

Bus Lanes Adjudication Service Joint Committee

Minutes of the Inaugural Meeting of the Committee held on 30 June 2006 at the National Motorcycle Museum, Birmingham.

Present:

Councillor Tony Burns – Manchester City Council
Councillor Phrynette Dickens – Hampshire County Council
Councillor Roy Pennington – Brighton and Hove District Council
Councillor Terry Fox – Sheffield City Council

Also Present:

Caroline Shepherd, Chief Adjudicator
Bob Tinsley, NPAS Service Director
Louise Hutchinson, Head of Service, NPAS
Christine Crisp, for NPAS Secretary
Graham Addicott OBE – NPAS Advisory Board
Peter Bayless - NPAS Advisory Board
Graham Marsh Parking Manager, Manchester City Council
Dorothy Miley – Parking Team Leader, Bath & N.E. Somerset Council
Helen Crozier – Oxfordshire County Council
Helen Allen – Parking /Admin Manager, Reading Borough Council

In Attendance:

Councillor Ken Gregory – Thanet District Council

BLAS/ 06/01 Appointment of Chair, Vice Chair and Assistant Chair

Nominations were invited.

Decision

To appoint Councillor Burns (Manchester) as Chair, Councillor Pennington (Brighton and Hove) as Vice Chair and Councillor Dickens (Hampshire) as Assistant Chair until the Annual Meeting in June 2007.

Councillor Burns – In the Chair

BLAS/06/02 Standing Orders, Financial Regulations and Other Joint Agreement Provisions

Decision

To adopt the Standing Orders and Financial Regulations subject to the following amendment in Standing Order 4 (ii):

"At every meeting of the BLASJC the Chairman, if present, shall preside. If the Chairman is absent the Vice-Chairman, if present shall preside. If both the Chairman and Vice-Chairman are absent the Assistant-Chairman, if present, shall preside. If the Chairman, Vice-Chairman and Assistant-Chairman are absent the meeting shall elect a Chairman from one of its representatives. For the purposes"

BLAS/06/03 Lead Authority

Decision

1. To note that Manchester City has been appointed Lead Authority for the provision of the goods and services to the Joint Committee.
2. To appoint the Chief Executive, Manchester City Council as Lead Officer to discharge the functions of the Joint Committee as set out in the Scheme of Delegation now reported. Such delegation to be exercised in consultation with the Advisory Board except in the case of urgency and in respect of the functions conferred on the Lead Officer by virtue of the Standing Orders and Financial Regulations, and where the Chief Executive of Manchester is absent or otherwise unable to act, the functions be carried out by the Deputy Chief Executive or such other officer by whom the duties of the Chief Executive are being carried out.
3. To adopt the Scheme of Delegated Functions to Officers as now reported.
4. To appoint the City Treasurer of the Lead Authority as the Joint Committee's Treasurer.
5. To request the Lead Officer to make arrangements with the Audit Commission to appoint an Auditor to the Joint Committee.
6. To authorise the Lead Officer to make the necessary arrangements in respect of fees and other associated matters when the BLASJC Auditor has been identified.
7. To adopt the Terms of Reference and Composition of the Advisory Board and appoint members as follows:

The Lead Officer plus up to 11 people viz:

At least one representing an English Authority

Bournemouth Unitary Council– John Satchwell

At least one representing a Welsh Authority
Carmarthanshire County Council – Trevor Sage

At least one representing a District Council
Winchester City Council – Andy Hickman

At least one representing a County Council
Hampshire County Council – Peter Bayless
Hertfordshire County Council – Deborah Davis

At least one representing a Unitary or Metropolitan Council
Manchester City Council – Andrew Scallan

At least one representing a bus lane enforcement Council
Brighton and Hove Council – Carolyn Dwyer

A representative each from the DfT and NafW (Ex-Officio)– *Marilyn Waldron (DfT)*
and Michael Burnell (NafW)

A representative from a Motoring Association
Paul Watters – AA Motoring Trust (Ex-Officio)

An independent person with knowledge of judicial or tribunal systems (Ex-Officio)
Graham Addicott OBE

BLAS/06/04 Cycle of meetings

Decision

To hold ordinary meetings of the Joint Committee in January and June (Annual Meeting) each year, on dates to be agreed by the Chair.

