

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

### **REPORT FOR RESOLUTION**

**DATE:** 30<sup>TH</sup> June 2009  
**AGENDA ITEM:** Item 10  
**SUBJECT:** Appointments to the Advisory Board  
**REPORT OF:** The Lead Officer

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#### **PURPOSE OF REPORT**

To agree the terms of reference of and make appointments to the Advisory Board.

#### **RECOMMENDATIONS**

It is recommended that the Joint Committee:

- [i] Adopts the Terms of Reference and Composition of the Advisory Board set out in the Appendix to this report.
- [ii] Appoints the members of the Advisory Board as set out in the Appendix.

#### **CONTACT OFFICERS**

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## **1.0 Introduction**

- 1.1 The Standing Orders provide for the Joint Committee to establish and appoint an Advisory Board comprising the Lead Officer and other such officers and persons appointed by the Joint Committee to advise it on its functions. In exercising his delegated functions, except for matters of urgency, the Lead Officer is required to consult with the Advisory Board.
- 1.2 The attached Terms of Reference have been amended to enable an effective and efficient arrangement for matters relating to the PATROLJC and the Bus Lane Adjudication Service Joint Committee BLASJC.
- 1.3 At the meeting held on 2<sup>nd</sup> June 2008 the Joint Committee made appointments for the period ending at the Annual meeting in June 2009, these are detailed in the attached document.
- 1.4 The Joint Committee are invited to adopt the terms of reference and make the appointments recommended in the appendix to this report.

**PATROL ADJUDICATION SERVICE  
& BUS LANE ADJUDICATION SERVICE  
ADVISORY BOARD**

**Terms of Reference**

1. To assist and advise the Joint Committees on the overall policies and strategies for administering the adjudication service and on their responsibilities under the Traffic Management Act 2004 and Bus Lane Contraventions, (Penalty Charges, Adjudication and Enforcement)(England) Regulations 2005.
2. The Board has no remit to consider or influence decisions of adjudicators and the function of the adjudication service as an Independent Tribunal.
3. To receive and monitor progress against the Performance Management Strategy produced by the Head of Service and to review the service structure, organisation and administration and to scrutinise recommendations for changes before they are put before the Joint Committees.
4. To monitor and review the service capital and revenue budgets and to scrutinise recommendations for changes before they are put before the Joint Committees.
5. To assist and advise the Head of Service on the preparation of an annual service plan

The Board shall consist of always the Lead Officer plus up to eleven people:

- Seven representatives of local authorities as follows:
  - At least one representing an English Authority
  - At least one representing a Welsh Authority
  - At least one representing a District Council
  - At least one representing a County Council
  - At least one representing a Unitary or Metropolitan Council
  - At least one representing a Civil Bus Lane Enforcement Council.
- A representative each from the Department for Transport (DfT) and National Assembly for Wales (NAfW).
- A representative from a motoring association.
- An independent person with knowledge of judicial or tribunal systems.

The DfT, NAfW, Motoring Association and Independent members would act as ex-officio members.

The Joint Committees shall make appointments to the Advisory Board based on recommendations received from the Advisory Board. Such appointments are to be

for four years but may be subject to reappointment. Except for the Lead Officer members shall retire on a four-year rotation cycle.

The Advisory Board shall recommend to the Joint Committees representatives of an appropriate motoring organisation and an appropriate independent person who should sit on the Board.

The DfT and NAFW Transport Directorate shall nominate its own representatives.

Advisory Board members should not be day-to-day managers of parking services and should where possible include representatives from legal and financial backgrounds as well as those responsible for parking.

The Board shall elect a Chairman, a Vice-Chairman and a Secretary from within the membership of the Board.

## **Appointments and four year cycle**

### **Local Authority Members**

At the meeting of the PATROL Adjudication Joint Committee held on 30<sup>th</sup> June 2008 the following (updated) local authority members were appointed and retire as set out below.

#### **June 2009**

Bournemouth	John Satchwell	English Unitary
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#### **June 2010**

Hampshire	Peter Bayless	English Shire
Bath and North East Somerset	Kathryn Eldridge	Bus Lane Council

#### **June 2011**

Manchester	Michelle Chard	Lead Authority
Winchester	Andy Hickman	English District

#### **June 2012**

Carmarthenshire	Trevor Sage	Welsh Authority
Leeds	Chris Bramham	Metropolitan

### **Department for Transport Member**

This is a matter for the DfT to decide from time to time. Currently Marilyn Waldron and Clint de Souza are their representatives.

### **National Assembly for Wales Member**

This is a matter for the NAFW Transport Directorate to decide from time to time. Currently Colin Eakitts is their representative.

**Independent Member**

The Joint Committee has appointed Graham Addicott OBE, as the independent member for a four year period ending June 2009.

**Motoring Organisation Member**

The Advisory Board considers it appropriate that from time to time this appointment should be rotated between the RAC Foundation and the AA Motoring Trust. Currently, Paul Watters of the AA Motoring Trust is the motoring organisation representative.

**Bus Lane Member**

The Bus Lane Joint Committee has appointed Kathryn Eldridge from Bath and North East Somerset as the Bus Lane Member for a four year period ending June 2010.

On this basis the English District representative, John Satchwell, and the Independent Member, Graham Addicott OBE become eligible for re-appointment.

**Recommendations**

The English District representative, John Satchwell, and the Independent Member, Graham Addicott OBE, become eligible for re-appointment and the Advisory Board recommends these re-appointments.