

## **PATROL Adjudication Joint Committee**

**Minutes of a meeting of the Executive Sub-Committee held on 27 January 2009 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.**

### **Present:**

Councillor Tony Burns – Manchester City Council  
Councillor Mike Carver – East Herts District Council  
Councillor Roland Dibbs – Rushmoor Borough Council  
Councillor Phrynette Dickens – Hampshire County Council  
Councillor Gerald Forsbrey – Spelthorne Borough Council  
Councillor David Gillard – Borough of Poole  
Councillor Brian Goodwin – Thanet District Council (Reserve)  
Councillor Ken Gregory – Thanet District Council  
Councillor Tony Page – Reading Borough Council  
Councillor Steve Harmer-Strange – Brighton and Hove City Council  
Councillor Jim Jones – Carmarthenshire County Council  
Councillor Hugh Wilson – Bucks County Council

### **Also Present:**

Caroline Sheppard, Chief Adjudicator, Traffic Penalty Tribunal  
Louise Hutchinson, Head of Service, PATROL  
Christine Crisp for PATROL Secretary  
John Satchwell - PATROL Advisory Board  
Peter Bayless - PATROL Advisory Board  
Andrew Pulham – East Herts District Council  
Andrew Barfoot – Traffic Penalty Tribunal  
Rob Frod – Traffic Penalty Tribunal  
Simon Parker – Borough of Poole  
Caroline Stylianou – Nottingham City Council  
Stewart Thompson – Nottingham City Council  
Kelly Cornell – PATROL  
Diane Dunn – Manchester City Council

Gavin Blackstone - Grant Thornton External Auditors for PATROL

## **PATROL/EX/09/01 Appointment of Chair and Vice Chair**

### **Decision**

To appoint Councillor Gregory (Thanet) as Chair, Councillor Burns (Manchester) as Vice Chair and Councillor Dickens (Hampshire) as Assistant Chair until the Annual Meeting of the Joint Committee.

**Councillor Gregory – In the Chair**

**PATROL/EX/09/02 Executive Sub Committee Minutes**

**Decision**

To note the minutes of the meeting held on 29 January 2007

**PATROL/EX/09/03 PATROL Adjudication Joint Committee Minutes**

The Minutes of the PATROL Adjudication Joint Committee held on 7 October 2008 were submitted for information.

**Decision**

To note the minutes and include Councillor Page in the list of those present at the meeting.

**PATROL/EX/09/04 Information for New Councillors**

A briefing note for new Council representatives was submitted.

Louise Hutchinson, Head of Service introduced the report and then answered questions from members.

Some minor corrections were made to the content of the report.

**Decision**

To note the report

**PATROL/EX/09/05 Audit of Accounts 2007/2008**

A report was submitted detailing changes in the accounts as a result of the 2007/08 audit. The Annual Governance report for the National Parking Adjudication Service Joint Committee 2007/08, including the Management Letter of Representation was also submitted.

Gavin Blackstone from Grant Thornton attended the meeting and gave a presentation to the Joint Committee.

**Decision**

1. To note the changes made to the 2007/08 accounts.
2. To note the contents of the Annual Governance Report and unanimously approve the Management Representation Letter.
3. To thank Mr Blackstone for the presentation.

**PATROL/EX/09/06 Risk Register**

A Risk Register developed utilising the framework adopted by the Lead Authority was submitted for consideration.

**Decision**

To note the contents of the Risk Register.

**PATROL/EX/09/07 Annual Governance Statement 2008/09**

A report was submitted presenting the draft Annual Governance Statement which will be included in the final accounts for 2008/09 which will be presented for approval in June 2009.

**Decision**

To note the proposed Annual Governance Statement for the 2008/09 accounts and approve the signing by the Head of Service and the Chair of the Joint Committee of the steps to be taken to address the matters outlined in the report to further enhance governance arrangements.

**PATROL/EX/09/08 Monitoring of Revenue Account 2008/09**

Monitoring information in respect of the Revenue Account for the year 2008/09 was submitted.

