

**NATIONAL PARKING ADJUDICATION SERVICE
MEETING OF THE EXECUTIVE SUB-COMMITTEE**

To be held at 12.00 Noon on 28th January 2003

At The National Motorcycle Museum, Coventry Road, Bickenhill, Solihull,
West Midlands

AGENDA

PART A

1. **APOINTMENT OF CHAIR, VICE CHAIR and ASSISTANT CHAIR**
To appoint Members to serve as Chair, Vice Chair and Assistant Chair of the Sub-Committee.
(These appointments to be effective until the Annual meeting in September 2003)
2. **URGENT BUSINESS**
To consider any items which the Chair has agreed to have submitted as urgent.
3. **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.
4. **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 should withdraw from the meeting during the consideration of the item.

5. **MINUTES**
To note the Minutes of the meeting NPASJC held at 12.30 pm on 18th September 2002.
[Enclosed]

6. **NEW NPASJC MEMBER COUNCILS**
To note that a number of existing SPA / PPA authorities in England [outside London] and Wales have joined NPASJC.
To extend the appointment of the Chief Parking Adjudicator to cover the areas of these Councils.
[Report enclosed]

7. **BUDGET MONITORING OF REVENUE AND CAPITAL EXPENDITURE**
To provide budget monitoring information for 2002/3
To note the Auditor's Report for year 2001/2
[Report enclosed]

8. **GENERAL PROGRESS AND SERVICE STANDARDS**
To provide information in respect of the take up of decriminalised parking enforcement powers by Councils in England [outside London] and Wales.
To provide monitoring information regarding service standards.
[Report enclosed]

9. **CAPITAL AND REVENUE BUDGETS for 2003/4**
To establish the Joint Committee's Capital and Revenue Budgets for 2003/4.
[Report enclosed]

10. **SERVICE CHARGES 2003/4**
To establish the NPASJC Service Charges to user councils for 2003/4
[Report enclosed]

11. **APPOINTMENTS TO THE ADVISORY BOARD**
To note that David Marklew retired on 31st December 2002 and has therefore been replaced by Scott MacBrayne as the representative from Winchester on the Committee's Advisory Board **[Report enclosed]**

12. RESIGNATION OF PART-TIME ADJUDICATORS

To inform the Committee of the resignation of two part-time parking adjudicators.

[Report enclosed]

HOWARD BERNSTEIN
Chief Executive
Manchester City Council
Town Hall, Albert Square,
Manchester, M60 2LA

CONTACT OFFICER
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AGENDA ISSUED : 11th January 2003

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
MINUTES OF THE MEETING HELD AT 12 NOON AT THE NATIONAL
MOTORCYCLE MUSEUM, BIRMINGHAM, ON 18TH SEPTEMBER, 2002.**

PRESENT:

Councillor Tony Burns - Manchester City Council
Councillor Ken Gregory - Thanet District Council
Councillor William Burke - Sefton Metropolitan Borough Council
Councillor John Chapman - Birmingham City Council
Councillor Roger Weaver - Southend on Sea Borough Council
Councillor Phrynnette Dickens - Hampshire County Council
Councillor Bob Barker - South Lakeland District Council
Councillor John Beveridge - Winchester City Council
Councillor Peter Crispin - Bristol City Council
Councillor David Robertson - Oxfordshire County Council
Councillor Marcelle Lloyd-Hayes - Herefordshire Unitary Council
Councillor Geoff Prest - Carlisle City Council
Councillor Roland Dibbs - Rushmoor Borough Council
Councillor Les Burden - Poole Borough Council
Councillor Len Murkin - Trafford Borough Council

Also in attendance:

Messrs Addicott, Bayless, Dare, Earnshaw, Edwards, Kennedy, Marklew, Martin, Mulholland, Mc Ewan, Pulham, Richardson, Satchwell, Spicer and Tinsley and Christine Crisp and Caroline Sheppard.

NPAS/01/01 APPOINTMENT OF CHAIR AND VICE CHAIR

DECISION/-

1. To appoint Councillor Weaver (Southend on Sea) as Chair and Councillor Gregory (Thanet) as Vice Chair until the Annual meeting of the Joint Committee in September, 2003.
2. To appoint, Councillor Burns (Manchester) as Assistant Chair.

NPAS/02/02 MINUTES

DECISION/-

To approve as a correct record the Minutes of the meeting held on 19 November, 2001.

**NPAS/02/03 FINAL REVENUE AND CAPITAL ACCOUNTS,
2001/2002**

The Revenue and Capital Accounts for the years 2001/2002, together with the Auditor's report on the accounts were submitted.

The Service Director informed members that the Auditor's report would not be received until 18 October, 2002. He stated that he had received correspondence from the Auditor saying that there were no significant issues that would arise that would need to be brought to the attention of the Joint Committee.

DECISION/-

1. To approve the draft 2001/2002 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 2001/2002 Revenue Accounts to the 2002/2003 Revenue Account.
3. To note the Auditors comments.

NPAS/02/04 NEW MEMBER COUNCILS

A report of the Lead Officer was submitted seeking approval to extend 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 Carlisle City Council, South Lakeland District Council, Cumbria County Council in respect of the Carlisle and South Lakeland areas, Norwich City Council, Norfolk County Council in respect of the Norwich area, Southampton City Council, Milton Keynes Council, Poole Borough Council, Hart District Council, Rushmoor Borough Council, Liverpool City Council, Purbeck District Council, East Dorset District Council, West Dorset District Council, North Dorset District Council, Wareham Town Council, Dorset

County Council in respect of the Purbeck, East Dorset, West Dorset, North Dorset and Wareham areas, Harrogate Borough Council and North Yorkshire County Council in respect of the Harrogate area.

2. To confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminous to their current appointments) to cover the areas of the Councils referred to above with effect from their various commencement dates appropriate to each authority area.

NPAS/02/05 GENERAL PROGRESS AND SERVICE STANDARDS

The Lead Officer presented a report on progress in respect of the take up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales; service standard performance against which NPAS is measuring how swift the service is delivered; detailing the external communication process the service has engaged and financial monitoring of the service during the current year.