BLAS/06/05 Budget Estimates 206/2007

Revenue and Capital Budget Estimates were submitted for approval

Decision

1. To adopt the Revenue Budget estimates for 2006/2007 as presented.
 2. To adopt a zero capital budget estimate for 2006/2007
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BLAS/06/06 Service Charges 2006/2007

The Committee considered the method of charging and the charges to be levied from local authorities participating in the Joint Committee's arrangements during 2006/2007, and proposing a charge for the transcription of audio recordings.

Decision

1. To adopt the following charges in support of the service to be made to participating local authorities during the financial year 2006/2007:-

Element	Charge
Charge per PCN issued	£0.55

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 agree that where a bus lane adjudicator has agreed that a transcription of an audio recording made at personal hearing may be made available, the incidental cost of making a transcription from the audio recording of proceedings at a personal hearing is charged to the requesting party; this charge to be effective for all requests 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.

BLAS/06/07 Integration of administrative arrangements with NPAS and adoption of Service Standards

A report of the Lead Officer was submitted relating to the functions to be exercised by the Joint committee: integrated provision of the service for bus lane appeals with that for parking appeals and adoption of service standard performance indicators.

Decision

To agree that the service should as far as possible be provided in an integrated manner for both bus lane and parking appeals and to adopt the service standards detailed in the report.

BLAS/06/08 Admittance of other approved local authorities to the BLASJC Agreement.

The Joint Committee considered arrangements to allow other bus lane enforcement local authorities to be admitted to the Joint Committee and to authorise the Lead Officer to agree to and make the necessary arrangements to become party to the BLASJC agreement.

It was reported that since the report was drafted Surrey Heath and Bracknell Forest had also been designated as approved bus lane enforcement local authorities.

Decision

1. To agree that if any other local authority in England (outside London) decides to impose penalty charges for bus lane contraventions they may become a party to the BLASJC agreement on the terms set out in the Agreement.
2. To authorise the Lead Officer to agree and make necessary arrangements for other local authorities to become a party to the BLASJC agreement.
3. To request the Lead Officer to provide regular reports to the Committee regarding expressions of interest from other approved local authorities to join the Joint Committee and those who have been admitted.
4. To note that in addition to Brighton and Hove, Hampshire, Manchester, Nottingham, Reading and Sheffield. The following Councils have indicated that they are likely to take up powers during the next year:

Bath and North East Somerset
Birmingham City
Bolton MBC
Bristol City
Doncaster MBC
Essex County
Kent County
Liverpool City
Luton Council
Oldham MBC
Oxfordshire County
Sefton Council
Southampton City
Stockton on Tees BC
Stoke on Trent City
Trafford MBC

BLAS/06/09 Appointment of Proper Officer to the Bus Lane Adjudicator Regulations

A report was submitted concerning the appointment of the 'Proper Officer' to the bus lane adjudication regulations.

The Joint Committee welcomed Louise Hutchinson, the newly appointed Head of Service to the meeting.

Decision

1. To appoint the Head of Service NPAS to undertake the functions of the 'Proper Officer' for the purposes of Bus lane Adjudication Regulations.
2. To delegate to the Head of Service (NPAS) the appointment of one or more of their staff to undertake the functions of the Proper Officer as her deputy in the event of not being able to act.

At this point of the meeting it was agreed to adjourn and re-convene at the rise of the meeting of the National Parking Adjudication Service Joint Committee.

Meeting adjourned at 11.50am.

The meeting re-convened at 2.00 pm

BLAS/06/10 Integration of Bus Lane Appeals

The Joint Committee considered a report and noted that a separate joint arrangement has been established for the appointment of bus lane adjudicators for England (outside London) and requested to agree that the processing of the appeals will be administered alongside parking appeals and a new name under which the organisation will be known in future.

Decision

1. To agree that the service should as far as possible be provided in an integrated manner for both bus lane and parking appeals.
2. To agree that the operation of the parking and bus lane tribunals be merged under the new name 'Traffic Penalty Tribunal'

BLAS/06/11 Exclusion of Public

Decision

To exclude the public from the meeting during consideration of the following item because it contains information relating to individuals and the public interest in maintaining the exemption outweighs the public interest in disclosing it.

BLAS/06/12 Appointment of Chief Bus Lane Adjudicator and Part-time Bus Lane Adjudicators

(Public excluded: The report contains information relating to individuals referred to in Schedule 12a to the Local Government Act, 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Consideration was given to a report concerning the appointment of the NPASJC Chief Parking Adjudicator and other Parking Adjudicators as Bus Lane Adjudicators.

