

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
MEETING OF THE EXECUTIVE SUB-COMMITTEE**  
**To be held at 12Noon on 30<sup>th</sup> January 2001 in Committee Room Number 2,  
Council House, Victoria Square, Birmingham.**

**AGENDA**

**PART A**

1. **URGENT BUSINESS**  
To consider any items which the Chair has agreed to have submitted as urgent.
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 any pecuniary or non-pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they precluded from voting as a result of Council Tax / Council rent arrears.
4. **MINUTES**  
To note the Minutes of the NPAS Joint Committee meeting held at 12.45 p.m. on 19<sup>th</sup> September 2000 [Enclosed]
5. **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]
6. **BUDGET MONITORING OF REVENUE AND CAPITAL EXPENDITURE**  
To provide budget monitoring information for 2000/2001.  
[Report enclosed]

7. **GENERAL PROGRESS**  
To report back to the Committee on progress in respect of the review of the development, operation and implementation of a comprehensive case management system for the service, the outcome of the consultant's report. To submit for approval a revised support staff structure.  
[Report enclosed]
8. **CAPITAL AND REVENUE BUDGETS for 2001/2002**  
To establish the Joint Committee's Capital and Revenue Budgets for 2001/2002  
[Report enclosed]
9. **SERVICE CHARGES 2001/2002**  
To establish the NPASJC Service Charges to user councils for 2001/2002  
[Report enclosed]

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**AGENDA ISSUED :** January 2001

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

**REPORT FOR RESOLUTION**

**DATE:** 30<sup>th</sup> January 2001  
**AGENDA ITEM** Number 5  
**SUBJECT:** New NPASJC Councils  
**REPORT OF:** The Lead Officer,  
On behalf of the Officer Management Board

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**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 19<sup>th</sup> September 2000 the Councils listed in [ii] below will have become a party to the NPASJC agreement and,

[ii] Confirm the appointment of the Chief Parking Adjudicator to cover the areas of the following authorities:- Ashford Borough Council, Tonbridge & Malling Borough Council, Kent County Council in respect of the Ashford and Tonbridge & Malling districts, York City Council, Bedford Borough Council, Bedfordshire County Council in respect of the Bedford district, Reading Borough Council.

**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, Crown Square, Manchester.  
Tel: 0161 834 1881

**BACKGROUND DOCUMENTS**

National Parking Adjudication Service Agreement.

Files containing associated correspondence.

Road Traffic Act 1991 and the following associated Special Parking Area

Designation Orders Statutory Instruments. S.I.2000 No 2430, S.I.2000 No 2120,

S.I.2000 No 2534, S.I.2000 No 2871, S.I.2000 No 1719,

## 1.0 BACKGROUND

- 1.1 Since the meeting of the Joint Committee on 19<sup>th</sup> September 2000, the following authorities have become a party to the NPASJC Agreement:- Ashford Borough Council, Tonbridge & Malling Borough Council, Kent County Council in respect of the Ashford and Tonbridge & Malling districts, York City Council, Bedford Borough Council, Bedfordshire County Council in respect of the Bedford district, Reading Borough Council. Kent County Council is already a party to the agreement and therefore does not need to rejoin in respect of the Ashford and Tonbridge & Malling districts of Kent. It is however necessary to extend the appointment of the Chief Parking Adjudicator to cover the on-street areas of these districts of Kent.
- 1.2 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.
- 1.3 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.

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

**REPORT FOR RESOLUTION**

**DATE:** 30<sup>th</sup> January 2001

**AGENDA ITEM** Number 6

**SUBJECT:** Monitoring of Revenue and Capital Accounts for  
2000/2001

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

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**PURPOSE OF REPORT**

To present to the Committee expenditure monitoring information in respect of the Revenue and Capital Accounts for the 2000/2001

**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 call upon the Lead Authority's Development Fund Loan arrangement should this become necessary to meet a shortfall in the Joint Committee's 2000/2001 accounts.