In response to cost effectiveness and average cost of each appeal, the Service Director undertook to present a report to a future meeting in this connection.

DECISION/-

1. To note the expected take up of decriminalised parking enforcement powers during 2002 - 2004.
2. To note the performance attained against the agreed indicators for the year 2001/2002 against which the NPAS is measuring how swiftly the service is delivered and the first quarter of 2002/2003 which are measuring availability and responsiveness.
3. To note the external communication arrangements and the financial monitoring information.

NPAS/02/06 TRIBUNALS FOR USERS - PROGRAMME UPDATE

A report was submitted providing an update on the Lord Chancellor's 'Tribunals for Users' programme following the Review of Tribunals by The Rt. Hon. Sir Andrew Leggatt.

DECISION/-

1. To note the information contained in the report, including the response on the government consultation submitted by the Lead Officer.

2. To request the Lead Officer to keep the joint Committee informed on developments in this connection.

NPAS/02/07 NPASJC ADDITIONAL FUNCTIONS 2001/2002

The Lead Officer informed the Joint Committee of the proposal to extend the Joint Committee's functions to include transportation adjudication processes such as bus lane enforcement and road user charging.

DECISION/-

1. To note the latest situation with regard to the proposal to establish an Addendum to the NPASJC Agreement that will enable the Joint Committee to exercise adjudication functions in respect of bus lane enforcement by member councils.
2. To authorise the Lead Officer to continue making the necessary arrangements for the Joint Committee to exercise bus lane adjudication functions as part of the NPASJC Agreement arrangements.

NPAS/02/08 PART TIME PARKING ADJUDICATOR APPOINTMENTS

A report was submitted informing the Committee of the appointment of part-time Parking Adjudicators.

In reply to a question the Chief Parking Adjudicator agreed that it was important to address ethnic diversity when making these appointments, also that she would present a report to a future meeting listing the Adjudicators and the area they represented.

DECISION/-

To note the appointment of the fifteen part-time Parking Adjudicators detailed in the report for a five year term of office.

NPAS/02/09 ANNUAL REPORT OF THE PARKING ADJUDICATORS

The Annual report of the Adjudicators for the period 1 April 2001 to 31 March, 2002 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/02/10 ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE

A report was submitted on the appointment of an Executive Sub-Committee for the forthcoming year.

DECISION/-

1. To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee, in accordance with the Terms of Reference detailed in the Appendix to the report, until the annual meeting in September 2003, comprising Councillors Burden (Poole B.C.), Dibbs (Rushmoor B.C.), Prest (Carlisle C.C.), Lloyd-Hayes Herefordshire U. C.), Crispin (Bristol C. C.), Barker (South Lakeland D.C.), Weaver (Southend on Sea B.C.), Gregory (Thanet D.C.), Burns (Manchester C.C.), Beveridge (Winchester C.C.) Dickens (Hampshire C.C.) and the representative from Neath Port Talbot Borough Council.
2. That substitutes be appointed to attend the meeting providing prior notification is given.
3. That the next meeting of the Sub-Committee be held at 12 noon on Tuesday, 28 January, 2003, at the National Motorcycle Museum in Birmingham.

NPAS/02/11 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/-

1. 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 Marklew

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 - Andy Vaughan
A representative each from the DTLR and NAFW (Ex-Officio) -
John Gant (DTLR), John Merrick (NAFW)
A representative from a motoring association (Ex-Officio)-
Kevin Delayney (RAC Foundation)
An independent person with knowledge of judicial or tribunal
systems (Ex-Officio) -
Graham Addicott OBE

2. To record the thanks of the Joint Committee to Paul Necus for the significant contribution he has made to the Advisory Board.

NPAS/01/06 CYCLE OF MEETINGS

DECISION/-

1. 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. That an exception to (1) above be made for the year 2002/2003 given that there may not be a need to hold a meeting in January 2003, but should the need arise, a date to be agreed with the Chair.

H/committee/npasjc/18sept02

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB-COMMITTEE**

REPORT FOR RESOLUTION

DATE: 28th January 2003
AGENDA ITEM Number 6
SUBJECT: New NPASJC Councils
REPORT OF: The Lead Officer,
On behalf of the Advisory Board

PURPOSE OF REPORT

To request the Committee to confirm the extension of the Chief Parking Adjudicator's appointment to cover the areas of a number of Councils who have become party to the NPASJC Agreement.

RECOMMENDATIONS

It is recommended that the Joint Committee:

[I] Note that since the meeting held on 18th September 2002 the Councils listed in the Appendix have become a party to the NPASJC agreement and,

[II] Confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminous to their current appointments) to cover the areas of the authorities detailed in Appendix 1 with effect from their various commencement dates appropriate to each authority area.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

There are no immediate consequences to either the Revenue or Capital budgets. However, authorities taking up decriminalised parking enforcement powers will help to assist in future economies of scale.

CONTACT OFFICER

Bob Tinsley NPAS Headquarters, Barlow House, Minshull Street, Manchester.
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Minutes of the NPAS Joint Committee held on 18th September 2002

National Parking Adjudication Service Joint Committee Agreement.

Files containing associated correspondence.

Road Traffic Act 1991.

The following associated Special Parking Area / Permitted Parking Area
Designation Order Statutory Instruments:

Basingstoke and Deane	S.I. 2002 No. 2187
Brentwood	S.I. 2002 No. 1504 & S.I. 2002 No. 2440
Chelmsford	S.I. 2002 No. 2184
Colchester	S.I. 2002 No. 2186
Epping Forest	S.I. 2002 No. 2185
Nottingham	S.I. 2002 No. 2012
Bury	S.I. 2002 No. 2188
Weymouth and Portland	S.I. 2002 No. 2705
Eden	S.I. 2002 No. 2520

1.0 BACKGROUND

- 1.1 Since the meeting of the Joint Committee on 18th September 2002, the local authorities listed in the Appendix have become a party to the NPASJC Agreement.
- 1.2 Hampshire County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Basingstoke and Deane area of Hampshire. Cumbria County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Eden area. Dorset County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Weymouth and Portland area. It is however necessary to extend the appointment of the Chief Parking Adjudicator to cover the on-street areas of the districts in these county councils areas.
- 1.3 In order to avoid the need for the Joint Committee to meet on each occasion that a Council wishes to join NPASJC it was delegated to the Lead Officer to extend the appointment of the Chief Parking Adjudicator to cover such areas. Similarly, the authority to appoint part-time Parking Adjudicators to the areas of joining Councils was delegated to the Chief Parking Adjudicator.
- 1.4 Leading Counsel previously advised that as soon as possible after such delegation has been exercised it is prudent for the Joint Committee to resolve to confirm the appointment of the Chief Parking Adjudicator to cover these areas. Accordingly, the Committee is requested to confirm the action of the Lead Officer as detailed in the recommendations of this report.

