

National Parking Adjudication Service Joint Committee

Minutes of a meeting of the Executive Sub-Committee held on 29 January 2008 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.

Present:

Councillor Richard Bell – Sunderland City Council
Councillor Tony Burns – Manchester City Council
Councillor Mike Carver – East Herts District Council
Councillor Roland Dibbs – Rushmoor Borough Council
Councillor Phrynnette Dickens – Hampshire County Council
Councillor Gerald Forsbrey – Spelthorne Borough Council
Councillor Ken Gregory – Thanet District Council
Councillor David Inman – Waverley Borough Council
Councillor Hugh Wilson – Bucks County Council

Also Present:

Caroline Sheppard, Chief Adjudicator
Louise Hutchinson, Head of Service
Christine Crisp for NPAS Secretary
John Satchwell - NPAS Advisory Board
Peter Bayless - NPAS Advisory Board
Bob Spicer – Thanet District Council
Andrew Pulham – East Herts District Council
Andrew Barfoot – NPAS
Rob Frod - NPAS

NPAS/EX/08/01 Appointment of Chair and Vice Chair

Decision

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

Councillor Gregory – In the Chair

NPAS/EX/08/02 Executive Sub Committee Minutes

Decision

To approve as a correct record the minutes of the meeting held on 29 January 2007

NPAS/EX/08/03 NPASJC Minutes

The Minutes of the National Parking Adjudication Service Joint Committee held on 30 June 2007 were submitted for information.

Decision

To note the minutes.

NPAS/EX/08/04 Introduction of the Traffic Management Act 2004

A report was submitted concerning progress in relation to the introduction of the Traffic Management Act 2004 and requesting the Sub Committee to confirm the content and recommendations of an urgency report submitted to the Chair of the Joint Committee in November.

The Chief Adjudicator made a presentation to the Sub Committee outlining the introduction of the Traffic Penalty Tribunal to coincide with the introduction of the Traffic Management Act on 31st March 2008. The Head of Service briefed the Sub Committee on the new identity for the Joint Committee, the Independent Review Committee and the PATROL web site.

Decision

1. To confirm the action of the Chair in relation to the content of the urgency report of 23 November 2007.
2. To note progress in relation to (i) the Independent Review of Parking Documentation; and (ii) the PATROL (Parking and Traffic Regulations Outside London) web site.

NPAS/EX/08/05 New NPASJC Councils

A report of the Lead Officer was submitted requesting the Sub Committee to agree to extend the Chief Parking Adjudicator's appointment to cover the areas of the following Councils who have become party to the NPASJC Agreement :-

Gateshead MBC, Leicestershire CC, Charnwood BC, North West Leics DC, Melton BC, South Gloucestershire, Scarborough BC, Corby BC, Wellingborough BC, East Northamptonshire, South Northamptonshire, Worthing BC, Solihull MBC, Staffordshire Moorlands DC, East Staffordshire BC, Wyre Forest DC, Newcastle under Lyme BC, Stafford BC, Gloucestershire CC, Cheltenham BC, Gloucester CC, Tewkesbury BC, Stroud DC, Cotswold DC, Crewe & Nantwich BC and Royal Borough of Windsor & Maidenhead.

Decision

1. To note that since the meeting held on 30 June 2007 the above named Councils have become party to the NPASJC Agreement.
2. To confirm the appointment of the Chief Parking Adjudicator and other part time adjudicators (co-terminous to their current appointments) to cover the areas of the authorities referred to above with effect from their various commencement dates appropriate to each authority area.

NPAS/EX/08/06 Audit of Accounts 2006/2007

A report was submitted detailing changes in the accounts as a result of the 2006/07 audit. The Annual Governance report for the National Parking Adjudication Service Joint Committee was also submitted.

Decision

1. To note the changes made to the 2006/07 accounts.
2. To note the contents of the Annual Governance Report and approve the Management Representation Letter.

NPAS/EX/08/07 Reserves Policy

A report was submitted proposing the establishment of a reserves policy.

Decision

1. To agree the Reserves Policy Statement outlined in the report.
2. To agree to set the reserve level for NPAS at £525,000 and where required surplus from the revenue account being used to maintain that level of resources
3. To review the Reserves Policy Statement on an annual basis.
4. To authorise the Chair and Vice Chair to agree to the withdrawal of funds from reserves to meet budgetary deficits.
5. To agree the use of surpluses which exceed the approved reserve level being taken into account in calculating subsequent budgets for Joint Committee approval.

NPAS/EX/08/08 Risk Register

A Risk Register developed utilising the framework adopted by the Lead Authority was submitted for consideration.

It was suggested that Risk 7 should be withdrawn as political balance was not a factor in relation to the Joint Committee.

Decision

1. To note the contents of the Risk Register and agree to delete Risk 7.
2. To receive the findings of the annual review of the Risk Register at future meetings of the Executive Sub Committee.

NPAS/EX/08/09 Monitoring of Revenue Account 2007/08

A report of the Lead Authority was considered to enable the Sub Committee to monitor expenditure.

The year referred to in paragraph 1.1 was corrected to read 07/08.

Decision

1. To note the expenditure monitoring information as presented.
2. To authorise the Lead Officer to incur expenditure against the revenue budget in excess of the £2,452,276 set by the Committee should the need arise, provided such expenditure is within the total income.

3. To agree that should there be a surplus of income in the 2007/08 revenue account this is to be carried forward to year 2008/09
4. To agree that should there be an excess of expenditure over budget in 2008/09 that any use of reserves is in accordance with the established Reserve Policy.

NPAS/EX/08/10 General Progress and Service Standards

A report of the Lead Officer was submitted on progress in relation to (a) the take-up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales, and (b) service standard performance during 2007.

Decision

1. To note the information presented regarding the current and future take-up of decriminalised parking enforcement (DPE) powers.
2. To note the performance as at October 2007 against the agreed service standard indicators.

NPAS/EX/08/11 Revenue and Capital Budget Estimates 2008/2009

Revenue and Capital Budget Estimates were submitted for approval.

Decision

1. To adopt the Revenue Budget estimates for 2008/2009 as presented.
2. To adopt the zero capital budget estimate for 2008/2009.

NPAS/EX/08/12 NPASJC Service Charges to user councils 2008/2009

The Sub Committee considered the method of charging and the charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2008/2009.

Decision

1. To adopt the following charges in support of the service to be made to participating local authorities during the financial year 2008/2009:-

Element

Charge

Annual Charge (per SPA)	£0
Charge per PCN issued	£0.60
Charge per adjudication case	£0

2. To levy service charges based on a quarterly in advance basis for the PCN charge based on estimated figures and subsequently adjusted.
3. 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.

NPAS/EX/08/13 Bob Spicer Thanet District Council

The Sub Committee was informed that Bob Spicer was retiring from Thanet and was attending his last meeting.

Members offered their thanks to Bob for the excellent service from him for the Joint Committee and his District Council and wished him all good wishes for the future.

NPAS/EX/08/14 Inaugural meeting for the new Joint Committee

The Sub Committee were informed that there would be need for a meeting in late April or early May and that the Head of Service would take advice on the actual time a meeting needed to be held.

NPAS/EX/08/15 Meeting with the Minister for Transport

The Chief Adjudicator informed the Sub Committee that she would be inviting the Minister for Transport to a meeting of the Joint Committee to enable members to express their concerns about the impact of the regulations on Councils outside London in relation to the Traffic Management Act 2004. It was noted that the meeting would need to be held in London

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