Decision

1. To appoint Caroline Sheppard to act as the Chief Bus Lane Adjudicator.
 2. To appoint the Parking Adjudicators listed in the Appendix to the report as Bus Lane Adjudicators.
 3. To note that the above appointments are subject to the consent of the Lord Chancellor and to be coterminous with and within the same terms and conditions of their parking adjudicator appointments.
 4. To request the Lead Officer to obtain the consent of the Lord Chancellor to allow the above appointments and to make the necessary arrangements.
 5. To request the Bus Lane Adjudicators to make an annual report to the Joint Committee on the discharge of their functions based on the calendar year.
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**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
MEETING**

REPORT FOR RESOLUTION

DATE: 29th January 2007
AGENDA ITEM: Number 6
SUBJECT: Part-time Bus Lane Adjudicator Appointments
REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To inform the Joint Committee about Bus Lane Adjudicator appointments

RECOMMENDATIONS

- i) To note that the Lord Chancellor has consented the appointment of the Chief Parking Adjudicator and part-time Parking Adjudicators as the Chief Bus Lane Adjudicator and part-time Bus Lane Adjudicators respectively.
- ii) To confirm the part time appointments with effect from 23 January 2007, the appointments to run concurrently with the term of each individual's parking appointment.

CONTACT OFFICERS

Caroline Sheppard, Chief Adjudicator, NPAS Headquarters, Barlow House,
Minshull Street, Manchester,

Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Scheme of delegated powers to officers of the NPASJC.

1.0 BACKGROUND

- 1.1 At the inaugural meeting of the Bus Lane Adjudication Service Joint Committee approved the appointment of the panel of part-time parking adjudicators to act as bus lane adjudicators, subject to the Lord Chancellor's consent. He has now given his consent for the Chief Parking Adjudicator and part-time Parking Adjudicators to be appointed as the Chief Bus Lane Adjudicator and part-time Bus Lane Adjudicators respectively. The bus lane appointments will run concurrently with the term of the parking appointments.
- 1.2 Members have delegated to the Chief Bus Lane Adjudicator the appointment of part-time bus lane adjudicators to meet the needs of the service, as appropriate. The Joint Committee included within this delegation a requirement for the Bus Lane Adjudicator to keep the BLASJ C informed of such appointments.

The part-time adjudicators listed on table A had their appointments as parking adjudicators renewed for a period of five years from 24 May 2005. They have accordingly been appointed as bus lane adjudicators from 23 January 2007 until 23 May 2010.

The part-time adjudicators listed on table B were appointed as parking adjudicators from 23 January 2002 for five years. Their appointment as parking adjudicators was duly renewed on 23 January 2007 for five years until 21 January 2012. To achieve continuity of the two appointments, they were appointed as Bus Lane adjudicators for the same term.

- 1.3 The Joint Committee is requested to note those appointments.

APPENDIX

Table A

NPAS Adjudicators Appointed as parking adjudicators on 25 May 2000, whose appointments renewed from 24 May 2005 until 23 May 2010

Appointed as bus lane adjudicators from 23 January 2007 until 23 May 2010

Clifton Barker	Mark Hinchliffe
David Binns	Andrew Keenan OBE
Martin Block	Stephen Knapp
Shan Cole	Anna-Rose Landes
Mark Emerton	Judith Ordish
Anthony Engel	Andrew Prickett CBE
Deborah Gibson	Jonathan Middleton
Susan Hotchin	Roy Rowley

Table B

NPAS Adjudicators appointed as parking adjudicators on 23 January 2002, whose appointments renewed from 23 January 2007 until 23 January 2012

1. Appointed as bus lane adjudicators from 23 January 2007 until 23 January 2012

Sarah Breach	John O'Higgins
Richard Charles CB	John Parker
Gillian Ekins	Richard Phelan
Toby Halliwell	Joanne Richards
Martin Hoare	James Richardson
Margaret Kennedy	Stewart Sandbrook-Hughes
Terence McNeill	Hilary Tilby
Christopher Nicholls	