APPENDIX

List of local authorities that have become a party to the NPASJC Agreement since the meeting of the Joint Committee held on 18th September 2002.

Essex County Council
Basingstoke and Deane Borough Council
Brentwood Borough Council
Chelmsford Borough Council
Colchester Borough Council
Epping Forest District Council
Nottingham City Council
Bury Metropolitan Borough Council
Weymouth and Portland District Council
Eden District Council

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB-COMMITTEE**

REPORT FOR RESOLUTION

DATE: 28th January 2003

AGENDA ITEM: Number 7

SUBJECT: Monitoring of Revenue and Capital Accounts for
2002/2003

JOINT REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

To present to the Committee expenditure monitoring information in respect of the Revenue and Capital Accounts for the 2002/2003

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note the expenditure monitoring information presented in the body of the report.
- [ii] Authorise the Lead Officer to incur expenditure against the revenue budget in excess of the £1,322,800 set by the Committee should the need arise, provided such expenditure is within the total income for the year.
- [iii] Agree that should there be a surplus of income in the 2002/3 revenue account this is to be carried forward to year 2003/4.
- [iv] 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 2002/2003 accounts.
- [v] Note the Auditor's report to the Joint Committee regarding the statement of accounts, its income and expenditure for the year ended 31st March 2002

CONTACT OFFICER

Bob Tinsley NPAS Headquarters, Barlow House, Minshull Street, Manchester.
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Files containing funding bids to government and associated correspondence.
Minutes of the NPAS.JC Executive Sub-Committee Meeting 30th January 2001
Auditor's Report to the National Parking Adjudication Service Join Committee for
year ending 31st march 2002.

1.0 INTRODUCTION

- 1.1 At the meeting of the Joint Committee held on 19th November 2001 revenue and capital budget estimates were approved for the year 2002/2003.
- 1.2 This report provides the Committee with the expenditure position for the first half of year 2002/2003. Details are given in the Appendix.
- 1.3 The adjudication service is operated on a self-financing basis with income obtained from charges made to NPASJC member authorities. Capital approvals were obtained from central government of £200,000 for a two year period commencing 1st April 2001.
- 1.4 In addition Manchester City Council has made £250,000 available during the first five years of operation via a loan should this be needed to financially support the service during its early years.

2.0 BACKGROUND

2.1 Revenue Expenditure

- 2.2 The revenue budget estimate was established by the Committee for 2002/2003 on the basis that this would reflect the Councils who are already members of the NPASJC agreement and those wishing to join during the year. As the year has developed there have been some variations to the take up of DPE powers from that expected. These variations necessarily affect both the contributions from member councils and the expenditure in providing the service. Accordingly, the Service Director in consultation with the Advisory Board is managing the revenue finances of the service with a view to balancing expenditure and income. Details are given in the Appendix.
- 2.3 The figures indicated are the expenditure and the remaining available budget for each item at the half year stage. The full year budget estimate was based on the predicted take up of decriminalised parking enforcement during the year and the number of Penalty Charge Notices each council has predicted it will issue. The income reported is based on the actual fees levied from the councils. Not all councils are taking up the powers on the time scale they had previously predicted, some have different commencement dates and some different rates of PCNs issued than forecast. It therefore becomes too complex to assimilate with any degree of accuracy the actual profile during the currency of the year.

- 2.4 Within the accounts there is a surplus of £153,210 carried over from previous years which has not been shown in the appendix, as this would mask the picture for the current year.
- 2.5 The service has a short history to call upon that would inform the profiling of income and expenditure for future years when setting the budget estimates. The monitoring of the revenue account expenditure and income at the half year stage is showing that expenditure is likely to match the approved budget and that income is likely to exceed the budget. If this proves to be the case it would result in a surplus of £150,000 at the year end.
- 2.6 However, the higher than predicted income is resulting from a larger than expected number of penalty charge notices being issued by the councils. This in turn could result in a higher number of appeals being received than estimated and hence a need for greater expenditure than that provided in the budget.
- 2.7 Should it be the case that there is a need for a greater expenditure than that provided for in the approved budget then there is a recommendation to authorise the Service Director to incur additional expenditure, provided such expenditure does not exceed the income for the current year.
- 2.8 Should it be the case that the revenue account falls into deficit then the Lead Authority has made a loan available should it be needed. A recommendation has therefore been included for this eventuality.
- 2.9 Should there be a greater income than expenditure in the year then there is a recommendation that this be transferred into the succeeding year as reserves.
- 2.10 Capital Expenditure**
- 2.11 Supplementary Credit Approval of £200,000 was obtained from central government for years 2001/2002 and 2002/2003 combined over the two years. The Committee previously agreed to treat the two years together for expenditure purposes. It was reported to the meeting held on 18th September 2002 that expenditure for 2001/2002 was £138,107. The remaining SCA is being used for the fit out of the new NPAS Headquarters at Barlow House, this is now nearing completion. At this stage it is estimated that the full amount of SCA available will be expended over the period.

3.0 AUDITOR'S REPORT

- 3.1** The Auditor's report to the Joint Committee in respect of the statement of accounts prepared by the Treasurer for the year ending 31st March 2002 has been issued since the Joint Committee met on 18th September 2002. A copy of the report is enclosed in the appendix.
- 3.2** It is recommended that the Committee note the report.

APPENDIX

Monitoring of approved revenue budget for 2002/2003 at the half year stage.