**CONTACT OFFICERS**

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

**BACKGROUND DOCUMENTS**

Files containing funding bids to government and associated correspondence.  
Minutes of the NPASJC Meeting 19<sup>th</sup> September 2000.  
Minutes of the NPASJC Meeting 25<sup>th</sup> January 2001

## **1.0 INTRODUCTION**

- 1.1 At the meeting of 19th September 2000 a report was submitted to provide the Committee with general progress and an update in respect to the budget estimates.
- 1.2 This report provides the Committee with the expenditure position for the first half of year 2000/2001. Details are given in the Appendix.
- 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 a further £100,000 in 1999/2000. It was reported to the last meeting of the Committee that it was not necessary to use the full £200k during the 1998/2000 period, with some £30,223 remaining unallocated/spent. However, the Committee agreed that the Lead Officer should write to GONW requesting that a revised SCA approval certificate be issued extending the approval period to 31<sup>st</sup> April 2001 so that full use of the available funding could be made.
- 1.3 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 2000/2001 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 Management 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 Although the monitoring of the revenue account expenditure and income at the half year stage are showing a surplus of £27,184 the Service Director is of the opinion that it is more likely that the revenue account will be closer to break even by the year end.

- 2.4 Should it be the case that the revenue account falls into deficit, the Lead Authority has made a loan available should it be needed. A recommendation has therefore been included for this eventuality.
- 2.5 **Capital Expenditure**
- 2.6 Supplementary Credit Approval of £100,000 was obtained from central government in 1998/1999 to finance the Capital expenditure required to establish the NPASJC. There was a very short time frame between the approval by the Joint Committee on 19<sup>th</sup> February 1999 and the closing date for payments made to be eligible for funding in 1998/1999 accounting period. For the purposes of funding Capital expenditure, it is only possible to charge against a SCA actual payments made to contractors where the cheque date is 31<sup>st</sup> March or earlier. Although £108,000 was committed by the Lead Authority, it only proved possible to process payments totalling £55,360 during 1998/1999.
- 2.7 The Government Office North West issued a revised 1998/99 SCA certificate that provides for a fifteen month spend period from April 1998. This enabled expenditure that was incurred immediately after the 31<sup>st</sup> March 1999 deadline to be allocated fully against the £100,000 SCA for 1998/99.
- 2.8 For ease of expenditure monitoring purposes, the expenditure against the 1998/99 and 1999/00 SCA approvals was treated as a consolidated account, although these were separated for final account purposes.
- 2.9 It was reported to the September 2000 meeting of the Committee that it was not necessary to expend the total £200,000 available during the period ending 31<sup>st</sup> March, 2000. At the meeting the Committee requested that the GONW be requested to issue a revised SCA certificate extending the period of the 1999/2000 approval to 31<sup>st</sup> March 2001, thus making £30,223 available during the current year. Although both formal and informal approaches were made to GONW a revised certificate was only issued on 5<sup>th</sup> January 2001, that gave approval to the two years period requested. The Service Director is concerned that the window of opportunity to take advantage of this SCA is now less than ideal. However measures are in hand to utilise these monies for the advantage of current and future NPASJC Councils.



## APPENDIX

### APPROVED REVENUE ACCOUNT ESTIMATE for 2000/2001

	Approved Annual Estimate	Half Year profile	Half Year actual
Employees [incl. Adjudicators]	350,355	175,178	138,000
Premises	33,000	16,500	18,600
Supplies and Services	111,500	55,750	53,852
Service Management and Support	79,000	39,500	20,000
Repayment of Development Fund Loan	0	0	0
Contingency	47,895	23,947	0
<b>TOTAL EXPENDITURE</b>	<b>621,750</b>	<b>310,875</b>	<b>212,452</b>
Annual Contribution [£500]	11,750	5,875	10,485
Penalty Charge Notices [£0.70]	490,000	245,000	220,360
Adjudication Case Charge [£10]	70,000	35,000	8,790
Development Fund Loan	50,000	25,000	0
<b>TOTAL INCOME</b>	<b>621,750</b>	<b>310,875</b>	<b>239,635</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>27,183</b>

### Capital Programme for 2000/2001

For the purposes of Local Transport Plans a budget estimate profile is provided below. In the absence of approval for SCA in 2000/1 there was no expenditure recorded at the half year stage.

