To appoint Councillor Weaver (Southend on Sea) as Chair and Councillor Gregory (Thanet) as Vice Chair until the Annual meeting of the Joint Committee in September, 2003.
2. To appoint, Councillor Burns (Manchester) as Assistant Chair.

NPAS/02/02 MINUTES

DECISION/-

To approve as a correct record the Minutes of the meeting held on 19 November, 2001.

**NPAS/02/03 FINAL REVENUE AND CAPITAL ACCOUNTS,
2001/2002**

The Revenue and Capital Accounts for the years 2001/2002, together with the Auditor's report on the accounts were submitted.

The Service Director informed members that the Auditor's report would not be received until 18 October, 2002. He stated that he had received correspondence from the Auditor saying that there were no significant issues that would arise that would need to be brought to the attention of the Joint Committee.

DECISION/-

1. To approve the draft 2001/2002 Revenue and Capital 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 2001/2002 Revenue Accounts to the 2002/2003 Revenue Account.
3. To note the Auditors comments.

NPAS/02/04 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 Carlisle City Council, South Lakeland District Council, Cumbria County Council in respect of the Carlisle and South Lakeland areas, Norwich City Council, Norfolk County Council in respect of the Norwich area, Southampton City Council, Milton Keynes Council, Poole Borough Council, Hart District Council, Rushmoor Borough Council, Liverpool City Council, Purbeck District Council, East Dorset District Council, West Dorset District Council, North Dorset District Council, Wareham Town Council, Dorset

County Council in respect of the Purbeck, East Dorset, West Dorset, North Dorset and Wareham areas, Harrogate Borough Council and North Yorkshire County Council in respect of the Harrogate area.

2. To confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminous to their current appointments) to cover the areas of the Councils referred to above with effect from their various commencement dates appropriate to each authority area.

NPAS/02/05 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 how swift the service is delivered; detailing the external communication process the service has engaged and financial monitoring of the service during the current year.

In response to cost effectiveness and average cost of each appeal, the Service Director undertook to present a report to a future meeting in this connection.

DECISION/-

1. To note the expected take up of decriminalised parking enforcement powers during 2002 - 2004.
2. To note the performance attained against the agreed indicators for the year 2001/2002 against which the NPAS is measuring how swiftly the service is delivered and the first quarter of 2002/2003 which are measuring availability and responsiveness.
3. To note the external communication arrangements and the financial monitoring information.

NPAS/02/06 TRIBUNALS FOR USERS - PROGRAMME UPDATE

A report was submitted providing an update on the Lord Chancellor's 'Tribunals for Users' programme following the Review of Tribunals by The Rt. Hon. Sir Andrew Leggatt.

DECISION/-

1. To note the information contained in the report, including the response on the government consultation submitted by the Lead Officer.

2. To request the Lead Officer to keep the joint Committee informed on developments in this connection.

NPAS/02/07 NPASJC ADDITIONAL FUNCTIONS 2001/2002

The Lead Officer informed the Joint Committee of the proposal to extend the Joint Committee's functions to include transportation adjudication processes such as bus lane enforcement and road user charging.

DECISION/-

1. To note the latest situation with regard to the proposal to establish an Addendum to the NPASJC Agreement that will enable the Joint Committee to exercise adjudication functions in respect of bus lane enforcement by member councils.
2. To authorise the Lead Officer to continue making the necessary arrangements for the Joint Committee to exercise bus lane adjudication functions as part of the NPASJC Agreement arrangements.

NPAS/02/08 PART TIME PARKING ADJUDICATOR APPOINTMENTS

A report was submitted informing the Committee of the appointment of part-time Parking Adjudicators.

In reply to a question the Chief Parking Adjudicator agreed that it was important to address ethnic diversity when making these appointments, also that she would present a report to a future meeting listing the Adjudicators and the area they represented.

DECISION/-

To note the appointment of the fifteen part-time Parking Adjudicators detailed in the report for a five year term of office.

NPAS/02/09 ANNUAL REPORT OF THE PARKING ADJUDICATORS

The Annual report of the Adjudicators for the period 1 April 2001 to 31 March, 2002 was submitted.

DECISION/-

1. To note the Annual Report, and forward it to the Secretary of State for Transport, Local Government and the Regions 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/02/10 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, in accordance with the Terms of Reference detailed in the Appendix to the report, until the annual meeting in September 2003, comprising Councillors Burden (Poole B.C.), Dibbs (Rushmoor B.C.), Prest (Carlisle C.C.), Lloyd-Hayes Herefordshire U. C.), Crispin (Bristol C. C.), Barker (South Lakeland D.C.), Weaver (Southend on Sea B.C.), Gregory (Thanet D.C.), Burns (Manchester C.C.), Beveridge (Winchester C.C.) Dickens (Hampshire C.C.) and the representative from Neath Port Talbot Borough Council.
2. That substitutes be appointed to attend the meeting providing prior notification is given.
3. That the next meeting of the Sub-Committee be held at 12 noon on Tuesday, 28 January, 2003, at the National Motorcycle Museum in Birmingham.