	Approved Annual Estimate	Expenditure at half year point	Available budget
EXPENDITURE	£	£	£
Adjudicators	490,000	218,713	271,287
Employees	358,000	142,991	215,009
Premises	146,500	88,872	57,628
Supplies and Services	259,800	160,463	99,337
Service Management and Support	43,000	43,000	0
Repayment of Dev. Fund Loan	0	0	0
Audit Fee	500	500	0
Capital Finance	5,000	5,000	0
Contingency	30,000	0	30,000
TOTAL EXPENDITURE	1,322,800	659,539	673,261
INCOME			
Annual contribution	26,000	25,974	500 (predicted)
PCN charge	1,306,800	696,490	700,000 (predicted)
Case Charge	0	0	0
Development Fund Loan	0	0	0
TOTAL INCOME	1,322,800	772,464	600,336 (for break even) 700,500 (predicted)
NET EXPENDITURE		112,926 (surplus)	150,164 (predicted surplus)

Capital Programme for 2001/2007

For the purposes of Local Transport Plans the agreed budget estimate profile is provided below. The expected expenditure profile is also provided.

Five Year Capital Account Budget Estimate Profile 2001-2007

Year	2001/2	2002/3	2003/4	2004/5	2005/6	2006/7
	£000	£000	£000	£000	£000	£000
Estimate	100	100	100	50	nil	nil
Expected	138	62	100	50	nil	nil

AUDITOR'S REPORT



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**AUDITOR'S REPORT TO THE NATIONAL PARKING ADJUDICATION
SERVICE JOINT COMMITTEE**

We have audited the statement of accounts of the National Parking Adjudication Service Joint Committee which have been prepared by the Treasurer.

Our audit was carried out in accordance with auditing standards and included examination, on a test basis, of evidence relevant to the amounts and disclosures in the statements of accounts, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In our opinion the statement of accounts present fairly the position of the National Parking Adjudication Service Joint Committee at 31 March 2002 and its income and expenditure for the year then ended.

Date: 7/11/02

Signature: *H. Stevenson*

Helen Stevenson
Audit Manager



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NATIONAL PARKING ADJUDICATION SERVICE

Appendix 1

SUMMARY REVENUE ACCOUNT 2001/2002

2000-2001		2001-2002
£		£
-4,650	Surplus b/f	-113,574.03
165,059	Adjudicators	203,924.93
77,898	Employees	204,363.62
21,768	Premises	18,340.08
18,637	Transport	26,409.16
172,935	Supplies and Services	485,682.70
15,731	Capital Financing	26,284.94
<u>472,028</u>	Gross Expenditure	<u>965,005.43</u>
-580,952	Fees and Charges	-1,004,642.37
<u>-580,952</u>	Gross Income	<u>-1,004,642.37</u>
<u>-108,924</u>	Surplus	<u>-39,636.94</u>
-113,574 ***	Surplus c/f	-153,210.97

Treasurer: *[Signature]*

Date: 7/11/02

D Audit *[Signature]*

Date: 7/11/02.

*** In preparing the revenue accounts for 2001/2002, a double counting error was discovered relating to the 2000/2001 accounts, which understated the surplus carried forward by £4,649. This has now been corrected so that the balance brought forward at 1/4/01 is £113,574 and not £108,925 as previously stated.

NATIONAL PARKING ADJUDICATION SERVICE

Appendix 2

BALANCE SHEET 31ST MARCH 2002

31-Mar-01		31-Mar-02	31-Mar-02
£		£	£
	Fixed Assets		
66,902	Fixed Assets		92,071
	Current Assets		
340,076	Debtors	273,312	
-226,502	Cash	<u>-79,466</u>	
113,574		193,846	
	Current Liabilities		
0	Creditors	<u>-40,635</u>	
0		-40,635	
113,574	Net Current Assets		153,211
-13,380	Long-term Borrowing (in excess of one year)		-18,414
-53,522	Deferred Contributions		-73,657
<u>113,574</u>			<u>153,211</u>
	Reserves		
-113,574	Revenue Account Surplus		-153,211
<u>-113,574</u> ***			<u>-153,211</u>

Treasurer: Richard

Date: 7/11/02

D Audit: H Stevenson

Date: 7/11/02

*** In preparing the revenue accounts for 2001/2002, a double counting error was discovered relating to the 2000/2001 accounts, which understated the surplus carried forward by £4,649. This has now been corrected so that the accumulated reserve at 1/4/01 is £113,574 and not £108,925 as previously stated.

National Parking Adjudication Service Joint Committee

Statement of Accounting Policies

1 General

These Accounts have been prepared, as far as possible, in accordance with the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), and also with guidance notes issued by CIPFA on the application of accounting and financial reporting standards.

2 Fixed Assets

Fixed Assets represent the depreciated gross costs of capital items such as building adaptations and equipment. Assets acquired prior to 01/02 have been fully depreciated as at 31st March 2002. The value shown in the balance sheet is the depreciated value of the purchases in 2001/2002 based on a 3 year life.

3 Deferred Contributions

Capital expenditure has been covered by Supplementary Credit Approvals (SCAs) issued from the government to Manchester City Council, as Lead Authority. These SCAs result in extra Revenue Support Grant to the Lead Authority. In the period since the National Parking Adjudication Service (NPAS) was established, this extra grant has averaged about 80% of the SCA values. This has been treated in the Accounts as a 'Deferred Contribution' from the Lead Authority, thereby reducing the amount that NPAS has to fund.

4 Basis of Capital Financing Charges

For the purposes of these Accounts it has been assumed that the balance of the capital expenditure (20%) has been financed by loans from the Lead Authority, repaid over the same period as the Fixed Assets are depreciated.

5 The Matching Principle

The Accounts are maintained on an accruals basis, in accordance with the Accounting Code of Practice. Expenditure is charged to the period in which goods or services are received rather than when the payment is made. Similarly, income is credited to the period it falls due rather than when it is received.

6 Value Added Tax (VAT)

VAT is excluded from both income and expenditure where it can be recovered.

