
Minutes of a meeting of the Bus Lane Adjudication Service Joint Committee held on 25 September 2012 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.

Present:

Councillor Tony Page	Reading Borough Council (Chair)
Councillor Jamie Macrae	Cheshire East Council
Councillor Harvey Siggs	Somerset County Council

Also Present:

Louise Hutchinson	PATROL
Kelly Cornell	PATROL
Miles Wallace	PATROL
Andrew Barfoot	Traffic Penalty Tribunal
Caroline Sheppard	Traffic Penalty Tribunal
Chris Shepherd	Manchester City Council
Graham Addicott	Chair Advisory Board
Kevin Melling	Cheshire East Council
Brian Reed	Cheshire East Council

BLAS/12/24 Minutes of the Bus Lane Adjudication Service Joint Committee

Decision

To approve the minutes of the Bus Lane Adjudication Service Joint Committee held on 26 June 2012.

BLAS/12/25 Memorandum of Understanding

The Lead Officer gave a brief update on the production of the Memorandum of Understanding between the Adjudicators and the Joint Committee which will be reported in full to the November 2012 meeting.

Decision

To note the production of the Memorandum of Understanding.

BLAS/12/26 Part-time Adjudicator Recruitment

A report informing the Joint Committee of the planned recruitment exercise for appointment of part-time adjudicators was submitted.

Decision

To note the planned recruitment exercise.

BLAS/EXE/12/27 Tribunal General Progress and Service Standards

A report was submitted which detailed the progress in respect of the take up of civil bus lane enforcement powers by Councils in England (outside London) and information in relation to general progress and service standards.

The Committee noted that during the first quarter of 2012/13, Three new councils had joined: Somerset County Council, Plymouth City Council and Leicester City Council.

Decision

1. To note the information provided in the report in respect of the current take up of civil enforcement of bus lane powers.
2. To note the information in relation to appeals activity.
3. To note the information in relation to service standards.

BLAS/12/28 New Host Authority Arrangements

It was reported that the Chair and the Lead Officer had attended a meeting of the Cabinet for Cheshire East Council where the decision was made that Cheshire East Council would become the host authority for PATROL.

Councillor Macrae, the representative from Cheshire East Council read out the Cabinet's decision as follows:

“2.1 To agree to undertake the role of Host Authority to the PATROL Adjudication Joint Committee and Bus Lane Adjudication Service Joint Committee subject to all legal and financial due diligence being satisfactorily completed in accordance with the proposed timetable. This decision will be communicated to the PATROL Adjudication Joint Committee at their next meeting.

2.2 Subject to 2.1 above to delegate authority to the Head of Highways, in consultation with and subject to the approval of the Borough Solicitor and the S151 Officer and the appropriate Portfolio Holder, to develop and implement a detailed activity schedule that will anticipate the commencement date for Cheshire East Council becoming the Host Authority on 1 January 2013.

2.3 To note that by becoming the Host Authority, this will trigger the automatic application of the TUPE Regulations which will affect a transfer of

24 employees (Chief Adjudicator and 23 support staff) from Manchester City Council to Cheshire East Council”.

The Lead Officer explained that she should would be working very closing with Kevin Melling and his colleagues from Cheshire East Council in relation to HR, democratic services and property services. The priority for the service was to confirm the location of the offices and to arrange for the staff to be TUPE over to Cheshire East.

The members of PATROL expressed their appreciation to the Lead Officer and the staff and colleagues for the work that has been done to ensure a smooth handover.

A meeting would be convened on 21 November 2012 to formalise the new appointment of the Host Authority.

BLAS/12/29 Adjudication for Road User Charging Schemes in England

A report to inform the Committee of the Government’s plans to introduce The Road User Charging Schemes (Enforcement) (England) Regulations was submitted. The report also sought approval to progress discussions with the Department for Transport and Highway Agency on the provision of adjudication arrangements.

The Head of Service explained that she would liaise with the new host Authority in order to engage with the Highways Agency.

Decision

1. To note the report.
2. To approve the Chief Adjudicator and Head of Service progressing discussions with the Department of Transport and Highways Agency on the provision of adjudication arrangements and report to the Joint Committee at a later date.

BLAS/12/30 Equality Policy Statement

A report which submitted the Equality Policy Statement for approval was submitted.

Decision

To approve the Bus Lane Adjudication Service Joint Committee Equality Policy Statement.

BLAS/12/31 Final Annual Accounts 2011/12

The Lead Officer informed the Committee that the final annual accounts for 2011/12 had not yet been received from the Auditors, BDO. A report will be presented to the November meeting.

BLAS/12/32 Appointment of External Auditors 2012/13

Decision

To note the appointment of BDO LLP as external auditor for five years with effect from 1 September 2012.

BLAS/12/33 Risk Register

A report which presented the most recent review of the risk register was submitted. The Lead Officer provided an overview of IT security arrangements.

Decision

To note the report.

BLAS/12/34 Budget Monitoring 2012/13

A report presenting the expenditure monitoring information in respect of the Revenue Account for 2012/13 was submitted. Based on the first quarter information, it was forecast that there would be an underachievement of income. This will be monitored and a further report will be presented to the November 2012 meeting

Decision

1. To note the income and expenditure position at 30 June 2012.
2. To note that a further report will be presented to the November 2012 meeting.

PATROL/EXE/12/15 Date of next meeting

Bus Lane Adjudication Service Joint Committee – 21 November 2012
Bus Lane Adjudication Service Joint Committee – 29 January 2013