

**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.