

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
MINUTES OF THE MEETING HELD AT 12 NOON AT CENTRO HOUSE,
BIRMINGHAM, ON 19TH NOVEMBER, 2001.**

PRESENT:

Councillor Tony Burns - Manchester City Council
Councillor Val Stevens - Manchester City Council
Councillor David Rowlands - Buckinghamshire County Council
Councillor Ken Brown - Sevenoaks District Council
Councillor Idwal Griffiths - Neath Port Talbot Borough Council
Councillor Cecily Sutton - Winchester City Council
Councillor Ken Wiggins - Plymouth City Council
Councillor D. T. Lewis - Bedford Borough Council
Councillor Colin Meredith - Gravesham Borough Council
Councillor Ken Gregory - Thanet District Council
Councillor Dennis Brown - Salisbury District Council
Councillor Fred Winslade - Ashford Joint Transportation
Councillor Roger Weaver - Southend Borough Council
Councillor Phrynnette Dickens - Hampshire County Council
Councillor Ann Shaw - Stoke-on-Trent City Council

Also in attendance:

Messrs Allcock, Bayless, Chandler, Dare, Earnshaw, Eastman, Howard, Marklew, Martin, Mc Ewan, Pulham, Richardson, Spenceley, Spicer, Stubbs, Tinsley and Wilkinson and Maureen Aldeisin, Christine Crisp, Anne-Marie Goodbody and Caroline Sheppard.

NPAS/01/01 APPOINTMENT OF CHAIR AND VICE CHAIR

DECISION/-

1. To appoint Councillor Roger Weaver (Southend on Sea) as Chair and Councillor Ken Gregory (Thanet) as Vice Chair until the Annual meeting of the Joint Committee in September, 2002.
2. To appoint, subject to amendment and approval of the Standing Orders, Councillor Val Stevens (Manchester) to a new post of Assistant Chair.

**NPAS/01/02 STANDING ORDERS, FINANCIAL REGULATIONS AND
OTHER JOINT AGREEMENT PROVISIONS**

The Standing Orders and the Financial Regulations for the Joint Committee were submitted.

DECISION/-

To adopt the Standing Orders and Financial Regulations subject to the amendment to the Standing Orders to allow for the appointment of an Assistant Chair.

NPAS/01/03 LEAD AUTHORITY

DECISION/-

1. To note that Manchester City Council has agreed to continue as the appointed Lead Authority for the provision of the goods and services of the Joint Committee.
2. To agree that the Chief Executive of Manchester City Council continues to be appointed Lead Officer to discharge functions of the Joint Committee as set out in the Scheme of Delegation.
3. To agree that the City Treasurer of the Lead Authority continues to be appointed as the Joint Committee's Treasurer.
4. To agree that the Lead Authority's Auditor continues to be the Auditor to the Joint Committee.

NPAS/01/04 SCHEME OF DELEGATED FUNCTIONS

A report was submitted relating to the re-adoption of the Scheme of Delegated Functions for the Lead Officer and Chief Parking Adjudicator.

DECISION/-

1. To agree that the Chief Executive of Manchester as the Lead Authority is designated to perform functions delegated to the Lead Officer and, if the office of the Chief Executive is absent or otherwise able to act, the Deputy Chief Executive or other such officer by whom the duties of Chief Executive are being carried out, is hereby designated in his place.
2. To adopt the Scheme of Delegated Functions for the Lead Officer and Chief Parking Adjudicator as detailed in the report.
3. To approve, that, with the exception of Item 6 (IV - Deal with urgent business of NPAS.JC after consulting the Chair and /or Deputy) of the Scheme of Delegation the functions conferred upon the Lead Officer shall, except in the case of urgency, be exercised by him after consultation with the Joint Committee's Management Board.

A report was submitted on the review of the future role, terms of reference and composition of the Management Board.

DECISION/-

1. To note the change of name from Management Board to that of Advisory Board.
2. To adopt the Terms of Reference and Composition of the Advisory Board as detailed in the report.
3. To appoint representatives to serve on the Advisory Board as follows:-
 - The Lead Officer plus 10 people:-
 - At least one representing an English Authority -
Bournemouth Unitary Council - John Satchwell
 - At least one representing a Welsh Authority :-
Neath Port Talbot C. B. Council - Mike Richardson
 - At least one representing a District Council -
Winchester City Council - David Markelew
 - At least one representing a County Council -
Hampshire County Council - Peter Bayless
Kent County Council - George Chandler
 - At least one representing a Unitary or Metropolitan Council -
Manchester City Council - Paul Necus
 - A representative each from the DTLR and NAFW (Ex-Officio) - *John Gant*
(DTLR), *John Merrick* (NAFW)
 - A representative from a motoring association - *Kevin Delayney* (RAC
Foundation)
 - An independent person with knowledge of judicial or tribunal systems -
Graham Addicott
4. To delegate responsibility to the Service Director in consultation with the Advisory Board to fix an appropriate attendance allowance for the non-government/local authority board members.
5. To record the thanks of the Joint Committee to Colin Eastman for the significant contribution he has made to the furtherance of decriminalised parking enforcement generally and to NPASJC in particular.