NPAS/02/11 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 - David Marklew

At least one representing a County Council -

Hampshire County Council - Peter Bayless

Kent County Council - George Chandler
At least one representing a Unitary or Metropolitan Council -
Manchester City Council - Andy Vaughan
A representative each from the DTLR and NAFW (Ex-Officio) -
John Gant (DTLR), John Merrick (NAFW)
A representative from a motoring association (Ex-Officio)-
Kevin Delayney (RAC Foundation)
An independent person with knowledge of judicial or tribunal
systems (Ex-Officio) -
Graham Addicott OBE

2. To record the thanks of the Joint Committee to Paul Nucus for the significant contribution he has made to the Advisory Board.

NPAS/01/06 CYCLE OF MEETINGS

DECISION/-

1. That the ordinary meetings of the Joint Committee are held in January and September (Annual) each year, the date to be agreed by the Chair.
2. That an exception to (1) above be made for the year 2002/2003 given that there may not be a need to hold a meeting in January 2003, but should the need arise, a date to be agreed with the Chair.

**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 Roger Weaver - Southend 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

NPAS/EX/03/04 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 since the 18 September, 2002, the following Councils have become a party to the NPASJC Agreement: Essex County Council, Basingstoke and Deane Borough Council, Brentwood Borough Council, Chelmsford Borough Council, Colchester Borough Council, Epping Forest District Council, Nottingham City Council, Purbeck District Council, East Dorset District Council, West Dorset District Council, Bury Metropolitan Borough Council, Weymouth and Portland District Council and Eden District Council.
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/EX/03/05
2002/2003

Monitoring of Revenue and Capital Accounts for

A report was submitted presenting expenditure monitoring information in respect of the Revenue and Capital Accounts for 2002/2003, together with the Auditors report.

The Service Director corrected the figure in recommendation (ii) which should read £1,332,800.

Decision

1. To note the expenditure monitoring information contained within the report.
2. To authorise the Lead Office to incur expenditure against the revenue budget in excess of the £1,332,800 set by the Committee should the need arise, provided such expenditure is within the total income for the year.
3. To agree that should there be a surplus of income in the 2002/03 revenue account this be carried forward to 2003/04.
4. To authorise the Lead Officer to call upon the Lead Authority's Development Fund Loan arrangement should this become necessary to meet a shortfall in the Joint Committee's 2002/2003 accounts.
5. To note the Auditor's report to the Joint Committee regarding the statement of accounts, its income and expenditure for the year ended 31 March, 2002.

NPAS/EX/03/06

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; and interim service standard performance against which NPAS is measuring how swift the service is delivered.

The Lead Officer informed the Committee of amendments to the take up dates of certain authorities.

Decision

1. To note the expected take up of decriminalised parking enforcement powers during 2002 - 2004.
2. To note the performance attained against the agreed service standard indicators during the first two quarters of 2002/2003.

NPAS/EX/03/07 Revenue and Capital Budget estimates 2003/2004

A report was submitted requesting approval of the Revenue and Capital Budget Estimates for 2003/2004.

Decision

1. To adopt the Revenue Budget estimates for 2003/2004 as detailed in the report.
2. To adopt the five year projected capital estimates as detailed in the report and request the Lead Authority to include this within their future LTP funding bids to government.
3. To approve the adoption of a Capital Budget estimate of £100,000 in line with the LTP Supplementary Credit Approvals settlement.
4. To keep members informed of the situation regarding Bus Lane enforcement.

NPAS/EX/03/08 NPASJC Service Charges to user Councils for 2003/2004

A report was submitted on the establishment of charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2003/2004.

Decision

1. To adopt the following charges in support of the service to be made by participating local authorities during the financial year 2003/2004:-

ELEMENT	CHARGE
Annual Charge	£250.00 (per SPA)
Charge per PCN Issued	£0.65
Charges per Adjudication Case	nil

2. To approve a charge of £0.65 per PCN issued for service charges for bus lane related areas of adjudication, should they come within the remit of the Joint Committee during the year. The Service Director requested to keep this element of the charges under review and report back should this become necessary.

NPAS/EX/03/09 Appointments to the Advisory Board

The Sub Committee were advised of changes to the Advisory Board.

Decision

1. To note that David Marklew retired on 31 December, 2002 and had been replaced as the representative from Winchester on the Advisory Board.

2. To record the thanks of the Joint Committee to David Marklew for the significant contribution he has made to the furtherance of decriminalised parking enforcement generally and to the NPASJC in particular.

3. To note the new Advisory Board executive appointments detailed in the report.

NPAS/EX/03/10 Resignation of Part-Time Adjudicators.

A report was submitted informing the Sub-Committee of the resignation of two part-time parking adjudicators.