**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
MEETING**

REPORT FOR RESOLUTION

DATE: 29th January 2007

AGENDA ITEM Number 7

SUBJECT: New BLASJC Member Councils

REPORT OF: The Lead Officer,
On behalf of the Advisory Board

PURPOSE OF REPORT

To request the Committee to confirm the extension of the Chief Bus Lane Adjudicator's appointment to cover the areas of a number of Councils who have become party to the BLASJC Agreement.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note that since the meeting held on 30th June 2006 the Councils listed in Table 1 of this report have become a party to the BLASJC agreement, and
- [ii] Confirm the appointment of the Chief Bus Lane Adjudicator and other part-time Bus Lane Adjudicators to cover those Councils listed in Table 1.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

There are no immediate consequences to either the Revenue or Capital budgets. However, authorities taking up civil bus lane enforcement powers will help to assist in future economies of scale.

CONTACT OFFICER

Louise Hutchinson, NPAS Headquarters, Barlow House, Minshull Street, Manchester. Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Minutes of the BLAS Joint Committee held on 30th June 2006

Bus Lane Adjudication Service Joint Committee Agreement.

Files containing associated correspondence.

The Bus lane Contraventions (Approved Local Authorities) (England) Order 2005, S.I. No.2755.

The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005, S.I. No. 2757.

1.0 BACKGROUND

1.1 Whilst all the existing highway and traffic authorities with Special and Permitted Parking Areas have all been designated under the Transport Act 2000 regulations as approved local authorities, any other local authorities taking such powers will be similarly designated. All of these authorities must participate in the BLASJC agreement should they decide to impose penalty charges for bus lane contraventions. The original signatories to the agreement are Brighton & Hove, Hampshire, Manchester, Nottingham, Reading and Sheffield. Since the meeting of the Committee on 30th June 2006, the following local authorities have become a party to the BLASJC Agreement.

Local Authority	Statutory Instrument No.	Date of Agreement
Essex County Council	2755	01.09.06
Bath and North East Somerset.	2755	24.11.06

1.2 In order to avoid the need for the Joint Committee to meet on each occasion that a Council wishes to join BLASJC it was delegated to the Lead Officer to extend the appointment of the Chief Bus Lane Adjudicator to cover such areas. Similarly, the authority to appoint part-time Bus Lane Adjudicators to the areas of joining Councils was delegated to the Chief Bus Lane Adjudicator.

1.3 Leading Counsel previously advised that as soon as possible after such delegation has been exercised it is prudent for the Joint Committee to resolve to confirm the appointment of the Chief Bus Lane Adjudicator to cover these areas. Accordingly, the Committee is requested to confirm the action of the Lead Officer as detailed in the recommendations of this report.

**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
MEETING**

REPORT FOR RESOLUTION

DATE: 29th January 2007
AGENDA ITEM Number 8
SUBJECT: Monitoring of Revenue Account 2006/07
REPORT OF: The Lead Authority

PURPOSE OF REPORT

To present to the Committee expenditure monitoring information in respect of the Revenue Account for year 2006/07.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] To note the income and expenditure position at 31 December 2006.
- [ii] Authorise the Lead Officer to incur expenditure against the revenue budget in excess of the £11,486 set by the Committee should the need arise, provided such expenditure is within the total income.
- [iii] Agree that should there be a surplus of income in the 2006/7 revenue account this is to be carried forward to year 2007/8.

FINANCIAL CONSEQUENCES FOR THE REVENUE BUDGET

There are no immediate consequences to the Revenue budget. However, authorities taking up decriminalised parking enforcement powers will help to assist in future economies of scale.

CONTACT OFFICER

Louise Hutchinson, NPAS Headquarters, Barlow House, Minshull Street, Manchester.
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Minutes of the Bus Lane Adjudication Service Joint Committee held on 30 June 2006
Accounts and Audit Regulations, S.I.2003 No. 533

1.0 INTRODUCTION

- 1.1 At the meeting of the BLASJC held 30th June 2006 the revenue budget estimate was approved for the year 2006/7 (see Table 1).
- 1.2 This report provides the Committee with the expenditure position for the first half of the year.
- 1.3 The adjudication service is operated on a self-financing basis with income obtained from charges made to the BLASJC member authorities. There is no capital budget for the year 2006/07.