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB-COMMITTEE**

REPORT FOR RESOLUTION

DATE: 28th January 2003

AGENDA ITEM Number 8

SUBJECT: General Progress and Service Standards

JOINT REPORT OF: The Lead Officer
On behalf of the Advisory Board

PURPOSE OF REPORT

To report to the Committee on progress in respect of: (a) the take up of decriminalised parking enforcement powers by Councils in England [outside London] and Wales; (b) interim service standard performance against which NPAS is measuring the service delivered.

RECOMMENDATIONS

It is recommended that the Committee:

- [i] Note the information provided in Appendix 1 to the report in respect to the expected take up of decriminalised parking enforcement powers during 2002 - 2004.
- [ii] Note the interim performance attained against the agreed service standard indicators during the first two quarters of 2002/2003.

CONTACT OFFICER

Bob Tinsley NPAS Headquarters, Barlow House, Minshull Street,
Manchester,
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Reports to NPASJC Committee Meeting held on 18th September 2002.

BACKGROUND

1.0 INTRODUCTION

- 1.1 Reports have been submitted to previous meetings of the Joint Committee that provided information in respect of likely take up of decriminalised parking enforcement by local authorities in future years; this report provides the latest picture.
- 1.2 The latest set of recorded performance indicators are reported and figures are provided for the first two quarters of 2002/3.
- 1.3 Interim details are provided of the outcome of appeals received during the period from 1st April 2002 to 30th September 2002.

2.0 TAKE UP OF DECRIMINALISED PARKING ENFORCEMENT POWERS

- 2.1 The latest information regarding the expected take up of the Road Traffic Act 1991 powers during the period 2002- 2004 is given in Appendix 1.
- 2.2 As predicted there has been a significant take up of decriminalised parking enforcement powers by councils since the Joint Committee last met.
- 2.3 There are now 80 councils that are a party to the NPASJC Agreement, with some 68 Special & Permitted Parking Areas now established in the scheme. It is predicted that there will be a further 3 SPAs by the end of the current financial year.
- 2.4 In 2003/4 another 25 SPAs are expected. In the region of 40 other councils are considering adopting the powers. About 10 are aiming for a commencement date of 1st April 2004, whilst at this stage others have no definite time scale proposed.
- 2.5 The Committee are requested to note the information provided in Appendix 1 of the report in respect to the expected take up of decriminalised parking enforcement powers during 2002 - 4.

3.0 SERVICE STANDARDS - PERFORMANCE INDICATORS

- 4.1 At the meeting held on 19th September 2000 the Committee agreed to adopting two performance indicators that would nominally measure how swiftly appeals are being processed between the appeal being received and the adjudicators' decision being issued. The two indicators are 80% of postal appeals to be processed within 42 days, and 80% of personal appeals to be processed within 56 days.

- 4.2 The indicators measuring how swiftly the service is being delivered were measured and previously reported for the first and second full years of operation, details are given in Table 1 below.

TABLE 1

PERIOD	% OF POSTAL APPEALS DECIDED WITHIN 42 DAYS	TARGET	% OF PERSONAL APPEALS DECIDED WITHIN 56 DAYS	TARGET
Year 2000/1	57% (1477 Appeals)	80%	59% (713 Appeals)	80%
Year 2001/2	80% (3178 Appeals)	80%	82% (1339 Appeals)	80%

- 4.3 Similar interim indicators are now available for the first two quarters of the current year and are given in Table 2 below.

TABLE 2

PERIOD	% OF POSTAL APPEALS DECIDED WITHIN 42 DAYS	TARGET	% OF PERSONAL APPEALS DECIDED WITHIN 56 DAYS	TARGET
1 st Quarter 2002/3	78% (1355 Appeals)	80%	83% (522 Appeals)	80%
2 nd Quarter 2002/3	81% (1446 Appeals)	80%	82% (807 Appeals)	80%

- 4.4 It should be noted that for data in Tables 1 and 2 appeals measured includes those received and decided during the period but appeals that were not decided, for example because the appellant has requested their personal hearing to be rescheduled, have been excluded from the figures.
- 4.5 The Committee are requested to note the interim performance attained against the agreed indicators for the first half of year 2002/2003.
- 4.6 Two additional indicators are being measured from 1st April 2002. These give an indication of availability and responsiveness for the

service. Details for the first two quarters of 2002/3 are given in Table 3 below.

Table 3

PERIOD	% of phone calls answered within 15 seconds	TARGET	% of appeals acknowledged within 2 working days	TARGET
1 st Quarter 2002/3	96% (7500 calls)	80%	99% (1839 appeals)	80%
2 nd Quarter 2002/3	95% (9135 calls)	80%	99% (2234 appeals)	80%

4.7 The performance achieved so far against the indicators detailed in Table 3 would suggest that these targets could be reviewed. These targets have only been in operation since 1st April 2002 and it is suggested that the Service Director reviews the targets after the first year with a view to setting more challenging but achievable targets for the future.

**APPENDIX 1
EXISTING AND FUTURE TAKE UP OF DECRIMINALISED PARKING
ENFORCEMENT POWERS BY LOCAL AUTHORITIES IN ENGLAND AND
WALES**

Existing SPA/PPA Areas

Ashford	Neath Port Talbot
Barrow	Norfolk [Norwich]
Basingstoke and Deane	Northampton
Bedford	Northamptonshire [Northampton]
Bedfordshire [Bedford]	North Dorset
Birmingham	North Yorkshire [Harrogate]
Bolton	Norwich
Bournemouth	Nottingham
Brentwood	Oldham
Brighton & Hove	Oxfordshire [Oxford]
Bristol	Plymouth
Buckinghamshire [High Wycombe]	Poole
Bury	Portsmouth
Canterbury	Purbeck
Carlisle	Reading
Chelmsford	Rushmoor
Colchester	Salford
Cumbria [Barrow, Carlisle, Eden, & South Lakeland]	Salisbury
Dartford	Sandwell
Dorset [All Boroughs]	Sefton
Dover	Sevenoaks
East Dorset	Shepway
East Sussex [Hastings]	Somerset [Taunton Deane]
Eden	Southampton
Epping Forest	Southend-on-Sea
Essex [Brentwood, Chelmsford, Colchester, & Epping Forest]	South Lakeland
Gravesham	Stoke-on-Trent
Hampshire [Basingstoke and Deane, Hart, Rushmoor, & Winchester]	Swale
Harrogate	Taunton Deane
Hart	Thanet
Hastings	Three Rivers
Herefordshire	Tonbridge & Malling
Hertfordshire [Watford & Three Rivers]	Trafford
Kent [All Boroughs]	Tunbridge Wells
Liverpool	West Dorset
Luton	Wiltshire [Salisbury]
Maidstone	Wareham
Manchester	Weymouth and Portland
Medway Unitary	Winchester
Milton Keynes	York