### Revised Five Year Capital Account Budget Estimate Profile 2001-2006

Year	[2000/1]	2001/2	2002/3	2003/4	2004/5	2005/6
	[£000]	£000	£000	£000	£000	£000
Estimate	30	100	100	50	20	nil

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
EXECUTIVE SUB-COMMITTEE  
REPORT FOR RESOLUTION**

**DATE:** 30<sup>th</sup> January 2001 [12Noon]  
**AGENDA ITEM** Number 7  
**SUBJECT:** General Progress  
**JOINT REPORT OF:** The Lead Officer  
On behalf of the Management Board

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**PURPOSE OF REPORT**

To report back to the Committee on progress in respect of the review of the development, operation and implementation of a comprehensive case management system for the service, the outcome of the consultant's report. To submit for approval a revised staff structure.

**RECOMMENDATIONS**

It is recommended that the Joint Committee:

- [i] Note the information provided in Appendix 1 of the report in respect to the expected take up of decriminalised parking enforcement powers during 2001.
- [ii] Agree in principle to the recommendations from the consultant appointed to review the development, operation and implementation of a comprehensive case management system contained in the body of the report.
- [iii] Note that because of the urgent need to move forward with the development and implementation of a robust case management system that will ultimately also satisfy the needs of Appellants, Councils and Adjudicators, the consultant has already been further commissioned to develop the blue print for the headquarters back office system.
- [iv] Agree to the Service Director negotiating with the consultant VIA NET.WORKS Ltd to achieve implementation of the various elements of the project as follows:-
  - [a]. Approve the development of a bespoke case management system and that the development and implementation of the headquarters back office module is commissioned through and the implementation overseen by the consultant.

[b]. That the further stages of the project follow a similar pattern of commissioning the consultant to develop a blue print and the commissioning of modules development and implementation are through and overseen by the consultant.

[v] Agree to a revised staffing structure as detailed in Appendix 2.

### **CONTACT OFFICERS**

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

### **BACKGROUND DOCUMENTS**

Report to NPASJC meeting 19<sup>th</sup> September 2000, General Progress  
Report from Consultants [Not for public inspection – Paragraph 9, Local  
Government Act 1972, -information relation to contracts]  
Report to NPASJC meeting of 19<sup>th</sup> February, 1999, Report 9, Staff Assignment  
Report to NPASJC meeting 12<sup>th</sup> July, 1999, Report 11, Appointment of Service  
Director

## **1.0 INTRODUCTION**

- 1.1 A report was submitted to the meeting of the Joint Committee on 19<sup>th</sup> September, 2000. The report provided information in respect of likely service take up by local authorities during the next five years; the planning of the service in respect to the development of a case management system; and the support staff structure to meet these future demands that will be placed on the service. This report provides feedback from the consultant's report on the case management system and makes recommendations with regard to the progress of the service during 2001/2 and future years.
- 1.2 The following table outlines the predicted appeal case figures as if the council commenced on 1<sup>st</sup> April each year.

Date	No. Authorities	No. PCNs	Appeals @0.5%	Appeals @ 1%
April 2000	24	576,000	2,900	5,800
April 2001	34	1,500,000	7,500	15,000
April 2002	69	2,000,000	10,000	20,000
April 2003	79	2,500,000	12,500	25,000
2005	112	3,000,000	15,000	30,000

- 1.3 The latest information regarding the expected take up of the RTA 1991 powers during 2001 is given in Appendix 1. With the present councils a total of 60 councils are expected to have joined the Joint Committee by the end of 2001.

## **2.0 CASE MANAGEMENT SYSTEM**

- 2.1 Three specialist consultants have been appointed to undertake a study and report back in the areas of their speciality that reflect issues concerning the future case management system. Consultant [a] has produced a report and specification regarding the transfer of case data from the Councils to the NPAS case management system. Consultant [b] has provided a synopsis of the existing off-the-shelf case management systems that are currently used by the legal sector. Consultant [c] was given the benefit of the reports from consultants [a] and [b] and instructed to review the process design and detail and supporting systems and organisation to successfully implement and manage those changes needed to cope with the NPAS expansion plans.
- 2.2 Consultant's [c] report was commissioned from VIA NET.WORKS Ltd who are an associate company of the NPAS Internet Service Provider [ISP] U-NET Ltd.