Decision

To note the report.

NPAS/EX/03/11 Annual Meeting of NPASJC

Decision

To agree that the Annual Meeting of NPASJC be held on 30 September at 12 noon in Birmingham.

H/committee/npasjc/exsub /28jan03

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 30th September 2003
AGENDA ITEM Number 7
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 18th September 2002 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

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BACKGROUND DOCUMENTS

Minutes of the NPAS Joint Committee held on 18th September 2002

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:

Worcester	S.I. 2002 No. 3265
Sunderland	S.I. 2002 No. 3266
Bath & North East Somerset	S.I. 2003 No. 95
Christchurch	S.I. 2003 No. 251
Maldon	S.I. 2003 No. 634
Basildon	S.I. 2003 No. 635
Slough	S.I. 2003 No. 898
Redcar and Cleveland	S.I. 2003 No. 1261
Aylesbury Vale	S.I. 2003 No. 1262
Middlesbrough	S.I. 2003 No. 1984
Swindon	S.I. 2003 No. 1924
Peterborough	S.I. 2003 No. 2153
Copeland	S.I. 2003 No. 2152

1.0 BACKGROUND

- 1.1 Since the meeting of the Joint Committee on 18th September 2002, the local authorities listed in the Appendix have become a party to the NPASJC Agreement.
- 1.2 Cumbria County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Copeland area. Essex County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Basildon and Maldon areas. Buckinghamshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Aylesbury Vale 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 18th September 2002.

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
Middlesbrough Borough Council
Swindon Borough Council
Peterborough City Council
Copeland Borough Council

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 30th September 2003

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: (i) the take up of decriminalised parking enforcement powers by Councils in England [outside London] and Wales; (ii) service standard performance against which NPAS is measuring the service delivered; and, (iii) information and communication technology developments.

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 2003 - 2005.
- [ii] Note the performance attained against the agreed service standard indicators for the year 2002/2003.
- [iii] Note the progress being made in the service's information and communication technology developments.

CONTACT OFFICER

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

BACKGROUND DOCUMENTS

Minutes of the NPASJC Meeting 19th February 1999
Minutes of the NPASJC Meeting 21st September 1999
Minutes of the NPASJC Meeting 19th September 2000
Minutes of the NPASJC Meeting 19th November 2001
Minutes of the NPASJC Meeting 18th September 2002
NPASJC Agreement

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 full set of recorded performance indicators are reported for the year ending 31st March 2003.
- 1.3 An update on the ICT developments is provided for information.

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 2003-2005 is given in Appendix 1.
- 2.2 As predicted there has been a significant take up of decriminalised parking enforcement powers by councils since the Joint Committee last met.
- 2.3 There are now 94 councils that are a party to the NPASJC Agreement, with some 79 Special & Permitted Parking Areas (SPAs) established in the scheme. It is predicted that there will be a further 10 SPAs by the end of the 2003/4 financial year.
- 2.4 In 2004/5 about another 50 SPAs are expected. A further 15 other councils are also considering adopting the powers.
- 2.5 The Committee is 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 2003 - 5.

3.0 SERVICE STANDARDS - PERFORMANCE INDICATORS

- 3.1 At the meeting held on 19th September 2000 the Committee agreed to adopt 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 processed within 42 days, and 80% of personal appeals processed within 56 days.
- 3.2 These indicators were previously reported for the first and second full years of measurement, details for the third year have now been added 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%

3.3 Similar interim indicators are now available for the first quarter of the current year and are given in Table 2 below.

TABLE 2

PERIOD	% OF POSTAL APPEALS DECIDED WITHIN 42 DAYS	TARGET	% OF PERSONAL APPEALS DECIDED WITHIN 56 DAYS	TARGET
1st Quarter 2003/4	79% (1,693 Appeals)	80%	90% (354 Appeals)	80%

3.4 It should be noted that for data in Tables 1 and 2 appeals measured includes those 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.

3.5 At the Committee's 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) are given in Table 3 below.

TABLE 3

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%

3.6 The Committee is requested to note the performance attained against the agreed indicators for the year 2002/2003.

4.0 INFORMATION AND COMMUNICATION TECHNOLOGY

4.1 A number of ICT initiatives are currently under development an update of progress is provided below.

4.2 The ability for appellants to lodge their appeal on-line though the NPAS web site (www.parking-appeals.gov.uk) is making good progress. The development involves additions to the web site and also development from the enforcing authority ticket processing system suppliers. At the Notice of Rejection (NoR) stage when the right to appeal to the Adjudicator becomes available to the motorist, the NoR will contain a PIN number that may be used to open up an electronic appeal form on the NPAS web site. As there are a number of different local authority system suppliers it is planned that as and when the PIN number can be printed on the NoR so this option can be introduced incrementally. It is expected that this service will be tested at the beginning of 2004 and introduced from the early spring thereafter.