NPAS/01/06 CYCLE OF MEETINGS

DECISION/-

1. To agree that the ordinary meetings of the Joint Committee are held in January and September (Annual) each year, the date to be agreed by the Chair.
2. To approve an exception to (1) above for the year 2001/2002 given that there may not be a need to hold a meeting in January, 2002, but should the need arise, a date to be agreed with the Chair.
3. To agree that the Annual meeting of the Joint Committee be held on Wednesday, 18 September, 2002 in Birmingham.

NPAS/01/07 CONTINUATION OF THE NPASJC

DECISION/-

To agree that all the assets, obligations, approvals, decisions and the like made and agreed by virtue of the previous NPASJC Deed of Agreement and Memorandum of Participation affixed thereto dated 18 February, 1999, continue as if they had been made under the new NPASJC (2001) agreement.

NPAS/01/08 MINUTES

DECISION/-

To approve as a correct record the Minutes of the meeting held on 19 September, 2000.

NPAS/01/09 EXECUTIVE SUB COMMITTEE

DECISION/-

To note the Minutes of the meeting held on 30 January, 2001.

NPAS/01/10 REVENUE AND CAPITAL ACCOUNTS

The Revenue and Capital Accounts for the years 1999/2000 and 2000/2001 were submitted.

DECISION/-

1. To approve the Final 1999/2000 Revenue and Capital Accounts for the NPASJC as prepared by the Lead Authority.
2. To agree to carry forward the excess of income over expenditure recorded in the 1999/2000 Revenue Accounts to the 2000/2001 Revenue Account.
3. To approve the Final 2000/2001 Revenue and Capital Accounts as prepared by the Lead Authority.
4. To agree to carry forward the excess of income over expenditure recorded in the 2000/2001 Revenue Accounts to the 2001/2002 Revenue Account.

NPAS/01/11 NEW MEMBER COUNCILS

A report of the Lead Officer was submitted seeking approval to extending the Chief Parking adjudicator's appointment to cover the areas of a number of Councils who have become party to the NPASJC Agreement.

DECISION/-

1. To note that Trafford Metropolitan Borough Council, Dover District Council, Somerset County Council in respect of the Taunton and Deane area, Taunton and Deane Borough Council, Wiltshire County Council in respect of the Salisbury area, Salisbury District Council, Plymouth City Council, Salford City Council, Dartford Borough Council, Three Rivers District Council, Northamptonshire County Council in respect of the Northampton area, Northampton Borough Council, Brighton and Hove Unitary Council, Southend-on-Sea Unitary Council, Birmingham City Council, Cumbria County Council in respect of the Barrow -in-Furness area, Barrow-in-Furness Borough Council, Bournemouth Borough Council, Oldham Metropolitan Borough Council, Stoke-on-Trent City Council, County of Herefordshire District Council, Kent County Council in respect of the Dartford and Dover areas and Hertfordshire County Council in respect of the Three Rivers area, have become party to the NPASJC Agreement.
2. To appoint the Chief Parking Adjudicator to cover the areas of the Councils referred to above.

3. To confirm the current Adjudicator appointments detailed in the report and note that these appointments apply to all NPASJC member authority areas, and that further appointments are currently in progress.

NPAS/01/12 GENERAL PROGRESS

The Lead Officer presented a report on progress in respect of the take up of decriminalised parking enforcement power in England (outside London) and Wales, the progress being made in the development, operation and implementation of a comprehensive case management system for the service, service standard performance against which NPAS is measuring how swift the service is delivered the adoption of other indicators and progress on the relocation of the headquarters offices.

DECISION/-

1. To note the expected take up of decriminalised parking enforcement powers during 2001 - 2002.
2. To note the progress being made in the development, operation and implementation of case management system as detailed in the report.
3. To note the performance attained against the agreed indicators for the year 2000/2001 and the first two quarters of 2001/2002 against which the NPAS is measuring how swift the service is delivered.
4. To adopt the following additional service standard performance indicators from 1 April, 2002:-

Telephone answering (public lines during normal office hours) - 80%, within 15 seconds (8 rings);

Acknowledging receipt on an Appeal - 80%, within 2 working days.