- 2.3 The consultant has reviewed the current system and developed a proposed framework for a robust replacement system. The consultant's conclusions and recommendations are summarised as follows.
1. In order to cope with its dramatic expansion plans, NPAS requires a fresh look at its process design and detail and supporting systems and organisation to successfully implement and manage those changes and the fully developed National Service.
  2. NPAS requires either a Web based or a Web integrated solution in order to meet the access needs of the large number of appellants, adjudicators and over one hundred Local Councils who may require simultaneous access at any one time and from any UK location.
  3. Just as NPAS is at the forefront of new ways of doing things so also it is important to work with leading edge technology partners. Technological improvements continue to make new solutions and recently cost, reliability and security viable solutions available. The web linked options we now consider as essential for NPAS would not have been on our agenda just five years or even three years ago.
  4. Central to the approach taken is the view that the Appellant, the Adjudicator and Local Council, as customers of the Service. The Service is designed and constantly improved with their needs facilitated and their support seamlessly built in. Policy and change instructions would be passed to the various users. Central Execution of the Service would be with professional Administrators, Systems and Support people. The size of this undertaking and the management skills required to maintain, measure and improve performance should not be underestimated.
  5. Central management of any high volume, dynamic Service requires that the processes and systems be well designed, properly maintained and be updateable at very short notice, specifically to meet the developing needs of the Service. The Service Management need to be both accountable and in control.
  6. The system software developed as an interim measure has become unreliable at the current levels of activity and is not, at data structure level, technically or financially viable in terms of quick fix repair.
  7. There are many Solicitor Case Management applications available off the shelf. We are not yet convinced that one of these types is what NPAS need, because we see the business model differently. Because however

they perform many common functions, undoubtedly well, they should be seriously considered. Their focus is the tracking of legal casework and the billing of clients for solicitor practices. They are strong in document management. There is a leader in this field that promise some web capability and much flexibility in addition to the standard features.

8. The service to manage, administer and control the processes and systems to manage 25,000 cases annually needs to be located in one place and managed with progressive efficiency and skilled resources.
9. Casework reduction has to be a key objective, second to providing a fair and timely appeal response and adjudication. An Holistic approach to the process and systems designed and service management will lead to a prevention and reduction of cases and casework, including multiple handling and unnecessary follow-up status calls.
10. Unlike legal firms and their billing systems, all parties, processes and systems should be motivated to reduce paperwork and time rather than just handle it, track it and charge it.
11. Appellants as customers require timely responses and access to their case status. Website generated appeal forms electronically communicated adjudications along with visibility of either their case file or their case status could reduce correspondence and telephone inquiries from a regular 5000 open cases. Paper scanning costs would be reduced also.
12. The database development model contained in our report is a draft model for further consultation and development with NPAS. It is already in a format that can be developed by us or other database developers and is potentially capable of web Integration. We have worked in process design in an attempt to encompass but not necessarily emulate current practice.