4.3 Utilising the capital budget for the current year all the Adjudicators are being provided with equipment and communication lines so that they may be brought within the NPAS virtual private network (VPN) communications arrangements. Good progress is being made on this development, it has been necessary to pilot four different configurations to suit particular circumstances, for example broadband availability. The first sets of equipment have now been installed and completion is expected by the end of October 2003. As an interim arrangement until full remote access is available, this will help speed up the appeal process as it will no longer be necessary to mail either case paper files or electronic files on CD as has been the practice previously.

- 4.4 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 are in preparation for the development of an Appeals and Information Management system (AIMS) to address this situation.
- 4.5 Currently at the pilot stage is a project to enable the enforcing local authorities to transfer their appeal case evidence in electronic format. Progress on this project is dependant on the individual local authority ticket processing system suppliers and the ability of their systems and the NPAS system to effectively communicate. At this stage the pilot work is looking very encouraging and it is expected we will be able to build this requirement into the AIMS system. Running along side this project has been a project to agree a format for the local authorities submission of evidence. This pilot has been trialed by a number of the enforcing authorities and is planned for implementation in paper format during November 2003. A degree of standardisation in the evidence format has always been viewed as good practice within the tribunal system, but will become increasingly important when we move towards electronic transfer of data between systems.
- 4.6 Also planned would be the ability for NPAS to take information from the AIMS system in relation to appeal case outcomes, etc. such that it is available more quickly, readily accessible and therefore may be available in a useful manner. For example in benchmarking exercises.
- 4.7 A project is underway to register and record the enforcing authorities Traffic Regulation Orders. NPAS has an electronic document repository that enables scanned documents to be held electronically and accessed through the VPN. By holding copies of the TROs centrally and making them electronically accessible it will no longer be necessary for the enforcing authorities to submit a full paper copy of the relevant TRO with each appeal case they respond to. They will be able to recite an extract and point to the title of the relevant TRO. The Adjudicators in turn will then be able to view the full order via the VPN and document repository when considering the appeals. NPAS is making available to each enforcing authority a copy of their TROs held in the document repository on CD. Crucial to the success of this project is keeping the information both accurate and up to date.
- 4.8 The Committee is requested to note the progress being made in the ICT developments.

APPENDIX 1

Existing SPA/PPA Areas

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

Additional Special Parking Areas predicted by 31st March 2004

Area	Expected commencement date
Dacorum [Herts]	6 Oct 03
Allerdale [Cumbria]	13 Oct 03
Test Valley [Hants]	20 Oct 03
Harlow [Essex]	1 Nov 03
Wirral	3 Nov 03
Blackpool	10 Nov 03
Wigan	1 Feb 04
South Bedfordshire [Bedfordshire]	2 Feb 04
Mid Bedfordshire [Bedfordshire]	2 Feb 04
Lewes [East Sussex]	28 Feb 04

Special Parking Areas predicted during 2004/5

Area	Expected commencement date
Carmarthenshire	New Forest [Hants]
Denbighshire	Eastleigh [Hants]
Stratford on Avon [Warwickshire]	Stockton-on-Tees
Lancaster [Lancashire]	Tendring [Essex]
Wyre [Lancashire]	Castle Point [Essex]
Ribble Valley [Lancashire]	Rochford [Essex]
Fylde [Lancashire]	Braintree [Essex]
Preston [Lancashire]	Uttlesford [Essex]
Pendle [Lancashire]	Horsham [West Sussex]
Burnley [Lancashire]	Wokingham Unitary
Rosendale [Lancashire]	Worthing [West Sussex]
Hyndburn [Lancashire]	Newcastle Upon Tyne
Chorley [Lancashire]	Stockport
South Ribble [Lancashire]	Walsall
West Lancashire [Lancashire]	Ipswich [Suffolk]
Broxbourne [Herts]	Blackburn with Darwin
Hertsmere [Herts]	Barnsley
East Hertfordshire [Herts]	Leeds
Reigate and Banstead [Surrey]	Cambridge [Cambridgeshire]
Guildford [Surrey]	South Tyneside
Chichester [West Sussex]	Gateshead
Mid-Sussex West Sussex	Hull
Chiltern [Bucks]	Doncaster
Rochdale	Rotherham
Northamptonshire (remaining districts)	Sheffield



NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 30th September 2003
AGENDA ITEM: Number 10
SUBJECT: Annual Report of the Parking Adjudicators
REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To receive the annual report from the Adjudicators for the period from 1st April 2002 to 31st March 2003. To forward the Adjudicators' annual report to the Secretary of State for Transport, and the First Secretary of the National Assembly for Wales.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Receive the annual report from the Adjudicators for the period 1st April 2002 to 31st March 2003.
- [ii] Forward the Adjudicators' annual report to the Secretary of State for Transport, and the First Secretary of the National Assembly for Wales.
- [iii] The report is translated into the Welsh language for the purposes of forwarding it to the First Minister.
- [iv] Agree that the report is published and circulated free of charge.