2.0 BACKGROUND

- 2.1 The revenue budget estimate was established by the Committee for 2006/2007 on the basis that this would reflect the Councils who are already members of the BLASJC agreement and those wishing to join during the year. As the year has developed there have been some variations to the take up of powers from that expected. These variations necessarily affect both the contributions from member councils and the expenditure in providing the service.
- 2.2 The first councils commenced civil bus lane enforcement in September 2006. Therefore the service has a short history to call upon that would inform the profiling of income and expenditure for future years when setting the budget estimates.
- 2.3 Should it be the case that there is a need for a greater expenditure than that provided for in the approved budget then there is a recommendation to authorise the Head of Service to incur additional expenditure, provided such expenditure does not exceed the income for the current year.
- 2.4 Should there be a greater income than expenditure in the year then there is a recommendation that this be transferred into the succeeding year as reserves.

Revenue Cash Flow

- 2.5 The Accounts and Audit Regulations require a cash flow statement to be prepared. The invoicing quarterly in advance broadly addresses the balancing of cash flow.

3. Capital expenditure

- 3.1 There is no capital budget for the current year and it is not expected that there will be a requirement for a capital budget estimate for year 2007/08.

Table 1 Bus Lane Adjudication Service Budget 2006/07

Expenditure	Budget Year 2006/7
	£
Pro Rata per Appeal expenditure	7,577
Separate BLASJC costs	2,000
Service Management and Support	1,000
Audit Fee	500
Capital Finance Charges	0
Contingency	409
Total Expenditure	11,486
Income	
Penalty Charge Notices	11,486
Total Income	11,486
Net Expenditure	0

**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
MEETING**

REPORT FOR RESOLUTION

DATE: 29th January 2007

AGENDA ITEM Number 9

SUBJECT: General Progress and Service Standards

JOINT REPORT OF: The Lead Officer
On behalf of the Advisory Board

PURPOSE OF REPORT

To report to the Committee on progress in respect of: (a) the take up of civil enforcement of bus lanes powers by Councils in England [outside London]; (b) service standard performance during 2006

RECOMMENDATIONS

It is recommended that the Committee:

- [i] Note the information in respect to the current and future take up of civil bus lane enforcement powers.
- [ii] Note the performance attained so far during 2006 against the agreed service standard indicators.

CONTACT OFFICER

Louise Hutchinson, NPAS Headquarters, Barlow House, Minshull Street, Manchester,
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Minutes of the BLASJC Committee Meeting held on 30th June 2006

BACKGROUND

1.0 INTRODUCTION

- 1.1 The Bus Lane Adjudication Service Joint Committee (BLASJC) will be informed of the current and likely take-up of Civil Bus Lane Enforcement powers.
- 1.2 The service standard performance indicators are reported.

2.0 TAKE UP OF CIVIL BUS LANE ENFORCEMENT POWERS

- 2.1 The latest information regarding the current and expected take up of the bus lane enforcement.

The following local authorities are party to the BLASJC Agreement:

City of Manchester	Hampshire County Council
Brighton and Hove Council	Sheffield City Council
Nottingham City Council	Reading Borough Council

Of these local authorities: Reading Borough Council and City of Manchester have commenced enforcement in September/October 2006 respectively.

Essex also became party to the BLASJC Agreement in September 2006 and commenced enforcement in October 2006.

Responses to a recent survey of local authorities (Table 1) who are eligible to take up bus lane enforcement powers have indicated the following:

Table 1: Responses to a survey of local authority intentions in relation to bus lane enforcement.

Authority	Anticipated Start Date
Bath and North East Somerset	Jan 07
Sheffield City Council	Feb/Mar 07
Blackpool Borough Council	April 07
Stockton on Tees Borough Council	April 07
Nottingham City Council	September 07
Oldham MBC	Late 07
Rochdale Borough Council	Late 07
Stoke-on-Trent	Nov 07
Authorities considering enforcement in the future	No date determined
Barnsley MBC	
Bristol City Council	
Bury MBC	
Dorset County Council	
Middlesborough Council	
Southampton City Council	
Thurrock Council	

Warwickshire County Council	
Birmingham City Council	
Bournemouth Borough Council	

