

## **BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE**

### **REPORT FOR RESOLUTION**

**DATE:** 2<sup>nd</sup> June 2008

**AGENDA ITEM:** Number 10

**SUBJECT:** Appointment of Proper Officer to the Bus Lane Adjudicator Regulations

**REPORT OF:** The Chief Executive, Manchester City Council

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#### **PURPOSE OF REPORT**

To agree to the appointment of the "Proper Officer" to the bus lane 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 Bus Lane 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 their deputy in the event of not being able to act.

#### **CONTACT OFFICER**

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#### **BACKGROUND DOCUMENTS**

BLASJC Agreement

## **BACKGROUND**

### **1.0 BACKGROUND**

- 1.1 The adjudication regulations made under the Transport Act 2000 require the Joint Committee to appoint a person to fulfill 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 At the inaugural meeting of the BLASJC, the Head of Service (NPAS) was appointed as the Proper Officer. In line with the recommendation to the inaugural meeting of the Parking and Traffic Regulations Adjudication Joint Committee, the proposal is to mirror those arrangements for the Proper Officer and appoint the Tribunal Manager.
- 1.4 For administrative ease it is further recommended that the function of appointing one or more persons to fulfill the functions of the proper officer in the event that the Tribunal Manager is unable to act is delegated to the Tribunal Manager.