

- [Accessibility](#)
- [Change fonts and colours](#)
- [Browsealoud](#)
- [Sign Video](#)
- [Skip to content](#)
- [Register for ebuletins](#)

[Manchester City Council](#)  [Manchester City Council logo](#)

Meetings

- [Home](#)
- [The Council and democracy](#)
- [Councillors and democracy](#)
- [Council - minutes, agendas and reports](#)
- Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) formerly NPAS

Search this site

Site navigation

- [Home](#)
 - [The Council and democracy](#)
 - [Councillors and democracy](#)
 - [Council - minutes, agendas and reports](#)
- [A-Z of council services](#)

Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) formerly NPAS

2 June 2008













Agenda

- [Read the Agenda](#)

Minutes

-  [Download the Minutes](#) PDF 36.2 KB

Report

-  [Item 4 Standing Orders etc](#) PDF 55.93 KB
-  [Item 4 report](#) PDF 12.47 KB
-  [Item 5\(c\) Scheme of Delegated Functions](#) PDF 25.36 KB
-  [Item 6 Appointment of Advisory Board](#) PDF 23.76 KB
-  [Item 7 Appointment of Executive Sub Committee](#) PDF 18.37 KB
-  [Item 10 Appointment of Proper Officer](#) PDF 11.51 KB
-  [Item 11 NPAS Minutes 30 June 2007](#) PDF 19.7 KB
-  [Item 11 Executive Sub Minutes 29 January 2008](#) PDF 20.6 KB
-  [Item 12 Revenue and Capital Budget 2008/09](#) PDF 28.97 KB
-  [Item 13 Service Charges 2008/09](#) PDF 22.59 KB
-  [Item 14 Final Accounts 2007/08](#) PDF 13.9 MB
-  [Item 15 Annual Report of Parking Adjudicators 1 January 2007 to 30 March 2008](#) PDF 11.44 KB

Read the Agenda

PATROL ADJUDICATION JOINT COMMITTEE

INAUGURAL MEETING

The meeting will be held at 11.30 am on Monday 2nd June 2008 At the National Motorcycle Museum, Coventry Road, Bickenhill, Solihull, B92 0EJ

AGENDA

1. APPOINTMENT OF CHAIR, VICE CHAIR and ASSISTANT

CHAIR

To appoint Members to serve as Chair, Vice

Chair and Assistant Chair of the Committee. (These appointments to be effective until the Annual meeting in 2009)

2. ACCESS TO INFORMATION ACT

To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.

3. DECLARATIONS OF PECUNIARY / NON-PECUNIARY INTERESTS

To allow Members an opportunity to [a]

declare personal or prejudicial interests in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; and [c] the existence and nature of any party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that interest at the start of the item under consideration. If members also have a prejudicial interest they must withdraw from the meeting during the consideration of the item.

4. STANDING ORDERS, FINANCIAL STANDING ORDERS AND RULES OF FINANCIAL MANAGEMENT

The Joint Committee is requested to adopt the above provisions.

5. **LEAD AUTHORITY** a) To note that Manchester City Council has agreed to and has been appointed as Lead Authority for the provision of goods and services to the Joint Committee. b) To agree that the Chief Executive of Manchester City Council be appointed Lead Officer to discharge the functions of the Joint Committee as set out in the Scheme of Delegation. c) To adopt the Scheme of Delegated Functions (Report to follow). d) To agree that

the City Treasurer of the Lead Authority be appointed as the Joint Committee's Treasurer. e) To note that the auditors appointed by the Audit Commission in respect of the Lead Authority will be appointed to the Joint Committee.

6. ADVISORY BOARD

The Joint Committee is requested to approve the appointment of an Advisory Board on the Terms of Reference and comprised of persons detailed in the attached report.

7. EXECUTIVE SUB-COMMITTEE

To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee until the annual meeting in 2009 on the terms of reference contained in the body of the report.