CONTACT OFFICERS

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BACKGROUND DOCUMENTS

1991 Road Traffic Act

1.0 INTRODUCTION

- 1.1 Under Section 73(17) of the Road Traffic Act 1991 the Adjudicators are obliged to make an Annual Report to the Joint Committee on the discharge of their functions.
- 1.2 Under Section 73(18) of the Road Traffic Act 1991 the Joint Committee are obliged to make an Annual Report to the Secretary of State on the discharge of the adjudicators functions.
- 1.3 As the powers in relation to parking enforcement matters in Wales have been devolved to the National Assembly for Wales it will be necessary to also forward the report to the First Minister.
- 1.4 As the report is to be forwarded to the First Minister it is recommended that for this purpose it should be translated into the Welsh language so that the First Minister may receive the report in both languages.
- 1.5 It is further recommended that the report should be published and circulated free of charge. This would give an opportunity to add additional information to the report such as the Joint Committee's accounts, and other relevant types of information that will be of interest to those involved in parking enforcement.
- 1.6 The report is a joint report for the period 1st April 2002 to 31st March 2003 of all the Adjudicators. I have pleasure in introducing this third report of the Parking Adjudicators which is attached. [To follow]

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 30th September 2003

AGENDA ITEM: Number 11

SUBJECT: Establishment of Executive Sub-Committee
Committee.

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

PURPOSE OF REPORT

To request the Committee to consider the establishment of an Executive Sub-Committee and its Terms of Reference for the forthcoming year.

RECOMMENDATIONS

It is recommended that the Joint Committee, establishes an Executive Sub-Committee to act on behalf of the Committee until the annual meeting in September 2004, in accordance with paragraph 2 and the Appendix to this report, and that it appoints members of the Executive Sub-Committee for the forthcoming year.

CONTACT OFFICERS

Bob Tinsley, NPAS Headquarters, Barlow House, Minshull Street, Manchester,
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BACKGROUND DOCUMENTS

Standing Orders of the NPASJC.

1.0 INTRODUCTION

- 1.1 Members are aware that as each Council becomes a party to the NPASJC Agreement it is required by the legislative arrangements to appoint a Member to represent their Council on the Joint Committee. This means that the Joint Committee is becoming extremely large with an estimated number of 150 Members by year 2005.
- 1.2 One way of avoiding the need for large numbers of members attending all the committee meetings would be to establish an Executive Sub-Committee. The Sub-Committee could be empowered to act on behalf of the Joint Committee as detailed in the Appendix, between the dates of the annual [September] meeting. The composition, size, and Terms of Reference for the Executive Sub-Committee would be need to be determined by the Joint Committee if and when it is set up.

2.0 BACKGROUND

- 2.1 NPASJC standing Order 9 enables the Joint Committee to appoint such Sub-Committees as it thinks fit.
- 2.2 Any Terms of Reference for such Sub-Committees would need to be agreed by the Joint Committee as and when each Sub-Committee is established.
- 2.3 Many of the day to day functions of the Joint Committee have already been delegated to officers. Some of the functions that have not been delegated have been examined and it is considered that if the Joint Committee so decides an Executive Sub-Committee could deal with most of these non-delegated functions without the need for the full Committee to meet.
- 2.4 In particular there is a requirement in the NPASJC Agreement for the Joint Committee by 31st January each year to set a budget of estimated expenditure for the following year and to determine the amount of contribution of member Councils. These functions could be delegated to a Sub-Committee.
- 2.5 Should the Joint Committee decide to establish an Executive Sub-Committee the Joint Committee will need to determine the size, composition and Terms of Reference at the outset. These could be reviewed at a future date.
- 2.6 The Scheme of delegated Powers to the Lead Officer has been examined and there are a number of functions not delegated to officers that could be delegated to a Sub-Committee.

- 2.7 The functions recommended by officers for delegation to the Executive Sub-Committee are detailed in the Appendix to this report.
- 2.8 The size of the Executive Sub-Committee is recommended by officers to comprise twelve in number, including the Chair of the Joint-Committee and at least one each representing District, County, Unitary, Metropolitan councils and at least one from an English authority and one from a Welsh authority.

APPENDIX

Terms of Reference for the Executive Sub-Committee

Delegation of the following functions to the NPASJC Executive Sub-Committee:-

1. Financial Matters.

- (a) Deciding on the level and proportion NPASJC member Councils shall contribute to the costs and expenses of the adjudication service.
- (b) Establishing and adopting not later than 31st January in each year a budget of estimated expenditure for the ensuing year commencing 1st April.
- (c) Accepting tenders for the supply of goods, services, materials, equipment, building and civil engineering works in excess of £250,000 per contract.
- (d) Accepting the tender of a sub-contractor or supplier for specialist work or material in excess of £100,000 for which a prime cost sum is included in the main contract sum for services, building and civil engineering works.