3.0 SERVICE STANDARDS - PERFORMANCE INDICATORS

- 3.1 Since the June 2006 BLASJC meeting, there has been a significant set-up period for the service. This has included:
- Working with councils in preparation for the introduction of civil enforcement of bus lanes. This joint working came to an end in August 2006 with the first councils commencing enforcement in September 2006.
 - Training for Adjudicators, Hearing Centre Supervisors and Staff.
 - Developing the IT capacity to receive moving images and make those available to Adjudicators during personal hearings.
 - Supporting councils and IT suppliers to facilitate Appeal on Line and the electronic transfer of evidence for appeals.
 - Development of Appeals documentation, general information and updating the web site
- 3.2 To date, 24 appeals have been received. Two performance indicators will be used that measure how swiftly appeals are being processed between the appeal being received and the adjudicators' decision being issued. The two indicators are 80% of postal appeals to be processed within 42 days, and 80% of personal appeals to be processed within 56 days. At this point in the delivery of the service and given the timescale for handling appeals, no decision data is available at this point.
- 3.5 Two indicators give an indication of availability and responsiveness for the service. As an integrated tribunal, no distinction is made between our response to bus lane or parking related telephone calls.
- 3.6 Details for September to December 2006 are given in Table 2 below.

TABLE 2: Appeal Acknowledgement

PERIOD	% of appeals acknowledged within 2 working days	TARGET
September to December 2006	96% 24	95%

The Committee is requested to note the performance attained so far against the agreed service standard indicators for the year 2006.

**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
MEETING**

REPORT FOR RESOLUTION

DATE: 29th January 2007
AGENDA ITEM: Number 10
SUBJECT: Budget Estimates 2007/2008
REPORT OF: The Chief Executive, Manchester City Council

PURPOSE OF REPORT

To request the Committee to approve the Revenue and Capital Budget Estimates for 2007/2008.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Agree to adopt the Revenue Budget estimates for 2007/2008 as detailed in the report.
- [ii] Agree to adopt a zero capital budget estimate for 2007/2008.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

It is intended that, in the long term, the service will be self-financing as a result of charges made to participating local authorities.

These charges are the subject of a separate report on the agenda and are recommended with a view to the service being self-financing.

CONTACT OFFICER

Louise Hutchinson, NPAS Headquarters, Barlow House, Minshull Street, Manchester, Tel: 0161 242 5270

BACKGROUND DOCUMENTS

Minutes of the Bus Lane Adjudication Service Joint Committee meeting held 30 June 2006.

1.0 INTRODUCTION

- 1.1 In accordance with the BLASJC agreement and the Accounts and Audit Regulations it is necessary to establish a budget estimate for the forthcoming year. An assessment has been made of the likely service take up during 2007/8 and therefore the Adjudicators, administrative support and accommodation needed. This report deals with the consequential establishment of budgets to meet this level of demand.
- 1.2 The adjudication service is to be operated on a self-financing basis with income obtained from charges made to BLASJC member authorities.
- 1.3 During 2007/8, based on a survey of local authorities, it is expected that a further 9 bus lane enforcement authorities will be operating.
- 1.4 It has been agreed that both parking and bus lane adjudications are to be administered, and heard by adjudicators, in an integrated fashion to afford an opportunity for cost sharing, further economies of scale and the ability to provide an efficient and effective service.
- 1.5 Initial discussions with the Audit Commission about a proposal to keep administration of the two joint committees' accounts to a minimum by allocating expenditure based on the number of appeals received from each type of enforcement would be an acceptable and economic solution at least for the first year of operation of bus lane enforcement. For 2007/08 a separate business area will be established for the Bus Lane Adjudication Service to enable recharges between the two accounts for appeal expenditure.
- 1.6 It is therefore expected that during 2007/8 there will be additional income and expenditure available to NPAS for bus lane adjudications.

2.0 BACKGROUND

Revenue Budget Estimates

- 2.1 It proposed to balance the income and expenditure of the revenue budget without the need to charge a 'joining fee' to participating councils.
- 2.2 An assessment has been made of the revenue budget that will be needed to meet the demands on the service during 2007/8. The assessment has taken into account the additional spending that will be needed as a result of the expected take up of decriminalised bus lane enforcement powers during the year.
- 2.3 The costing resulting from the pro rata per case is made on the assumption that there will be 9,500 parking appeals and 93 bus lane appeals during the year. The pro rata per appeal expenditure is calculated from the NPASJC revenue budget for the current year.