8. CYCLE OF MEETINGS

To agree that the ordinary meetings of the Joint Committee are to be held in January and June (Annual Meeting) and September. The dates to be agreed by the Lead Officer in consultation with the Chair.

9. ADMITTANCE OF OTHER APPROVED LOCAL AUTHORITIES TO THE JOINT COMMITTEE ARRANGEMENT

To note that other parking enforcement approved local authorities be admitted to the joint committee arrangements.

10. APPOINTMENT OF PROPER OFFICER

To agree the appointment of the Tribunal Manager to fulfil the functions of the "Proper Officer" to the civil parking enforcement adjudication regulations and to delegate to the Tribunal Manager the appointment of one or more other persons to undertake the duties of the proper officer as their deputy when the proper officer is unable to act.

11. MINUTES OF THE NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

To note the minutes of the National Parking Adjudication Service Joint Committee at its meeting held on 30th June 2007 and at the Executive Sub Committee meeting on 29th January 2008.

12. REVENUE AND CAPITAL BUDGETS

To adopt the revenue and capital budget set by the National Parking Adjudication Service Joint Committee for 2008/09 and approve arrangements for the distribution of PATROL public information leaflets.

13. SERVICE CHARGES

To adopt the service charge set by the National Parking Adjudication Service Joint Committee for 2008/09

14. FINAL ACCOUNTS 2007/08

To approve the 2007/08 Accounts for the NPASJC as prepared by the Lead Authority. [Report and Accounts to Follow]

15. ANNUAL REPORT OF THE PARKING ADJUDICATORS

To note the arrangements of the production of the Annual Report for the period 1st January 2007 to 30th March 2008.

16. TRAFFIC MANAGEMENT ACT 2004 - BUS LANE AND MOVING TRAFFIC

To receive an update on the progress of the legislation.

EXCLUSION OF PUBLIC

The officers consider that items 17 and 18 contain exempt information as provided for in the Local Government Access to Information Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The Committee is recommended to agree the necessary resolutions excluding the public from the meeting during consideration of these items. An appeal process exists for members of the public who wish to appeal against the officers' recommendation for exemption. Anyone who does wish to appeal should contact the Committee Officer as soon as possible (preferably at least 48 hours) before the meeting.

PART B

17. APPOINTMENT OF CHIEF ADJUDICATOR

To approve the offer of an appointment to Caroline Sheppard as an adjudicator as in Item 17 and to confirm that her position as Chief Adjudicator continues on the same terms and conditions as previously agreed.

18. APPOINTMENT OF ADJUDICATORS

To approve the offer of an appointment as an adjudicator to each adjudicator holding an existing appointment from the NPAS Joint Committee subject to obtaining the consent of the Lord Chancellor. To agree that the Chief Adjudicator determines the terms and conditions of the new appointments.

19. DATE OF NEXT MEETING

SIR HOWARD BERNSTEIN, Chief Executive

CONTACT OFFICER

Christine Crisp Manchester City Council
Governance and Scrutiny Support Unit Town Hall, Albert Square Manchester M60 2LA Tel: 0161 234 3037
Fax: 0161 274 7017 AGENDA ISSUED: 22 May 2008

Additional items

- **Related pages**

- [Council meetings, Agendas and Minutes](#)

[Top](#) | [Emergency numbers](#) | [Find your Councillor](#) | [News](#) | [Public consultations](#) | [Council meetings](#) | [Complaints](#) |

-  [DirectGov](#)
-  [RSS](#)
-  [Twitter](#)
-  [Facebook](#)
-

 [Manchester City Council Contact us](#)

All content © 2011 Manchester City Council. All rights reserved. [Terms & conditions](#) | [Site map](#). Powered by Jadu [content management](#).

[Home page](#) | [What's New Page](#) | [Advanced search](#) | [Frequently Asked Questions Page](#) | [A to Z of services](#) | [Access Key Details](#)