5. To note that suitable office accommodation for the re-location of the headquarters has been identified and that arrangements are in hand for the move during November, 2001.

NPAS/01/13 MONITORING OF REVENUE AND CAPITAL ACCOUNTS 2001/2002

A report was submitted presenting monitoring information in respect of the Revenue and Capital Accounts for 2001/2002.

DECISION/-

1. To note the information contained in the report.
2. To agree that should there be a surplus of income in the 2001/2 revenue account this is carried forward to year 2002/3.
3. To authorise the Lead Officer to call upon the Lead Authority's Development Fund Loan arrangement should this become necessary to meet a shortfall in the Joint Committee's 2001/2002 accounts.

NPAS/01/13 NPASJC ADDITIONAL FUNCTIONS 2001/2002

The Lead Officer informed the Joint Committee of the potential introduction of new requirements for adjudication within the field of traffic and transportation and sought approval to seek a change in the Constitution of the Joint Committee to enable the NPAS to operate such services.

DECISION/-

1. To agree in principle that the role of NPAS should be extended to include other traffic and transportation adjudication processes such as bus lane enforcement and road user charging.
2. To authorise the Lead Authority to seek the agreement of the NPASJC member councils to extend the Agreement to cover bus lane adjudication support functions and proceed with the changes that will be necessary to the legal agreement to support (1) above.
3. To request the Officers to submit a report reviewing the above in three years.

NPAS/01/14 REVIEW OF TRIBUNALS

The outcome of the Review of Tribunals by The Rt. Hon. Sir Andrew Leggatt was submitted.

DECISION/-

To note that the Report on the Review of Tribunals has been published and that the government have invited views on matters and recommendations that have been made, and to request the Lead Officer to submit the response to the government as detailed in the report.

NPAS/01/15 ANNUAL REPORT OF THE PARKING ADJUDICATORS

The Annual report of the Adjudicators for the period 1 April 2000 to 31 March, 2001 was submitted.

DECISION/-

1. To note the Annual Report, and forward it to the Secretary of State for Transport, Local Government and the Regions and the First Secretary of the National Assembly for Wales.
2. To approve the translation of the report into the Welsh language for the purpose of forwarding it to the First Minister.
3. To agree that the report is published and circulated free of charge.

NPAS/01/16 REVIEW OF THE CHIEF AUDITOR'S APPOINTMENT AS A PART TIME LEGAL CHAIRMAN TO THE DSS APPEALS SERVICE TRIBUNAL

A report was submitted reviewing the agreement to the appointment of the Chief Parking Adjudicator within the DSS Appeals Service Tribunal.

DECISION/-

To approve the continuation of the appointment of the Chief Parking Adjudicator with the DSS Appeals Service Tribunal subject to the fees payable to the Chief Parking Adjudicator being credited to the Joint Committee and a review on the appointment being held on a 12 monthly basis.

NPAS/01/17 REVENUE AND CAPITAL BUDGET ESTIMATES 2002/2003

The Revenue and Capital budget estimates for 2002/2003 were submitted.

DECISION/-

1. To approve the Revenue Budget estimates for 2002/2003 as detailed in the report.
2. To agree to adopt the five year projected capital estimates as detailed in the report and request the Lead Authority to include this within their future LTP funding bids to government.

3. To agree to adopt the Capital Budget estimate for 2001/2 and 2002/3 in line with the LTP Supplementary Credit Approvals settlement and treat both years together for expenditure purposes in line with the SCA certificate.

NPAS/01/18 NPASJC SERVICE CHARGES TO USER COUNCILS FOR 2002/2003.

A report was submitted on the establishment of charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2002/2003.

DECISION/-

1. To adopt the following charges in support of the service to be made to participating local authorities during the financial year 2002/2003 :-

ELEMENT	CHARGE
Annual Charge	£500.00
Charge per PCN issued	£0.70
Charge per Adjudication Case	nil

2. To adopt the charge of £0.70 per PCN issued for other traffic related areas of adjudication should they come within the remit of the Joint Committee during the year.

NPAS/01/19 EXCLUSION OF PUBLIC

DECISION/-

That under Section 100 (A)(4) of the Local Government Act, 1972, the public be excluded from the meeting during consideration of the following item which involves the likely disclosure of exempt information as shown in these Minutes.

NPAS/01/20 REVIEW OF STAFF GRADINGS

(Public excluded: Para.1, Part 1, Schedule 12A, Local Government Act, 1972)