

Minutes of a meeting of the Bus Lane Adjudication Service Joint Committee held on 26 June 2012 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.

Present:

Councillor Page – Reading Council
Councillor Ian Davey – Brighton & Hove City Council
Councillor Phrynnette Dickens – Hampshire County Council
Councillor Rachel Bailey – Cheshire East Council
Councillor Rodney Rose, Oxfordshire Council

Also Present:

John Satchwell – Chair, Advisory Board
Richard Charles, Chief Adjudicator, Traffic Penalty Tribunal
Louise Hutchinson, Head of Service, PATROL
Chris Shepherd for PATROL Secretary
Andrew Barfoot – Traffic Penalty Tribunal
Miles Wallace – PATROL
Kelly Cornell – PATROL
Andy Diamond - PATROL

BLAS/12/12 Appointment of Chair and Vice Chair

Decision

To appoint Councillor Dickens (Hampshire) as Chair and Councillor Rose (Oxfordshire) as Vice Chair until the next Annual Meeting.

Councillor Dickens – In the Chair

BLAS/12/13 Minutes

To approve as a correct record the minutes of the meeting held on 28 September 2011.

Decision

To approve the minutes of the Bus Lane Adjudication Joint Committee held on 31 January 2012.

BLAS/12/14 Minutes of the Patrol Adjudication Joint Committee and Bus Lane Adjudication Service Appointment Sub Committee

Decision

To note the minutes of the Appointment Sub Committee held on 29 February 2012.

BLAS/12/15 General Progress and Service Standards

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

Decision

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

BLAS/12/16 Risk Register

A report was submitted which presented the current evaluation of the risk and sought approval of the Risk Management Strategy which would underpin the future management, monitoring and reporting of risk to the Joint Committee.

Decision

1. To approve the Risk Management Strategy and summary of the Joint Committee's Risk Appetite.
2. To receive a Risk Report at each meeting.
3. To approve the Business Continuity Management Policy

BLAS/12/17 Bus Lane Adjudication Service Joint Committee Financial Regulations and Procurement

A report was submitted which requested the Joint Committee to review its Financial Regulations and in accordance with section 1.6 of said regulations, note where services have been procured outside of those Financial Regulations.

Decision

1. To approve the revised Financial Regulations
2. To note the procurement information set out in the report.

BLAS/12/18 Draft Annual Return for 2011/12

A report was submitted which presented the Draft Annual return for the year 2011/12.

Decision

1. To note the outturn position against the 2011/12 budget as detailed in Appendix 1 of the report.
2. To approve the 2011/12 Annual Return, note the Annual Internal Audit Report and Balance Sheet, as detailed in Appendices 2, 3 and 4 of the report
3. To note that the External Auditor's report and final Annual Accounts for 2011/12 will be submitted to the PATROL Adjudication Joint Committee in September.
4. To approve the surplus of income over expenditure of £ 502,504 being added to the Joint Committee's reserves at 31 March 2011 of £1,115,411 which takes the reserves at 31 March 2012 to £1,863,717 and to note that the Reserves Level will be reviewed at the January 2013 meeting.
5. To approve the Code of Corporate Governance as detailed in Appendix 5 of the report

BLAS/12/19 Appointment of Auditors for five years from 2012/13

Decision

To approve the response to the Audit Commission in respect of their consultation on the appointment of external auditors.

BLAS/12/20 Annual Review of Governance Documentation

A report was submitted which presented the governance documentation for annual review.

Members felt that this documentation required a full review but that this should not be carried out until the formal arrangement with Cheshire East had been confirmed.

Members also felt that the Financial Standing Orders and Rules for Financial Management required amending and asked that these documents be revised and brought back to the Committee for adoption.

Decision

1. To adopt the Standard Orders contained in the report.
2. To adopt the Scheme of Delegation contained in the report.

3. To note the cycle of meetings for 2012/13.

BLAS/12/21 Appointments to the Advisory Board

A report was submitted which requested the Joint Committee to agree the terms of reference of and made appointments to the Advisory Board for the forthcoming year.

Decision

1. To adopt the Terms of Reference and Composition of the Advisory Board set out in the Appendix to the report.
2. To appoint the members of the Advisory Board as set out in the appendix to the report until the annual meeting in June 2013.

BLAS/12/22 Lead Authority Arrangements

A report was submitted which provided the Joint Committee with progress on the arrangements for a new Lead Authority.

Kevin Melling from Cheshire East Council gave a verbal update to members and answers questions in relation to a number of issues including new accommodation for the headquarters and staffing issues.

Decision

1. To note the progress that has been made in developing the arrangements for the transfer to Cheshire East as the new host authority.
2. To note the temporary adjudicator arrangements to create a more robust framework to support the Adjudicators and Tribunal Staff during the succession to a new Chief Adjudicator and Lead Authority
3. To agree that at its next meeting, the Executive Sub Committee take the following action:
 - a) To review and approve the Memorandum of Understanding between the Adjudicators and the Joint Committee.
 - b) To review, and approve the Reserves Policy to ensure that this adequately covers all potential liabilities of the new host authority.
 - c) To review, and approve the final proposal from Cheshire East.

- d) To approve the support arrangements for staff transferring to Cheshire East.
 - e) To be notified of the timetable for the appointment of the new Chief Adjudicator once the new host authority arrangements have been approved.
4. To note that the Head of Service continues to progress discussions with Cheshire East with a view to facilitating early signature of:
- a. The lease for accommodation within Cheshire East
 - b. The contract for the case management system
5. To note that the Head of Service and representatives from Cheshire East will liaise with Manchester City Council in relation to the transfer arrangements of staff and services etc.
6. To note a report of actions associated with the above will be presented to the September meeting of the PATROL Adjudication Joint Committee Executive Sub Committee and the Bus Lane Adjudication Service Joint Committee.
7. To note that a Service Level Agreement between the Joint Committees and the new Host Authority will be presented to the January 2013 meeting.

BLAS/12/23 Date of next meeting

The next meeting would be held on 25 September 2012.