

## **PATROL Adjudication Joint Committee**

**Minutes of a meeting of the Executive Sub-Committee held on 22 September 2009 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.**

### **Present:**

Councillor Tony Burns – Manchester City Council  
Councillor Phrynnette Dickens – Hampshire County Council  
Councillor Ken Gregory – Thanet District Council  
Councillor Tony Page – Reading Borough Council  
Councillor Richard Bell, Sunderland City Council  
Councillor Steve Harmer-Strange – Brighton and Hove City Council  
Councillor Jim Jones – Carmarthenshire County Council  
Councillor Ian Auckland – Sheffield Metropolitan District Council  
Councillor Gerald Forsbrey – Spelthorne Borough Council

### **Also Present:**

Caroline Sheppard, Chief Adjudicator, Traffic Penalty Tribunal  
Louise Hutchinson, Head of Service, PATROL  
Chris Shepherd for PATROL Secretary  
John Satchwell - PATROL Advisory Board  
Peter Bayless - PATROL Advisory Board  
Graham Addicott OBE – PATROL Advisory Board  
Andrew Barfoot – Traffic Penalty Tribunal  
Sophia Kakabadse – Traffic Penalty Tribunal  
Diane Dunn – Manchester City Council  
Kelly Cornell – PATROL  
Bob Spicer – Thanet District Council  
Robert Connelly – Birmingham City Council  
Dave Haycock – Birmingham City Council  
Stacey Ryans – Birmingham City Council  
Trevor Sage – Camarthenshire County Council

Gavin Blackstone - Grant Thornton External Auditors for PATROL

## **PATROL/EX/09/16 Appointment of Chair and Vice Chair**

### **Decision**

To re-appoint Councillor Gregory (Thanet) as Chair, Councillor Burns (Manchester) as Vice Chair and Councillor Dickens (Hampshire) as Assistant Chair until the Annual Meeting of the Joint Committee.

## **Councillor Gregory – In the Chair**

### **PATROL/EX/09/17 Executive Sub Committee Minutes**

#### **Decision**

To approve the minutes of the meeting held on 27 January 2009 subject to the inclusion of Councillors Bell and Councillor Auckland as present.

### **PATROL/EX/09/18 PATROL Adjudication Joint Committee Minutes**

The Minutes of the PATROL Adjudication Joint Committee held on 30 June 2009 were submitted for information.

#### **Decision**

To note the minutes and request the Head of Service make enquiries to avoid a clash with the Local Government Association Annual Conference.

### **PATROL/EX/09/19 PATROL Adjudication Joint Committee Executive Sub Committee (Wales)**

Councillor Jim Jones, Chair of the PATROL Adjudication Joint Committee Executive Sub Committee (Wales) gave a verbal report on the meeting held on 18 September 2009 where the Head of Service gave the members a presentation which spotlighted the development of the Wales model, with 8 authorities currently joined members, Cardiff soon to join, and a number of other authorities planning to join by 2011. It was agreed that a letter be sent to all Welsh authorities describing the work that PATROL does.

The Sub Committee noted the arrangements for welsh speaking appellants and the importance of the roll-out of on-line appeals and hearings conducted by phone, an innovation that was recommended to all the Welsh member authorities.

The members were informed of the Welsh administration's early thinking in relation to bus lanes enforcement issues and how the views of Welsh authorities would be sought on the shaping of the most appropriate form of regulatory.

#### **Decision**

To thank Councillor Jones for his report.

## **PATROL/EX/09/20 Annual Report of the Parking Adjudicators 2008/09**

The Chief Adjudicator presented her annual report and responded to questions from members. A number of case histories were included in the report and she indicated that encouraging feedback had been received from hearings and telephone appeals.

She also highlighted on-going work in relation to the review of signs that had been showcased at the Institute of Highway Engineers annual conference. Some radical ideas were emerging from that review which, although involving huge cost implications, had nevertheless been enthusiastically received. She emphasised the importance of ensuring that the review was not driven exclusively by the needs of the capital at the expense of rural communities, and that all interested parties were given opportunity to input their own thoughts and ideas into the process.

### **Decision**

To thank the Adjudicator for her informative and wide-ranging report; to note the new initiatives in relation to signs described, and to share her views about the importance of there being a comprehensive consultation on proposals for change that ensures that the outcomes reflect the needs of all communities.

## **PATROL/EX/09/21 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 powers by Councils in England (outside London), and (b) service standard performance.

The continuous improvement in the proportion of cases decided with 12 weeks was highlighted with both postal and telephone hearings reaching 99% and personals reaching 86% for the quarter year April to June 2009. It was also noted that that administrative targets were improving.

### **Decision**

1. To note the information in respect of the take up of civil enforcement powers.
2. To note the performance information.

## **PATROL/EX/09/22 Audit of Accounts 2008/09**

A report presenting the Annual Governance Report and Management Representation Letter for the Adjudication Joint Committee Accounts for 2008/09 was submitted together with the externally audited accounts from Grant Thornton.

Gavin Blackstone from Grant Thornton attended the meeting and gave a brief presentation on the audited accounts.

Diane Dunn from the lead authority presented the Annual Statement of Accounts for 2008/09 and highlighted a few minor amendments to the report.

### **Decision**

1. To note the response and follow up actions to the Annual Governance Report.
2. To approve the Management Representation Letter.
3. To approve the audited accounts for 2008/09

### **PATROL/EX/09/23 Budget Monitoring of Revenue Account 2009/10**

A report presenting general information on the introduction of the new bank account for the PATROL Adjudication Joint Committee and present expenditure monitoring information in respect of the revenue account for the four months ending 31 July 2009 was submitted.

### **Decision**

1. To note the information in respect of the new bank account with the Cooperative Bank introduced on 1 April 2009.
2. To note the proposals for Treasury Management at Appendix 1 of the report.
3. To note the expenditure monitoring information presented in Appendix 2 of the report.
4. To authorise the Lead Officer to incur expenditure against the revenue budget in excess of the £2,533,488 set by the Committee should the need arise, provided such expenditure is within the total income
5. To agree that should there be a surplus of income in the 2009/10 revenue account this is to be carried forward to the year 2010/11
6. To agree that should there be an excess of expenditure over budget in 2009/10 that any use of the reserves is in accordance with the established Reserves Policy

(Councillor Dickens expressed a personal interest as a member of the Co-operative Society)

**PATROL/EX/09/24      Date of next meeting**

**Decision**

To note that the next meeting of the Executive Sub Committee would be held on 26 January 2010, venue to be confirmed