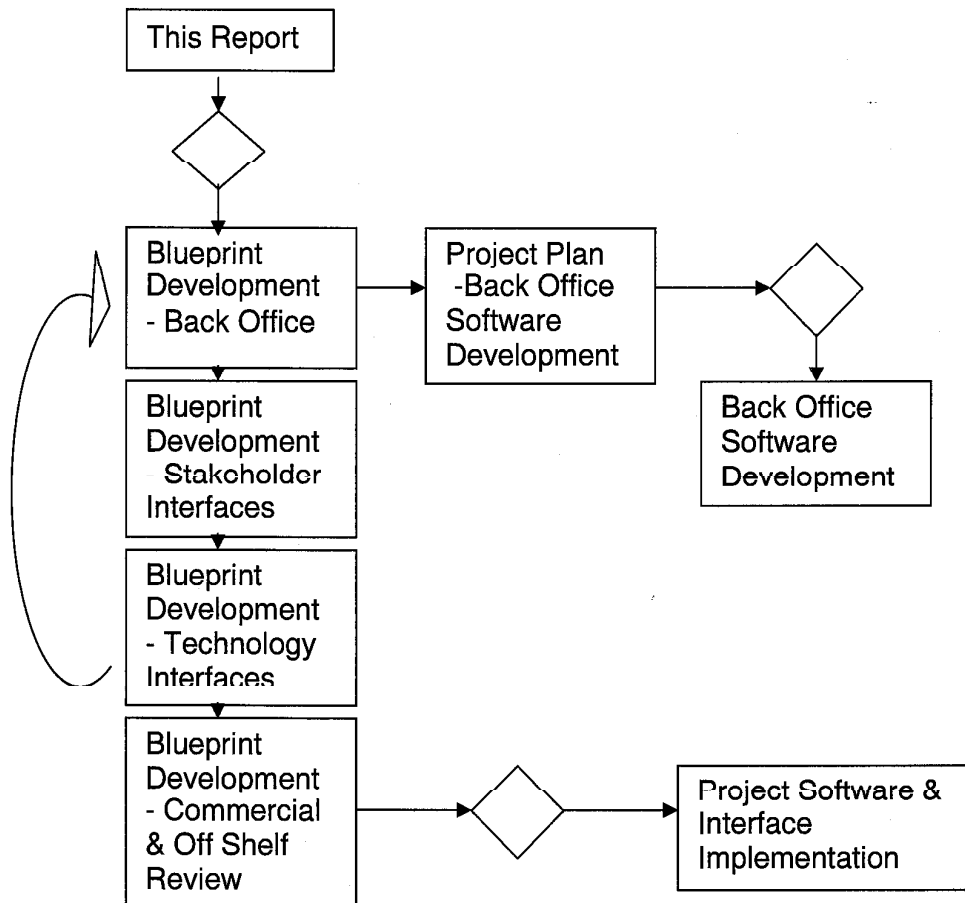
**Recommendations from the consultant**

13. The proposed process and database development should be developed to blue print stage. It will be important to ensure that it remains achievable in database development terms. The model should be updated and the review team expanded to include web enablers to confirm that it remains achievable in web and in communication technology terms and to explore strategic implementation options.
14. Simultaneously NPAS should be putting to paper, preferably using a project planning methodology its draft expansion plan in terms of volumes of cases, councils, locations and resources measured along a timeline.
15. NPAS should then combine its desired and achievable technology solution


to its expansion plan to achieve a workable blueprint and baseline plan from which to explore and reality check costs and confidently evaluate off the shelf options. At this stage the Project Plan should become the single communications tool around which changes and time scales and dependencies will be updated and reviewed.

16. Current system software developed as an interim solution should be replaced without significant delay. A fast track way of doing this is to complete the back office part of the process blueprint and begin developing the database sections relating to the back office while the process and system structure interface work is still in progress. The system should then be ready to add the sections that relate to interfacing with Appellants, Councils, Adjudicators and other centres as required.
17. The next stage should be the expansion of the proposed skeletal system framework to a more detailed blueprint for the back office administration and of the interfaces with appellants, councils, adjudicators, and other centres. This will require detailed interviews and rigorous review with NPAS management and administrative staff and a representation of each of the current and intended user groups (Appellants, Councils, Adjudicators, Centre administrators). This blueprint will need to be reviewed specifically with database and web development programming specialists to validate it as an achievable solution. Additional areas that need to be addressed either in blueprint or implementation will be the document scanning interface software and the systems needs for archiving and future referral in respect of spent cases. The result should be a robust blueprint of form and report interfaces validated as achievable in meeting NPAS's requirement by Management, administrators, representatives of user groups and technology developers.
18. Following the completion of the blueprint, one or two of the leading off the shelf case management applications should be evaluated against the blueprint specification.
19. A Project implementation plan should be drawn up with which to move forward. This should include key tasks, resources, critical path timeline, issues management and cost estimates. This should be maintained, reviewed and updated frequently in order that the project implementation may be managed and controlled by NPAS. This should serve as the communication tool to all parties concerned.

20. The way forward for NPAS, from this point is envisaged as outlined in the following flowchart illustration:



• NOTES

-  Denotes Decision points
- Stakeholders interfaces should include Appellants, Adjudicators and Councils. Hearings centres and management offices also.
- Technology Interfaces should include Scanning and web software.

