PATROL ADJUDICATION JOINT COMMITTEE

REPORT FOR RESOLUTION

DATE: 2nd June 2008

AGENDA ITEM: Number 10

SUBJECT: Appointment of Proper Officer

REPORT OF: The Lead Officer

PURPOSE OF REPORT

To agree to the appointment of the “Proper Officer” to the parking adjudication regulations.

RECOMMENDATIONS

It is recommended that the Committee:

[i] Appoints the Tribunal Manager to undertake the functions of the “Proper Officer” for the purposes of the Parking Adjudication Regulations.

[ii] Delegates to the Tribunal Manager the appointment of one or more of their staff to undertake the functions of the Proper Officer as his deputy in the event of not being able to act.

CONTACT OFFICER

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BACKGROUND DOCUMENTS

PATROLAJC Agreement
1.0 BACKGROUND

1.1 The adjudication regulations made under the Traffic Management Act 2004 require the Joint Committee to appoint a person to fulfil the functions of the proper officer and one or more persons to act as their deputy when the proper officer is unable to act.

1.2 The duties of the proper officer under the regulations are to typically: receive and acknowledge the appeals; administrative processing and various notifications; fix the time and place of the hearing; keep a public register and, for each appeal record the adjudicator’s decision and reasons and any directions given; and send a copy of the register entry to each party to an appeal. There are other incidental duties.

1.3 It is recommended that the duties are undertaken by the Tribunal Manager.

1.4 For administrative ease it is further recommended that the function of appointing one or more persons to fulfil the functions of the proper officer in the event that the Tribunal Manager is unable to act is delegated to the Tribunal Manager.