Additional Special Parking Areas predicted by 31st March 2003

Area	Expected commencement date
Christchurch	03-Feb-03
Sunderland	19-Feb-03
Copeland	03-Mar-03

Special Parking Areas predicted during 2003/4

Area	Expected commencement date
Swindon	01-Apr-03
Maldon	01-Apr-03
Basildon	01-Apr-03
Harlow	01-Apr-03
Allerdale	07-Apr-03
Slough	07-Apr-03
Aylesbury Vale	27-Jun-03
Middlesborough	01-Jun-03
Tendering	01-Jun-03
South Beds	mid 2003
Mid Beds	mid 2003
Tameside	mid 2003
Peterborough	Sept-03
Wirral	Oct-03
Dacorum	Oct-03
Wigan	01-Oct-03
Wokingham	Oct-03
Rochdale	Oct-03
Test Valley	Oct-03
Preston	Nov-03
Blackburn with Darwen	01-Nov-03
Worthing	2003
Newcastle	2003
Stockport	2003
Walsall	2003

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB COMMITTEE**

REPORT FOR RESOLUTION

DATE: 28th January 2003
AGENDA ITEM Number 9
SUBJECT: Revenue and Capital Budget Estimates 2003/2004
REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

To request the Committee to approve the Revenue and Capital Budget Estimates for 2003/2004.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Agree to adopt the Revenue Budget estimates for 2003/2004 as detailed in the Appendix.
- [ii] Agree to adopt the five year projected capital estimates as detailed in the Appendix and request the Lead Authority to include this within their future LTP funding bids to government.
- [iii] Agree to adopt a Capital Budget estimate of £100,000 for 2003/4 in line with the LTP Supplementary Credit Approvals settlement.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

It is intended that, in the long term, the service will be self-financing as a result of charges made to participating local authorities.

These charges are the subject of a separate report on the agenda and are recommended with a view to the service continuing to be self-financing.

In the short term, advantage has been taken to off set much of the start up costs from the £200,000 of Supplementary Credit Approvals (SCA) obtained from government during years 1998/99 to 2000/1.

A successful bid via the Lead Authority's LTP bidding process made a further £200,000 available during the two year period 2001/2 and 2002/3 that will enable the expansion of the service, in line with the take up of decriminalised parking enforcement powers by a large number of Councils during the period.

In line with the Joint Committee's Capital programme a further bid for £100,000 of SCA for 2003/4 was submitted via the Lead Authority's LTP.

A loan facility of up to £250,000 has been made available from the Lead Authority's Development Fund, should this be needed over the first five years of the service.

CONTACT OFFICER

Bob Tinsley NPAS Headquarters, Barlow House, Minshull Street, Manchester,
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Files containing funding bids to government and associated correspondence.

1.0 INTRODUCTION

- 1.1 An assessment has been made of the likely service take up during 2003/2004 and therefore the Adjudicators, administrative support and accommodation needed. This report deals with the consequential establishment of budgets to meet this level of demand.
- 1.2 The adjudication service is operated on a self-financing basis with income obtained from charges made to NPASJC member authorities. Capital approvals were obtained from central government of £100,000 in 1998/1999 and £100,000 in 1999/2000.
- 1.3 A further £200,000 of SCA with a two-year certificate was made available during 2001/2002 and 2002/2003.
- 1.4 In line with the Joint Committee's Capital programme a further bid for £100,000 of SCA was made for year 2003/4.
- 1.5 In addition, the Lead Authority has made £250,000 available during the first five years of operation via a loan, should this be needed to financially support the service during its early years.

2.0 BACKGROUND

Revenue Budget Estimates

- 2.1 With the benefit of Supplementary Credit Approvals from the government it has been possible to broadly balance the income and expenditure associated with the previous revenue budgets without the need to charge a 'joining fee' to Councils.
- 2.2 Based on the experience so far, an assessment has been made of the revenue budget that will be needed to meet the demands on the service during 2003/2004. The assessment has taken into account current and additional spending that will be needed as a result of the expected take up of decriminalised parking enforcement powers by other local authorities during the year. Of the sixty-eight enforcing councils that make a contribution to the NPAS running costs and will be in the scheme from 1st April 2003, thirty-two have a 'track record' upon which some degree of certainty can be used as a reasonably firm basis on which to predict service demand.
- 2.3 It is not certain at this stage which councils, or when they will actually exercise their enforcement powers in respect of decriminalised bus lane enforcement once the powers are available to them. An estimated figure of £150,000 has been assumed as part of the income stream from penalty

charge fees element. A degree of flexibility will be needed in the management of the accounts in this regard, and it may be necessary to request a supplementary budget as the year progresses.

- 2.4 A contingency of £30,000 has been included in the estimates. However, there are already reserves of £153,210 available from previous years and if needed, this could be supplemented by a loan from the Lead Authority's Development Fund.
- 2.5 The budget has been set with a view to meeting the expected demands on the service and yet reflecting the economies of scale and income that should arise from an expanding service within the service charges, which are reported elsewhere on the agenda.
- 2.6 In the previous year provision of and support to information technology used by the service has been included in the supplies and service element of the budget. To solve problems associated with the geographic spread of the NPAS jurisdiction and provide efficient and effective coverage, great reliance is being placed on IT to enable communication of information in the management of the appeals and consideration of appeals by the Adjudicators. As this area of expenditure is now becoming substantial it is proposed to separate this it out from supplies and services from 2003/4.
- 2.7 Details of the proposed revenue budget are contained in the Appendix.

