

REPORT FOR RESOLUTION

SUBJECT: Defraying the expenses of the Joint Committee 2013/14

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To establish the basis for local authorities who are participating in the Joint Committee's arrangements to contribute to expenses during 2013/14.

RECOMMENDATIONS

It is recommended that:

- (i) The Joint Committee shares its expenses between member authorities in proportion to the number of PCNs issued on the following basis for 2013/14:

ELEMENT	CHARGE
Annual Charge	£nil
Charge per PCN Issued	£0.60 pence

- (ii) Local authorities are invoiced quarterly in advance based on estimated figures and subsequently adjusted.
- (iii) 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.

FINANCIAL CONSEQUENCES FOR REVENUE BUDGET

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 member authority contributions recommended for 2013/14 are with a view to the service continuing to be self-financing. The reserve (£1,863,717 at 31 March 2012) can be drawn upon in the event of the income not being sufficient to match the budgeted expenditure during 2013/14

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1.0 INTRODUCTION

- 1.0 An essential element for a local authority when adopting civil parking enforcement powers is the existence of a means to appeal to an independent parking adjudicator. Local authorities are required to fund adjudication as part of their powers.
- 1.1 The PATROL Adjudication Joint Committee agreement provides for the Committee to decide the cost sharing arrangements.

2.0 BACKGROUND

- 2.1 The PATROL agreement provides for the adjudication service to be operated on a self-financing basis with revenue obtained from contributions made by participating local authorities. An estimate has been made of the likely service take up during 2013/14. The level of contribution has been based on this predicted service activity. It is practice only to charge those enforcing authorities who manage the enforcement income stream.
- 2.2 The current level of appeals are on average at about the 0.3% level of the number of PCNs issued. For 2013/14 estimates have been based on this appeal rate and this has been reflected in the proposed contribution.
- 2.3 An undertaking was given to government in the run up to establishing the service that the service would be made available to all authorities in England [outside London] and Wales. In establishing the contribution and considering the options for recommendation the Advisory Board have been mindful of the need to ensure that the contributions are both equitable and not prohibitive to any particular type or size of local authority. Table 1 provides an overview of the Joint Committee's basis for member authority contributions since inception.

Table 1: Basis for member authority contributions

Year	PCN	Annual	Case
1999/2000	70 pence	£500	£10
2000/01	70 pence	£500	£10
2001/ 02	70 pence	£500	£0
2002/03	70 pence	£500	£0
2003/04	65 pence	£250	£0
2004/05	65 pence	£250	£0
2005/06	60 pence	£0	£0
2006/07	55 pence	£0	£0
2007/08	60 pence	£0	£0
2008/09	60 pence	£0	£0
2009/10	60/65 pence ¹	£0	£0
2010/11	65 pence	£0	£0
2011/12	65 pence	£0	£0
2012/13	60 pence	£0	£0

Note 1 – the PATROL Joint Committee approved an increase to 65 pence with effect from 1 July 2009

2.4 Taking into account the current level of reserves, the income forecasts and the inclusion of a contingency within the budget, the recommendation is to retain the existing basis for contribution for 2013/14.

3.0 **RECOMMENDATION**

3.1 It is recommended that the following basis for contributions be adopted by the Joint Committee for 2013/14.

ELEMENT	CHARGE
Annual	nil
Per PCN Issued	£0.60 pence

4.0 **TRANSCRIPTION COSTS**

4.1 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.