Implementation Plan should estimate: timeline schedules, resources; budgets; critical paths; decision points and issues management.



## 2.4 Comments of the Lead Authority's Head of Technology Services

The Lead Authority's Head of Technology Services has been asked for his observations of the best way forward regarding the next stage to develop a blue print for the overall system and the development and implementation of the headquarters back office database system that is urgently required. He has advised that the development and implementation of this aspect of the project would be best overseen and procured through the consultant bearing in mind the specialist nature of this project.

## 2.5 The following recommendations are therefore proposed in respect of the implementation of a case management system.

[ii] Agree in principle to the recommendations from the consultant appointed to review the development, operation and implementation of a comprehensive case management system contained in the body of the report.

[iii] Note that because of the urgent need to move forward with the development and implementation of a robust case management system that will ultimately also satisfy the needs of Appellants, Councils and Adjudicators, the consultant has already been further commissioned to develop the blue print for the headquarters back office system.

[iv] Agree to the Service Director negotiating with the consultant VIA NET.WORKS Ltd to achieve implementation of the various elements of the project as follows:-

[a]. Approve the development of a bespoke case management system and that the development and implementation of the headquarters back office module is commissioned through and the implementation overseen by the consultant.

[b]. That the further stages of the project follow a similar pattern of commissioning the consultant to develop a blue print and the commissioning of modules development and implementation are through and overseen by the consultant.

### **3.0 REVIEW OF SUPPORT STAFF ASSIGNMENT**

- 3.1 At the meeting on 19<sup>th</sup> February, 1999 the Joint Committee agreed to the present staff assignment. At the meeting of 12<sup>th</sup> July 1999, the Joint Committee on noting the appointment of the Service Director requested that the grade of the post be kept under review in relation to service expansion and the demands on the post.
- 3.2 The development of the service is required to keep a pace with the take up of decriminalised parking enforcement powers by Councils. The demands that will be placed on the support staff during 2001 and the near future and how this will impact on present arrangements has been reviewed.
- 3.3 The review has taken into account the work content that will arise from the volume of cases expected, the number of councils that will be in the scheme, the introduction of a comprehensive case management system, the relocation of headquarters offices, and the need to provide improved liaison and communication with the councils in the NPASJC scheme in order to promote best practice.
- 3.4 Although the present staff assignment was established in 1999, filling of the posts has been phased to match the growth of the service, with temporary employment arrangements put in place to meet the peaks in work load. From the experience gained in operating the service it is becoming clearer what types and volumes of work the service will need to cope with in the future.
- 3.5 It is proposed to establish and fill two senior management posts as soon as possible. The post of Technology Manager would oversee the present and future technology user by the service. This will give the much needed technological input to the service which will be at the cutting edge of the utilisation of web based systems and ensure business continuity for the systems upon which the service will be placing great reliance. The post of Service Development Manager would oversee the developmental issues of the service and its links with other organisations and service users. A key feature of this post would be to promote best practice between the councils in the scheme and those intending to take up the RTA 1991 powers. In order to attract a person with the high level of skills, ability and experience to successfully deliver the objectives for this post it has been necessary to pitch the grade such that there would be a very narrow gap with the current grade of the Service Director. It is proposed to utilise the service of a recruitment consultant to assist and advise in the appointment to these posts.

- 3.6 It is proposed to submit a report regarding the grade of the Service Director post to a future meeting of the Committee.
- 3.7 During 2001 it is expected that the service will have out grown the current headquarters office accommodation. Enquiries have begun to find suitable premises for the headquarters to re-locate, probably in the late summer of 2001. At this point many of the office facilities management functions provided under the current arrangements will need to be undertaken by the support staff either directly or by contractual arrangements. An Office Manager post is proposed who's duties would include any necessary additional facility management as well as other organisational management functions.
- 3.8 A phased approach is proposed to filling of the other posts identified in the proposed staff assignment to match the expected and actual growth of the service. Consequently it will not be necessary to fully fund the proposed staffing structure during 2001/2002. However, it is considered that there will be sufficient funding for these proposals included in the budget estimate for 2001/2002 reported elsewhere on the agenda.