2. Human Resources.

- (a) Approving changes above grade PO6 to the staff assignment, except for Adjudicator appointments.
- (b) Subject to the approval of the Lead Authority to consider applications for early retirement where there would be a financial cost to the NPASJC.

3. Advisory Board.

Making additional appointments to or amending existing appointments to the Advisory Board.

4. New Council members to the NPASJC Agreement.

Noting of the Councils that have become a party to the NPASJC Agreement and noting and confirming the extension to the appointment of the Chief Parking Adjudicator to these new Council areas.

NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 30th September 2003
AGENDA ITEM: Number 12
SUBJECT: Appointments to the Advisory Board
REPORT OF: The Lead Officer

PURPOSE OF REPORT

To advise the Joint Committee of some changes and request the re-appointment of representatives to the Advisory Board

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Re-appoint the members of the Advisory Board as detailed in the Appendix and note the changes since the Committee last met.
- [ii] Delegate to the Lead Officer in consultation with the Chair of the Advisory Board the appointment of a replacement for Kent County Council.
- [ii] The Committee may wish to express their thanks to George Chandler and Kent County Council for the contributions they have made to the Advisory Board and the Joint Committee.

CONTACT OFFICERS

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BACKGROUND DOCUMENTS

Standing Orders of the NPASJC.
Minutes of the NPASJC Meeting 18th September 2002.
Minutes of the NPASJC Executive Sub-committee 28th January 2003.

1.0 Introduction

- 1.1 The Standing Orders provide for the Joint Committee to establish and appoint an Advisory Board comprising the Lead Officer and other such officers and persons appointed by the Joint Committee to advise it on its functions. In exercising his delegated functions the Lead Officer is required to consult with the Advisory Board.
- 1.2 At the meeting held on 18th September 2002 the Joint Committee established the Terms of Reference for and made appointments to the Advisory Board. These are detailed in the Appendix. Changes to the representatives on the board were reported to the Executive Sub-Committee on 28th January 2003.
- 1.3 There have been a number of representative changes to the board since the Executive Sub-Committee meeting. Andy Vaughan is now the representative from Manchester (English Met Authority), Alan Jowsey now represents Winchester (English District), Michael Burnell now represents the National Assembly for Wales.
- 1.4 Manchester (Andy Vaughan) and Winchester (Alan Jowsey) are due to step down at the 2003 annual meeting. It is therefore recommended that they are re-appointed until September 2007.
- 1.5 Kent County Council and their officer representative have indicated that with effect from the 2003 annual meeting of the committee they will no longer have sufficient resources available to provide representation. There has been insufficient time to consider and canvass a suitable replacement for recommendation to the Committee. It is therefore recommended that the task of finding and appointing a suitable replacement is delegated to the Lead Officer in consultation with the Chair of the Advisory Board. As there is already representation from all the types of council on the board there is considerable freedom in the search for a replacement. It is however considered more appropriate to appoint a person who would be a representative from a council that is already a member of the Joint Committee that is not involved in undertaking everyday enforcement activities.
- 1.6 The Joint Committee is invited to continue with all the other present appointments and note the changes recommended in the Appendix.

Kent County Council and George Chandler

Kent County Council is one of the original founding members of the NPASJC agreement and was represented on the Advisory Board from the very beginning. Kent is the first county council to implement decriminalised parking across a whole county area.

George Chandler played no small part in this achievement and made a considerable contribution to the establishment of the NPASJC agreement and then through the Advisory Board the work of the committee. From the beginning he acted as Secretary to the Advisory Board later becoming its Chair following the annual meeting in 2002.

The Committee may wish to express their thanks to both Kent County Council and George Chandler for the significant contribution they have made in the furtherance of decriminalised parking enforcement generally and to NPASJC in particular.

APPENDIX
National Parking Adjudication Service (NPAS) Advisory Board
Terms of Reference.

1. To advise the Joint Committee on the overall policies and strategies for administering the NPAS and on its responsibilities under the Road Traffic Act 1991
2. To monitor the service delivery and review the NPAS structure, organisation and administration and to scrutinise recommendations for changes before they are put before the Joint Committee
3. To monitor and review the NPAS capital and revenue budgets and to scrutinise recommendations for changes before they are put before the Joint Committee
4. To assist and advise the Service Director on the preparation of an annual service plan
5. The Board has no remit to consider or influence decisions of adjudicators and the function of the adjudication service as an Independent Tribunal.

The Board shall consist of always the Lead Officer plus ten people:

- Six representatives of participating local authorities as follows
 - At least one representing an English Authority
 - At least one representing a Welsh Authority
 - At least one representing a District Council
 - At least one representing a County Council
 - At least one representing a Unitary or Metropolitan Council.
- A representative each from the DTLR and NAfW.
- A representative from a motoring association.
- An independent person with knowledge of judicial or tribunal systems.

The DTLR, NAfW, Motoring Association and Independent members would act as ex-officio members.

