

# **Bus Lanes Adjudication Service Joint Committee**

## **Minutes of the Meeting held on 30<sup>th</sup> June 2009 held at the National Motorcycle Museum, Birmingham.**

### **Present:**

Councillor Tony Burns – Manchester City Council  
Councillor Phrynette Dickens – Hampshire County Council  
Councillor Steve Harmer-Strange – Brighton and Hove City Council  
Councillor Jane Urquhart, Nottingham City Council  
Councillor Ian Auckland, Sheffield City Council

### **Also Present:**

Celia Jenkins, Nottingham City Council  
Paul Nicholls, Brighton and Hove Council  
Helen Crozier, Oxfordshire County Council  
John Satchwell, Chair of PATROL Advisory Board  
Peter Bayless PATROL Advisory Board  
Caroline Sheppard, Chief Adjudicator  
Louise Hutchinson, Lead Officer, PATROL  
Christine Crisp, for PATROL Secretary  
Diane Dunn, Manchester City Council  
Kelly Cornell, PATROL  
Andrew Barfoot, Traffic Penalty Tribunal  
Miles Wallace, PATROL

### **BLAS/ 09/08      Appointment of Chair and Vice Chair**

Nominations were invited.

#### **Decision**

To appoint Councillor Burns (Manchester) as Chair and Councillor Dickens (Hampshire) as Vice Chair.

Councillor Burns in the Chair.

### **BLAS/ 09/09      Minutes**

#### **Decision**

To approve as a correct record the Minutes of the meeting held on 27 January 2009, subject to the correction the venue for the meeting to read *at Warwickshire County Cricket Club, Edgbaston, Birmingham.*

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## **BLAS/09/03      General Progress and Service Standards**

A report of the Lead Officer was submitted on progress in relation to (a) the take up of civil enforcement of bus lane powers by Councils in England (outside London), and (b) service standard performance.

### **Decision**

1. To note the information in respect of the current and future take up of civil bus lane enforcement powers.
2. To note the performance attained against the agreed service standard indicators.

## **BLAS/09/04      Final Accounts, 2008/2009**

The Final Accounts for the Year 2008/2009 were submitted.

### **Decision**

1. To note the outturn position against the 2008/2009 revenue budget as detailed in the report.
2. To receive and approve the 2008/2009 Account for the BLASJC as prepared by the Lead Authority and detailed in the report.
3. To agree carry forward the excess of income over expenditure in the 2008/2009 Revenue Account to the 2009/2010 Revenue Account.

## **BLAS/09/05      Service Charges 2009/2010**

The Committee considered the method of charging and the charges to be levied from local authorities participating in the Joint Committee's arrangements during 2009/2010.

### **Decision**

1. To retain the existing service charge made to participating local authorities during the financial year 2009/2010:-

Element	Charge
Charge per PCN issued	£0.60

2. To levy service charges based on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.
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3. To note that the decision to provide a transcription from the audio recording of proceedings rests with the Adjudicator. Where this has been agreed to, the Joint Committee agree that the incidental cost of making a transcription from the audio recording of proceedings at a personal hearing is charged to the requesting party 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/09/06      Annual Report of the Adjudicators**

A report of the Lead Officer was submitted presenting arrangements for the production of the Annual Report of the Adjudicators from April 2008 to March 2009.

#### **Decision**

To note the arrangements for receiving the annual report from the Adjudicators for the period April 2008 to March 2009.

### **BLAS/09/07      Appointments to the Advisory Board**

A report was submitted on the appointment of representatives to the Advisory Board and detailing changes to the current composition.

#### **Decision**

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*

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At least one representing a Unitary or Metropolitan Council

*Leeds City Council – Chris Bramham*

At least one representing a bus lane enforcement Council

*Bath and North East Somerset – Kathryn Eldridge*

Lead Authority

*Manchester City Council – Michelle Chard*

A representative each from the DfT and NafW (Ex-Officio)– *Marilyn Waldron (DfT) and Clint de Souza (DfT) and Colin Eakitts (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/09/14 Exclusion of Public**

A recommendation was made that the public be excluded during consideration of the next item of business.

### **Decision**

To exclude the public during consideration of the following item which involved consideration of exempt information relating to the financial or business affairs of particular persons, and public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **BLAS/08/15 Appointment of Chief Adjudicator**

(Press and Public excluded)

A report was submitted relating to an offer of appointment by virtue of Regulation 17 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and Regulation 9 of The Civil Enforcement of Parking Contraventions (Penalty Charge Notices, Enforcement and Adjudication) (Wales) Regulations 2008 to Caroline Sheppard, and to extend her appointment as Chief Adjudicator for England and Wales for the purposes of Part 6 of the Traffic Management Act 2004.

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## **Decision**

1. To approve the application of the Ministry of Justice Senior Salaries Review Board Group rate to the post of Chief Adjudicator with effect from 1 April 2009 as detailed in the report.
2. To approve the offer of an appointment as an adjudicator under Regulation 17 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and Regulation 9 of the Civil Enforcement of Parking Contraventions (Penalty Charge Notices, Enforcement and Adjudication) (Wales) Regulations 2008 to Caroline Sheppard who holds an existing appointment under Section 73 of the Road Traffic Act 1991 from the former National Parking Adjudication Service Joint Committee, the fresh appointment being subject to the consent of the Lord Chancellor.
3. To agree that when the Lord Chancellor's consent has been obtained, Caroline Sheppard be appointed as the Chief Adjudicator for England and Wales of the Traffic Penalty Tribunal, on the terms and conditions outlined in the report.

## **BLAS/09/07      Date of Next Meeting**

### **Decision**

To note that the next meeting of the Bus Lane Adjudication Service Joint Committee be held on 22<sup>nd</sup> September 2009 at Warwickshire County Cricket Club, Edgbaston, Birmingham.

committee/bus lanesl/june09

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