3.9 Comments of the Lead Authority's Head of Personnel

The comments in respect of the proposed support staff structure and grades will be tabled at the meeting.

## APPENDIX 1

<b>Expected additional take up of DPE Powers in 2001</b>		
<b>Council</b>	<b>Expected start date</b>	<b>Estimated annual number of PCNs</b>
Dover [Kent]	23-Jan-01	8,000
Trafford	15-Jan-01	35,000
Taunton Deane	19-Feb-01	27,000
Somerset [Taunton Deane area]	19-Feb-01	
Birmingham	01-Apr-01	250,000
Plymouth	01-Apr-01	36,000
Wiltshire / Salisbury District Council	01-Apr-01	20,000
Carlisle	01-Apr-01	35,000
Salford	02-Apr-01	35,000
Barrow	01-May-01	10,000
Southend on Sea	01-May-01	37,000
Bournemouth	04-Jun-01	46,000
Brighton	01-Jun-01	100,000
Three Rivers, Herts	01-Jul-01	10,000
Southampton	02-Jul-01	62,000
Dartford [Kent]	02-Jul-01	8,000
Bath & North East Somerset	01-Sep-01	55,000
Northampton	spring 2001	50,000
Stratford Upon Avon	01-Sep-01	30,000
Oldham	01-Sep-01	30,000
Stoke on Trent	01-Sep-01	60,000
Milton Keynes	01-Oct-01	40,000
Blackpool	01-Nov-01	40,000
Liverpool	01-Nov-01	100,000
Leicester	2001	40,000
Hertsmere, Herts	2001	40,000
Broxbourne, Herts	2001	40,000
Norwich	Autumn 2001	40,000
South Lakeland [Cumbria]	late 2001	15,000
	Total [p.a.]	1,299,000

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

**REPORT FOR RESOLUTION**

**DATE:** 30<sup>th</sup> January 2000  
**AGENDA ITEM** Number 8  
**SUBJECT:** Revenue and Capital Budgets 2001/2002  
**REPORT OF:** The Lead Authority  
On behalf of the Management Board

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**PURPOSE OF REPORT**

To request the Committee to approve the Revenue and Capital Budgets for 2001/2002

**RECOMMENDATIONS**

It is recommended that the Joint Committee:

- [i] Agree to adopt the Revenue Budget estimates for 2001/2002 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 the Capital Budget estimate for 2001/2002 in line with the LTP submission and/or the Supplementary Credit Approvals settlement for 2001/2002, which receives approval from the Government.

## **FINANCIAL CONSEQUENCES FOR THEIR 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 obtained from government during years 1998/1999 and 1999/2000. A successful bid via the Lead Authority's LTP bidding process has made a further £100,000 available during 2001/2002 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.

A loan 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 OFFICERS**

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## **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 2001/2002 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 The Government has indicated that a further £200,000 of SCA is to be made available during 2001/2002. It is expected that this will be issued with a two year SCA certificate. However, at this stage it is an indication of the proposed settlement and further discussions are taking place with GONW regarding the detail prior to the final settlement.
- 1.4 In addition, 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**

- 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. With the benefit of the £200,000 of SCA in 2001/2002 it will be possible to begin the expansion of the service involving the development of a case management system, associated hardware and the relocation of the headquarters.
- 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 2001/2002. The assessment has taken into account current spending and the expected take up of decriminalised parking enforcement powers by other local authorities during 2001/2002. These are detailed in the Appendix. A contingency of £22,700 has been included in the estimates, which, if needed, could be supplemented by a loan from the Lead Authority's Development Fund.
- 2.3 The budget has been set with a view to meeting the expected demands on the service without increasing the service charges, which are reported elsewhere on the agenda.