The Joint Committee shall make appointments to the Advisory Board based on recommendations received from the Advisory Board. Such appointments are to be for four years but may be subject to reappointment. Except for the Lead Officer members shall retire on a four-year rotation cycle.

The Advisory Board shall recommend to the Joint Committee representatives of an appropriate motoring organisation and an appropriate independent person who should sit on the Board.

The DTLR and NAfW Transport Directorate shall nominate its own representatives.

Advisory Board members should not be day-to-day managers of parking services and should where possible include representatives from legal and financial backgrounds as well as those responsible for parking.

The Board shall elect a Chairman, a Vice-Chairman and a Secretary from within the membership of the Board.

Appointments and four year cycle

Local Authority Members

At the meeting of the Joint Committee held on 18th September 2002 the following local authority members were appointed and retire as set out below:

September 2003

Manchester	Andrew Vaughan	English Met Authority
Winchester	Alan Jowsey	English District

September 2004

Kent	George Chandler	English Shire
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September 2005

Neath Port Talbot	Mike Richardson	Welsh Authority
Bournemouth	John Satchwell	English Unitary

September 2006

Hampshire	Peter Bayless	English Shire
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On this basis Manchester City Council – Andrew Vaughan, and Winchester City Council – Alan Jowsey, become eligible for re-appointment. The Advisory Board recommend these re-appointments.

As indicated in the body of the report Kent County Council – George Chandler are stepping down from the Advisory Board.

DfT Member

This is a matter for the DfT to decide from time to time. Currently John Gant is their representative.

National Assembly for Wales Member

This is a matter for the NAW Transport Directorate to decide from time to time. Currently Michael Burnell is their representative.

Independent Member

The Joint Committee has appointed Graham Addicott OBE, as the independent member for a four year period ending September 2005.

Motoring Organisation Member

The Advisory Board consider it appropriate that from time to time this appointment should be rotated between the RAC Foundation and the AA. Currently, Kevin Delaney of the RAC Foundation is the motoring organisation representative.



NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 30th September 2003
AGENDA ITEM: Number 13
SUBJECT: Review of Staff Structure
REPORT OF: The Lead Officer
On behalf of the Advisory Board

PURPOSE OF REPORT

To provide an update on the development of the service, how this is impacting on the current staffing structure. To seek delegated power for the Lead Officer in consultation with the Chair and Deputy Chair of the Committee to conduct a review of the staffing structure and implement revisions to the staff assignment.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note the growth in the service and the need to address the staffing arrangements to provide for the future.
- [ii] Delegate to the Lead Officer in consultation with the Chair and Deputy Chair of the Committee, powers to conduct a review of the staffing structure in line with the terms of reference detailed in the body of the report.
- [iii] Following the review and agreement of the Chair and Deputy Chair the Lead Authority is requested to make the necessary arrangements for a revised and agreed NPAS staff assignment.

CONTACT OFFICERS

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BACKGROUND DOCUMENTS

Report to NPASJC meeting of 19th February, 1999, Report 9, Staff Assignment
Report to the NPASJC Executive Sub-Committee meeting held on 30th January 2001, General Progress.

