

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB-COMMITTEE
MINUTES OF THE MEETING HELD AT 12 NOON AT COUNCIL HOUSE,
BIRMINGHAM, ON 30TH JANUARY, 2001.**

PRESENT:

Councillor John Beveridge - Winchester City Council - In the Chair
Councillor Tony Burns - Manchester City Council
Councillor Mike Park - Portsmouth City Council
Councillor David Rowlands - Buckinghamshire County Council
Councillor Ken Brown - Sevenoaks District Council
Councillor Paul Thomas - Neath Port Talbot Borough Council

Also in attendance:

Messrs Eastman, Marklew, Richardson and Tinsley and Christine Crisp, Anne-Marie Goodbody and Caroline Sheppard.

JC/EX/01/01 MINUTES OF THE NPAS JOINT COMMITTEE

DECISION/-

To note the Minutes of the meeting of the Joint Committee held on 19th September, 2000.

JC/EX/01/02 NEW MEMBER COUNCILS

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

DECISION/-

1. To note that 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 and Reading Borough Council have become party to the NPASJC Agreement.
2. To appoint the Chief Parking Adjudicator to cover the areas of the Councils referred to above.

**JC/EX/01/03
FOR 2000/2001**

MONITORING OF REVENUE AND CAPITAL ACCOUNTS

A report was submitted presenting the Sub-Committee with monitoring information in respect of the Revenue and Capital Accounts for the first half of year, 2000/2001.

The Lead Officer informed the Sub-Committee that the figure of £27,183 referred to in the appendix was in fact surplus and not a debit.

DECISION/-

1. To note the information contained in the report.
2. To authorise the Lead Officer to call upon the Lead Authority's Development Fund Loan arrangement should this become necessary to meet a shortfall in the Joint Committee's 2000/2001 accounts.

JC/EX/01/04

GENERAL PROGRESS

The Lead Officer presented a report on progress in respect of the review of the development, operation and implementation of a comprehensive case management system for the service, including the outcome of the consultants report. The report also proposed a revised staff structure.

DECISION/-

1. To note the expected take up of decriminalised parking enforcement powers during 2001.
2. To agree in principle to the recommendations from the consultants appointed to review the development, operation and implementation of a comprehensive case management system as detailed in the report.
3. To 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 the Appellants, Councils and Adjudicators, the consultant has already been further commissioned to develop the blue print for the headquarters back office system.
4. To authorise the Serviced Director to negotiate with the consultant VIA NET.WORKS Ltd to achieve implementation of the various elements of the project as follows:-
 - (a) A bespoke case management system and the development and implementation of the headquarters back office module to be commissioned through and the implementation over seen by the consultant, and

(b) 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.

5. To approve a revised staffing structure as detailed in the appendix to the report with the exception that the grade for the Technology Manager be PO6+5% and, the grade for the Appeals Manager be reviewed and a report submitted to the meeting of the Joint Committee in September 2001.

JC/EX/01/05 REVENUE AND CAPITAL BUDGETS 2001/2002

A report of the Lead Officer was submitted seeking approval to the Revenue and Capital Budgets for 2001/2002.

DECISION/-

1. To approve the Revenue Budget estimates for 2001/2002 as detailed in the report.
2. To agree to adopt the five year projected capital estimates as detailed in the report and to request the Lead Authority to include this within their future LTP funding bids to Government.
3. To agree to adopt the Capital Budget estimate for 2001/2002 in line with the LTP submission and/or the Supplementary Credit Approvals settlement for 2001/2002, which receives approval from the Government.

JC/EX/01/06 NPASJC SERVICE CHARGES TO USER COUNCILS FOR 2001/2002

A report was submitted on the establishment of charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2001/2002.

DECISION/-

To adopt the following charges in support of the service to be made by participating local authorities during the financial year 2001/2002:-

ELEMENT	CHARGE
Annual Charge	£500.00 (per SPA)
Charge per PCN Issued	£0.70
Charges per Adjudication Case	nil

JC/EX/01/07

DATE OF ANNUAL MEETING

DECISION/-

That the annual meeting of the Joint Committee be held at 12 noon on Tuesday, 25th September, 2001 in Birmingham.

H/committee/r/pasjcxsub/30jan01