- 2.4 Currently, the participating Councils assist in making arrangements for local personal hearing venues and pay the associated venue costs. The past year has seen an increasing number of venues chosen by Appellants who had a Penalty Charge Notice issued in another Council area. Often these cross boundary cases have been greater in number than those from the local Council venue. It is proposed that from 1<sup>st</sup> April 2001, NPAS should directly meet the costs of the various personal hearing venues. It is estimated this will add approximately £30,000 to the Joint Committee's revenue budget estimate in 2001/2. However, with the economies of scale that will arise from the current Councils and those who are expected to join the scheme, there will not be a need to increase the unit charge to councils.
- 2.5 It is expected that there will be a need for capital expenditure to begin the process of introducing a comprehensive case management system and the relocation of the service headquarters to larger premises during 2001/2002 as previously reported. The Joint Committee is requested to adopt a capital budget of £100,000 for 2001/2002 in line with the LTP bid or the greater amount now indicated by the GONW, depending on the final SCA certified by government.
- 2.6 The capital expenditure in 2001/2002 is the beginning 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. The five year capital budget estimate previously agreed by the Committee is still appropriate. It is therefore requested that the Committee confirm the five year capital estimates detailed in the Appendix and request the Lead Authority to include these in its 2002/3 LTP submission to the Government.



## APPENDIX

### RECOMMENDED REVENUE ACCOUNT ESTIMATE for 2001/2002

<b>EXPENDITURE</b>	<b>£</b>
Employees	275,800
Adjudicators	490,200
Premises/Accommodation	141,200
Supplies and Services	78,500
Service Management and Support	43,000
Repayment of Development Fund Loan	0
Contingency	22,700
<b>TOTAL EXPENDITURE</b>	<b>1,051,400</b>
<b>INCOME</b>	
Annual Contribution [£500]	19,000
Penalty Charge Notices [£0.70]	1,032,400
Adjudication Case Charge [£10]	0
Development Fund Loan	0
<b>TOTAL INCOME</b>	<b>1,051,400</b>
<b>NET EXPENDITURE</b>	<b>0</b>

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#### Recommended Capital Programme for 2001/2007

There will be a requirement for £100,000 of capital expenditure during 2001/2002 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 2002-2007

Year	[2001/2]	2002/3	2003/4	2004/5	2005/6	2006/7
	[£000]	£000	£000	£000	£000	£000
Estimate	[100]	100	50	20	nil	nil

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

**REPORT FOR RESOLUTION**

**DATE:** 30<sup>th</sup> January 2000

**AGENDA ITEM** Number 9

**SUBJECT:** To establish the NPASJC Service Charges to user councils for 2001/2002

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

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**PURPOSE OF REPORT**

To establish the charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2001/2002

**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 2001/2002, as detailed below.

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

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

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

The charges recommended for 2001/2 are with a view to the service continuing to be self-financing.

A loan of up to £250,000 has been made available from the Manchester City Council Development Fund, should this be needed.

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### **BACKGROUND DOCUMENTS**

Report to the Joint Committee dated 25<sup>th</sup> January 2000 – To establish the NPASJC Service Charges to user councils for 2000/2001.

## 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 2001/2002. The level of charging has been based on this predicted service activity.
- 2.2 Previously the Committee made a charge to each Council based on the number of appeal cases that are dealt with by the service. The contribution of this element of charging to income in 2000/1 was estimated at the 1% level of Penalty Charge Notices issued. The current level of appeals are at the 0.3% 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. As a consequence for 2000/1 it is now estimated that income from the case charge element will be approximately £23,000, compared with the predicted £70,000 for the year. Whilst, this element of charge recognises in part the variable costs that arise as a result of an appeal being lodged with the service, the overall contribution to income arising is at best marginal. It is recommended that the charge per case is set at nil for 2001/2 thus making a saving to the user councils.
- 2.3 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 may be an increase in the number of cases that come to appeal. Close monitoring for this possible effect would be undertaken should the Committee agree to the recommendation.
- 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 Management 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.

2.5 It is estimated that the current levels of charge [annual charge of £500.00 and per Penalty Charge Notice of £0.70] if applied to 2001/2002 would result in a broadly break-even revenue account. Whilst there is estimated to be an increase in the councils using the service, and hence the number of PCNs issued, there is a corresponding need for additional resources to cope with the increased workload. As inflation is currently at a low level and the overall economies of scale are beginning to take effect the Management Board consider that the present level of charging for the Annual and Penalty Charge Notice elements can be maintained for the coming financial year.

2.6 It is therefore, recommended that the following service charges be adopted by the Joint Committee for 2001/2002.

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

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