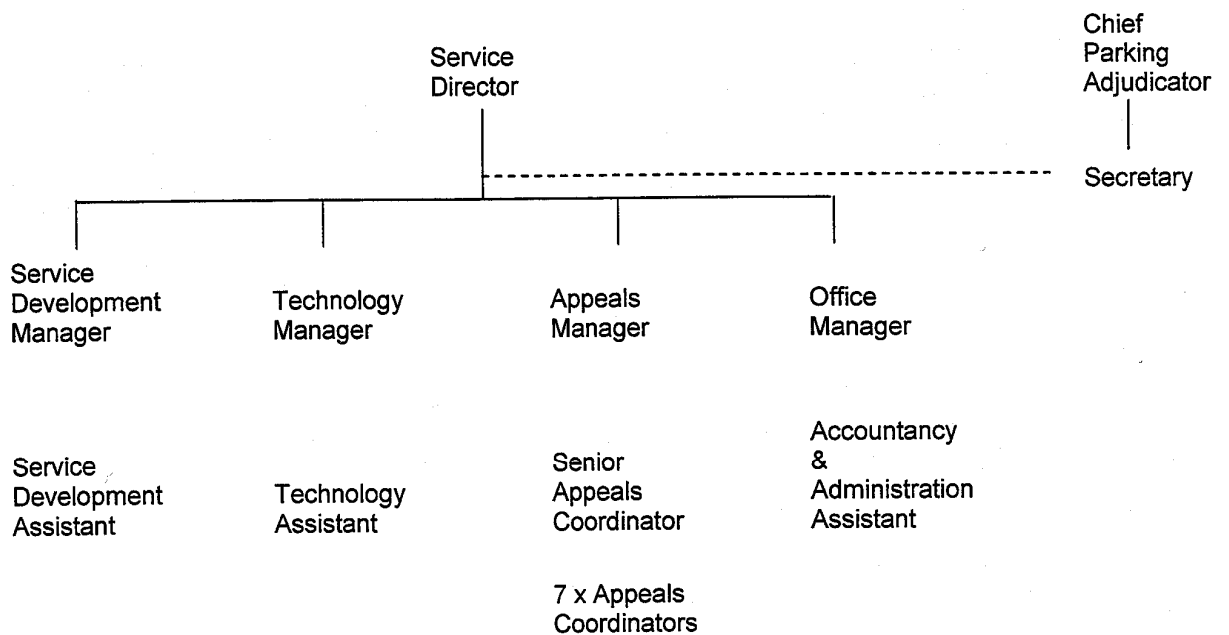
1.0 Introduction

- 1.1 The Executive Sub-Committee at their meeting of 30th January 2001 agreed to the current staffing structure. The Sub-Committee requested that the grade of the Service Director and Appeals Manager should be reviewed and a report submitted to the next meeting of the Committee. At the meeting of the Committee on 19th November 2001 the grades of these posts were confirmed as appropriate at that time.
- 1.2 The Committee have previously requested that the staffing structure be kept under consideration as decriminalised parking enforcement rolls out over England and Wales. The opportunity is being taken to advise the Committee of the growth in the service and the need to further consider the staffing structure in the light of the present and expected take up of decriminalised parking enforcement over the next two years.

2.0 Current Staffing Structure

- 2.1 The current staffing structure is detailed in the chart below. This structure has worked satisfactorily for the period it was intended to meet the service provision. However, with the current and expected take up of decriminalised parking enforcement by the local authorities there is now a need to consider a structure that will more closely match the organisational needs of the service.

Current Staff Assignment Chart



3.0 Growth in the Service

3.1 The growth in the service can be demonstrated in a number of ways. There has been an increase in the number of local authorities taking up decriminalised parking enforcement by way of Special and Permitted Parking Area designation orders, this has led to an increase in the number of Penalty Charge Notices they issue, and the number of appeals that have been lodged with the service. Details for the last three years are provided in Table 2.

Table 2

Year	2000/1	2001/2	2002/3
Number of SPA/PPAs	31	50	72
Number of Appeals	2,190	4,517	8,537
Number of PCNs	794,851	1,436,630	2,156,813

3.3 Currently there are some 79 Special and Permitted Parking Areas. This number is expected to increase to about 90 by the end of the current financial year and 140 during 2004/5, with other local authorities planning to take up the powers thereafter. It is expected that NPAS will process in the region of 12,000 appeals during 2003/4.

4.0 Development

4.1 The service is growing in terms of both the number of appeals received but also in areas of development that provide added benefits to our service users.

4.2 Many of the relevant recommendations in the Leggatt Report, "Tribunals for Users – One System, One Service", have already been implemented by NPAS or are currently under development. Many of these desirable strategies serve to further increase the status of the tribunal as a recognised authority on matters relating to decriminalised parking enforcement in general and adjudication in particular. There has been a marked increase in the volume of inquiries from local authorities, appellants and all levels of the media as a direct consequence of NPAS beginning to fulfil the recommendations of Sir Andrew Leggatt. For example inquires that arrive via the NPAS web site and providing a quarterly bulletin to the councils in the scheme.

5.0 Review and Terms of Reference

5.1 As can be seen, NPAS is a developing area of service delivery, yet its structure has remained largely unchanged since it was created in 1999. It is now an appropriate time to review this structure in terms of how the

service has evolved and how it is likely to develop in the future. In particular the number of local authorities both in and joining the scheme means that additional service development staff is needed. The ICT developments provide an opportunity to consider whether efficiency savings in the processing of appeals may be obtained as the volume increases. The staff assignment should be considered to ensure the posts are at the appropriate level.

- 5.2 In the light of the present situation and the need to urgently address both the current and imminent needs of service delivery for NPAS, the Lead Officer following consultation with the Advisory Board has already commenced the review. The review is being undertaken by the Lead Authority's Workforce and Organisation Team. At the time of writing it is not likely that the review will have been sufficiently concluded until after the meeting of the Joint Committee.
- 5.3 Delegated powers from the Joint Committee are therefore being requested so that the organisational growth and development issues may be addressed in a timely manner.
- 5.4 The terms of reference for this review are as follows:
 - i) To review NPAS as a whole, and in particular to identify areas where the structure may no longer remain appropriate to the needs of the organisation and of service users.
 - ii) To make recommendations for any necessary redesigning and augmentation of the service structure to take into account known and likely growth and development.
 - iii) To recommend levels of remuneration commensurate with changes recommended in (ii) above.
- 5.5 Once the review has been undertaken it is recommended that the Lead Officer is to consult and agree the report with the Chair and Deputy Chair of the Committee before it is implemented.