**Decision**

1. To note the expenditure monitoring information as presented in the report.

2. To authorise the Lead Officer to incur expenditure against the revenue budget in excess of the £2,514,532 set by the Committee should the need arise, provided such expenditure is within the total income.
3. To agree that should there be a surplus of income in the 2008/09 revenue account this is to be carried forward to year 2009/10
4. To agree that should there be a deficit in 2008/09, the budget is balanced by a commensurate amount taken from the reserve.

### **PATROL/EX/09/09 Revenue and Capital Budget Estimates 2009/2010**

Revenue and Capital Budget Estimates for 2009/2010 were submitted.

The Head of Service outlined for the Sub Committee the background for predicting income for 2009/2010, and then responded to questions from members. She stated that the estimates could be review at the meeting of PATROL in June.

#### **Decision**

1. To adopt the Revenue Budget estimates for 2009/2010 as presented.
2. To adopt the zero capital budget estimate for 2009/2010.
3. To note that the Capital and Revenue Budget estimates will be reviewed at the meeting of PATROL in June.

### **PATROL/EX/09/10 Reserves Policy**

A report was submitted reviewing the reserves policy and an amended Reserves Policy Statement was tabled.

#### **Decision**

1. To agree the Reserves Policy Statement outlined in the report.
2. To agree to set the reserve level for PATROL at £650,000 and where required surplus from the revenue account being used to maintain that level of resources
3. To review the Reserves Policy Statement on an annual basis.

4. To authorise the Chair and Vice Chair to agree to the withdrawal of funds from reserves to meet budgetary deficits.
5. To agree the use of surpluses which exceed the approved reserve level being taken into account in calculating subsequent budgets for Joint Committee approval.

### **PATROL/EX/09/11 Service Charges to user Councils for 2009/10**

A report was submitted proposing the establishment of a method of charging and charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2009/10.

#### **Decision**

1. To adopt the following charges in support of the service to be made to participating local authorities during the financial year 2009/2010:-

Element	Charge
Annual Charge (per SPA)	£0
Charge per PCN issued	£0.60
Charge per adjudication case	£0

2. To levy service charges based on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.
3. To note that the decision to provide a transcription from the audio recording of proceedings rests with the Adjudicator. Where this has been agreed to, the Joint Committee agree that the incidental cost of making a transcription from the audio recording of proceedings at a personal hearing is charged to the requesting party except when, in the view of the Adjudicator, a disability of the requesting party would make it desirable for that person to receive such a transcript.
4. To note that the Service Charges to user councils for 2009/10 will be reviewed in June if necessary.

### **PATROL/EX/09/12 General Progress and Service Standards**

A report of the Lead Officer was submitted on progress in relation to (a) the take-up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales, and (b) tribunal performance.

Additional information relating to the disposal of cases was circulated. The Head of Service outlined the main points of the report and responded to questions from

members. She also informed the Sub Committee that a clearer picture of progress would be submitted to the meeting of PATROL in June 2009.

### **Decision**

1. To note the information presented regarding the current and future take-up of decriminalised parking enforcement (DPE) powers.
2. To note the performance as at October 2007 against the agreed service standard indicators.

### **NPAS/EX/09/13 PATROL Award for Local Annual reports on Enforcement**

The Sub Committee considered a report updating them on requirements of the Traffic Management Act 2004 in relation to Local Authority Reports on Enforcement, and requesting them to consider making an award annually for the best annual report.

### **Decision**

1. To note the requirements for Local Authorities to produce an annual report relating to their enforcement activities.
2. To approve the proposal for an award to be presented in June 2010 as detailed in the report.

### **NPAS/EX/09/14 Demonstration on improvements to the PATROL Web Site**

A demonstration on the new web site was given. Members were informed that there had been good feedback so far from members of the public. Some local authorities had been asked to comment on the new site and the feedback was due at the end of February. It was noted that the site had been approved as suitable for visually impaired people.

### **NPAS/EX/09/15 Date of next meeting**

### **Decision**

To note that the next meeting of the Joint Committee would be held at the National Motorcycle Museum, Birmingham on 30 June 2009.

H/cttee/npas/exec/290107