Capital Budget Estimates

- 2.8 With the benefit of Supplementary Credit Approvals in previous years it has been possible to help establish NPAS and continue the expansion of the service involving the development of a case management system, associated hardware and the relocation of the headquarters.
- 2.9 In the early part of 2003/4 it is expected that the development of the case management system will be such that it will be ready for the adjudicators to be brought 'on-line' within the NPAS private IT network. In electronic communications terms this will enable the adjudicators to receive case papers and then consider appeals within a 'safe' electronic environment regardless of their geographic location. For this purpose a sum of £100,000 has been estimated within the 2003/4 capital account and this is in line with the SCA bid.
- 2.10 The Lead Authority has been informed by the government that the bid for £100,000 of SCA during 2003/4 on behalf of the Joint Committee has been successful.

- 2.11 The Committee are therefore requested to adopt a capital budget of £100,000 for year 2003/4 and authorise the Service Director to proceed with expenditure within this limit. The funding is to be used to help provide information technology and associated communication infrastructure for the adjudicators.
- 2.12 The continuation of the capital development process needed by the service to meet the demands that will arise as a result of the large number of councils proposing to adopt decriminalised parking enforcement powers is still appropriate. Such funding assists in the provision of the service's infrastructure requirements needed to reflect this growth. The five-year capital budget estimate previously agreed by the Committee is still appropriate, although it requires adjustment for future years. It is therefore requested that the Committee confirm the revised five year capital estimates detailed in the Appendix and request the Lead Authority to include these in its future years LTP submission to the Government.

APPENDIX

RECOMMENDED REVENUE ACCOUNT ESTIMATE for 2003/2004

EXPENDITURE	Year 2002/3	Year 2003/4
	£	£
Adjudicators	490,000	526,540
Employees	358,000	568,110
Premises / Accommodation	146,500	192,600
Supplies and Services	259,800	157,500
Information Technology	N/A	281,650
Service Management and Support	43,000	43,000
Repayment of Development Fund Loan	0	0
Audit Fee	500	1,500
Capital Finance Charges	5,000	12,000
Contingency	30,000	30,000
TOTAL EXPENDITURE	1,322,800	1,812,900
INCOME		
Annual contribution	26,000	17,000
Penalty Charge Notices		
Parking	1,306,800	1,645,900
Bus Lanes	0	150,000
Adjudication case charge	0	0
Development Fund Loan	0	0
TOTAL INCOME	1,322,800	1,812,900
NET EXPENDITURE	0	0

Recommended Capital Programme for 2003/2009

There will be a requirement for £100,000 of capital expenditure during 2003/2004 as detailed in the report.

For the purposes of Local Transport Plans a budget estimate profile is provided below.

Five Year Capital Account Budget Estimate Profile 2004-2009

Year	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9
	£000	£000	£000	£000	£000	£000
Estimate	100	200	200	100	100	100

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB COMMITTEE**

REPORT FOR RESOLUTION

DATE: 28th January 2003
AGENDA ITEM Number 10
SUBJECT: To establish the NPASJC Service Charges to user councils for 2003/2004
JOINT REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

To establish the charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2003/2004.

RECOMMENDATIONS

It is recommended that:

[i] The Joint Committee adopt the following charges in support of the service to be made to participating local authorities during the financial year 2003/2004, as detailed below.

ELEMENT	CHARGE
Annual Charge [per SPA]	£250.00
Charge per PCN Issued	£0.65
Charge per Adjudication Case	nil.

[ii] Service Charges for bus lane related areas of adjudication, should they come within the remit of the Joint Committee during the year, to be charged at £0.65 per PCN issued. The Service Director be requested to keep this element of the charges under review and report back should this become necessary.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

It is intended that service will, in the long term, continue to be self financing as a result of contributions made from participating local authorities.

The charges recommended for 2003/4 are with a view to the service continuing to be self-financing.

A reserve of £153, 211 plus any additional reserves from year 2002/3 are available in the event of the income not been sufficient to match the expenditure during 2003/4. In addition a loan of up to £250,000 has been made available from the Manchester City Council Development Fund, should this be needed.

CONTACT OFFICER

Bob Tinsley NPAS Headquarters, Crown Square, Manchester.
Tel: 0161 834 1881

BACKGROUND DOCUMENTS

Report to the NPASJC on 19th November 2001 – To establish the NPASJC Service Charges to user councils for 2002/2003.

1.0 INTRODUCTION

- 1.1 An essential element for a local authority when adopting decriminalised parking enforcement powers is the existence of a means to appeal to an independent parking adjudicator. The Special Parking Area / Permitted Parking Area authorities are required to fund adjudication as part of their powers.
- 1.2 The service has benefited from Supplementary Credit Approvals from government that have resulted in there not being a need to make a 'joining fee' charge.

2.0 BACKGROUND

- 2.1 The NPASJC agreement provides for the adjudication service is to be operated on a self-financing basis with revenue obtained from charges made to participating [SPA] local authorities. An estimate has been made of the likely service take up during 2003/2004. The level of charging has been based on this predicted service activity. It is the practice only to levy charges from those enforcing authorities who manage the enforcement income stream.
- 2.2 The current level of appeals are on average at the 0.35% level which in part is a reflection of the delay between Councils adopting the powers and the period when the appeals could be or are likely to be lodged with the service. For 2003/4 estimates have been based on this appeal rate and this has been reflected in the proposed charge per PCN.
- 2.3 For 2001/2 and 2002/3 the case charge was set at nil. Whilst councils are required to properly consider Representations from vehicle owners who consider there is a ground for cancellation of the Penalty Charge, by setting the case charge at nil there was concern that there may be an increase in the number of cases that come to appeal. At this stage it is too early to be able to report if there has been an effect on the number of cases. It is therefore proposed to keep the case charge as nil for the present and continue to monitor for this possible effect.
- 2.4 An undertaking was given to government in the run up to establishing the service that the service would be made available to all SPA/PPA authorities in England [outside London] and Wales. In establishing the charges and considering the options for recommendation the Advisory Board have been mindful of the need to ensure that the charges are both equitable and not prohibitive to any particular type or size of local authority. Previously an annual charge of £500 has been agreed. With the growing number of SPA/PPA authorities it is now possible to offer an

economy of scale that would be helpful to those authorities who issue relatively small numbers of PCNs. It is therefore proposed to reduce the annual charge to £250 per SPA.