- 2.4 The income is based on estimates of the number of PCNs likely to be issued by the participating authorities and assuming the joint committee agrees to a similar charge (£0.60) per PCN agreed by the NPASJC for year 2007/08. Civil enforcement of bus lanes is in its infancy and a contingency has been included to mitigate against changes to projected start dates and lower than anticipated PCN issue.
- 2.5 The budget has been set with a view to meeting the expected demands on the service and yet reflecting the economies of scale and income that should arise from the service charges, which are reported elsewhere on the agenda.
- 2.6 Details of the proposed revenue budget are shown below.

Expenditure	Year 2006/7	Year 2007/8
	£	£
Pro Rata per Appeal expenditure	7,577	23,774
Separate BLASJC costs	2,000	3,000
Service Management and Support	1,000	1,000
Audit Fee	500	0
Capital Finance Charges	0	0
Contingency	409	6,115
Total Expenditure	11,486	33,889
Income		
Penalty Charge Notices	11,486	33,889
Total Income	11,486	33,889
Net Expenditure	0	0

3. Capital Budget Estimates

- 3.1 With the benefit of capital approvals in previous years it has been possible to help establish and expand NPAS. These approvals helped the NPAS Joint Committee to achieve the developments necessary to establish the NPAS service. As it is intended to integrate bus lane adjudications within the existing NPAS structural arrangements at this stage there is no requirement for capital expenditure.
- 3.2 It is therefore recommended that the Committee adopt a zero capital budget estimate for 2007/08.

**BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE
MEETING**

REPORT FOR RESOLUTION

DATE: 29th January 2007
AGENDA ITEM: Number 11
SUBJECT: Service Charges 2007/2008
REPORT OF: The Chief Executive, Manchester City Council

PURPOSE OF REPORT

To establish the method of charging and the charges to be levied from local authorities participating in the Joint Committee's arrangements during 2007/2008.

RECOMMENDATIONS

It is recommended that:

- [i] The Joint Committee adopts the following charges in support of the service to be made to participating local authorities during the financial year 2007/2008, as detailed below.

ELEMENT	CHARGE
Charge per PCN Issued	£0.60

- [ii] Service Charges are levied on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.
- [iii] The incidental cost of making a transcription, subject to the agreement of the Adjudicator, from the audio recording of proceedings at a personal hearing is charged at cost from the requesting party.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

It is intended that service will be self financing as a result of contributions made from participating local authorities.

CONTACT OFFICER

Louise Hutchinson, NPAS Headquarters, Barlow House, Minshull Street, Manchester. Tel: 0161 242 5270

BACKGROUND DOCUMENTS

Minutes of the Bus Lane Adjudication Service Joint Committee meeting held 30 June 2006.

INTRODUCTION

- 1.0 An essential element for a local authority when adopting civil bus lane enforcement powers is the existence of a means to appeal to an independent bus lane adjudicator. The approved local authorities who are participating in the BLASJC agreement are required to fund adjudication as part of their powers.
- 1.1 The BLASJC agreement provides for the Committee to decide the cost sharing arrangements.

2.0 BACKGROUND

- 2.1 The BLASJC agreement envisages the adjudication service to be operated on a self-financing basis with revenue obtained from charges made to participating local authorities. An estimate has been made of the likely service take up during 2007/2008. The level of charging has been based on this predicted service activity
- 2.2 The current level of parking appeals are on average at about the 0.3% level of the number of PCNs issued. It has been assumed that a similar level of appeal will arise from bus lane PCNs. To date, there is limited experience of bus lane enforcement outside London that would provide an indication of the level of appeal per PCN issued.
- 2.3 Allowance has been made in the budget estimates for the time lag in receiving appeals as well as the expected differing commencement dates by the participating councils.
- 2.4 There is provision in the BLASJC agreement for other approved local authorities to participate in the agreement and so it might be the case that other councils become a party to the agreement before the year end and additional income may arise to that estimated.
- 2.5 It is recommended that the cost sharing arrangement is based on the level of charge per PCN issued by the participating councils to that for the NPASJC. i.e. £0.60 per PCN.

3.0 METHOD OF CHARGING

- 3.1 To provide a positive flow of cash within the revenue account during the year it is proposed to levy the charges quarterly in advance based on an estimate of the number of PCNs each council estimates it will issue during the year. This is similar to the NPASJC charging arrangement.

4.0 TRANSCRIPTION COSTS

The incidental cost of making a transcription, subject to the agreement of the Adjudicator, from the audio recording of proceedings at a personal hearing is charged at cost from the requesting party.