2.5 With the number of councils in the scheme it will be necessary to increase the revenue budget to reflect the increased demands placed on the service. However with the increase in the number of PCNs issued by councils in the scheme and those predicted to join during 2003/4 it becomes possible to reflect the economies in scale that this brings. Therefore, whilst account has been taken for inflation in the proposed budget estimate it is now possible to reduce the current charge per Penalty Charge Notice of £0.70 to £0.65 for 2003/4. Taking inflation into account this represents a reduction in the charges of about 10%.

2.6 It is therefore, recommended that the following service charges be adopted by the Joint Committee for 2003/2004.

ELEMENT	CHARGE
Annual Charge	£250.00
Charge per PCN Issued	£0.65
Charge per Adjudication Case	nil

2.7 The charge per PCN would be that number equivalent to the figure returned to the Home Secretary as part of the statistical returns.

2.8 It has been previously reported to the Committee that there are proposals for NPAS to be the tribunal service for other types of traffic related enforcement in the future. It is understood that progress is being made in the introduction of bus lane enforcement and this is likely to be available for NPAS councils during 2003/4.

2.9 Approximately twenty councils have indicated that they are likely to exercise bus lane enforcement although not all would do so immediately the powers are available. Information regarding the number of penalty charges that are likely to be issued by these councils is a little sketchy at this stage. In the proposed revenue budget estimates for 2003/4 it has been assumed that an income of £150,000 would accrue from a PCN charge of £0.65. It is likely that the processing of an appeal in relation to one type of penalty charge would be similar to that of another. In the circumstances it is therefore recommended that should NPAS become responsible for providing bus lane related adjudication services then the charge should be per PCN issued. By setting the charge similar to that for parking enforcement, economies of scale would arise for all councils in the scheme.

2.10 As the information available at this stage regarding the take up of bus lane enforcement is not entirely clear, the Committee are recommended to request the Service Director to keep this matter under review with a view to reporting back to the Committee should this become necessary.

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB-COMMITTEE**

REPORT FOR RESOLUTION

DATE: 28th January 2003
AGENDA ITEM: Number 11
SUBJECT: Appointments to the Advisory Board
REPORT OF: The Lead Officer

PURPOSE OF REPORT

To advise the Committee of a change to one of the representatives on the Advisory Board.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note that David Marklew retired on 31st December 2002 and has therefore been replaced as the representative from Winchester on the Committee's Advisory Board.
- [ii] Note the new Advisory Board executive appointments detailed in the report
- [iii] The Committee may wish to express their thanks to David Marklew for the significant contribution he has made in the furtherance of decriminalised parking enforcement generally and to NPASJC in particular.

CONTACT OFFICERS

Bob Tinsley, NPAS Headquarters, Barlow House, Minshull Street,
Manchester.
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Standing Orders of the NPASJC.
Minutes of the NPASJC Meeting 18th September 2002.

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 the Lead Officer is required to consult with the Advisory Board.
- 1.2 At the meeting held on 18th September 2002 the Joint Committee re-established the Terms of Reference for and made appointments to the Advisory Board.
- 1.3 David Marklew retired from Winchester City Council on 31st December 2002 and therefore stepped down from the board. The Committee is requested to note that as an interim arrangement Scott MacBrayne is now the Winchester representative on the Advisory Board.

David Marklew

David Marklew has been a leading light in the world of parking, a speaker at countless seminars and conferences and is a past President of the British Parking Association.

As Chief Engineer at Winchester he was a leading figure in lobbying government to extend the Road Traffic Act 1991 to cover the whole of the country. He was highly involved in enabling Winchester in 1996 to become the first local authority to take up decriminalised parking enforcement outside London. The early arrangements enabled Winchester to use the London parking appeals service as a temporary measure. A number of other authorities followed suit until the NPAS Joint Committee was formed in 1999.

David was at the heart of the establishment of the NPAS Joint Committee and has served on the Advisory Board since its inception, more lately he has chaired the board. David has been a dependable and influential servant to the Advisory Board and the Committee. The board is very grateful for the contribution he has made.

The Committee may wish to express their thanks to David Marklew for the significant contribution he has made in the furtherance of decriminalised parking enforcement generally and to NPASJC in particular.

- 1.4 The Committee may wish to note that the following Advisory Board executive appointments have been made for the current year:

Chair	George Chandler, Kent County Council
Vice Chair	Peter Bayless, Hampshire County Council
Secretary	John Satchwell, Bournemouth Council

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB-COMMITTEE**

REPORT FOR INFORMATION

DATE: 28th January 2003
AGENDA ITEM Number 12
SUBJECT: Resignation of Part-Time Adjudicators
REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To inform the Committee of the resignation of two part-time parking adjudicators.

RECOMMENDATIONS

It is recommended that the Joint Committee:

[i] Note the report

**FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL
BUDGETS**

There are no immediate consequences to either the Revenue or Capital budgets.

CONTACT OFFICER

Caroline Sheppard, Chief Adjudicator, NPAS Headquarters, Barlow House,
Minshull Street, Manchester.
Tel: 0161 242 5252

BACKGROUND DOCUMENTS

Minutes of the NPAS Joint Committee held on 19th September 2000 [12.30 pm] - Part-time Parking Adjudicator Appointments

Road Traffic Act 1991.

1 BACKGROUND

- 1.1 Dawn Baker and Christine James were appointed as part-time parking adjudicators for the National Parking Adjudication Service on 25 May 2000.

2 REPORT

- 2.1 Both adjudicators have recently been appointed full-time Immigration Adjudicators by the Lord Chancellor. The terms of their new appointments preclude them from undertaking sittings for NPAS.
- 2.2 Both Dawn Baker and Christine James have accordingly tendered their resignation as parking adjudicators.
- 2.3 Both adjudicators were based in South Wales and due to the slow take up of DPE powers in that area, had not had significant opportunities to undertake sittings for NPAS. For the same reason, their departure will not affect the operational efficiency of the Service.
- 2.4 There are two other part-time adjudicators based in Wales who will continue to cover Welsh appeals and some sittings in the South West.