

PATROL Adjudication Joint Committee

Minutes of a meeting of the Executive Sub-Committee held on 25 January 2011 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.

Present:

Councillor Ken Gregory	Thanet District Council – In the Chair
Councillor Ian Auckland	Sheffield City Council
Councillor Richard Bell	Sunderland City Council
Councillor Tony Burns	Manchester City Council
Councillor Mike Carver	East Hertfordshire District Council
Councillor Roland Dibbs	Rushmoor Borough Council
Councillor Gerald Forsbrey	Spelthorne Borough Council
Councillor Steve Harmer-Strange	Brighton & Hove City Council
Councillor Jim Jones	Carmarthenshire County Council
Councillor W. Jamie Macrae	Cheshire East Council
Councillor Roy Naylor	Stoke-on-Trent City Council

Also Present:

Louise Hutchinson	PATROL
Miles Wallace	PATROL
Kelly Cornell	PATROL
Caroline Sheppard	Traffic Penalty Tribunal
Christine Crisp	For PATROL Secretary
Paul Nicholls	Brighton & Hove City Council
Trevor Sage	Carmarthenshire County Council
Robin Chantrell-Smith	Thanet District Council
Graham Addicott OBE	Advisory Board
Roy Tunstall	Liverpool City Council

Apologies:

Councillor Phrynette Dickens Hampshire County Council

PATROL/EX/11/01 Appointment of Chair and Vice Chair

Decision

To re-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**PATROL/EX/11/02 Minutes****Decision**

To approve as a correct record the minutes of the meeting held on 29 June 2010.

PATROL/EX/11/03 PATROL Minutes**Decision**

To note the Minutes of the meeting of the PATROL Joint Committee held on 21 September 2010

PATROL/EX/11/04 Meeting with the Minister

It was reported that the Chair together with the Lead Officer and the Chief Adjudicator had met with the Minister on 11 January 2011 to discuss PATROL and its potential for reflecting the views of councils undertaking civil parking and bus lane enforcement outside London.

PATROL/EX/11/05 Civil Bus Lane in Wales under the Traffic Management Act 2004 and Department for Transport Consultation on the remaining powers under Part 6 of the Traffic Management Act in England

The Sub committee noted the arrangements for the planned introduction of Civil Enforcement in Wales under the Traffic Management Act 2004. A copy of the letter issued to 20 local authorities concerning the remaining powers under Part B of the Traffic Management Act in England was submitted.

The Chief Adjudicator responded to questions concerning the remaining powers as outlined in the letter from the Under Secretary of State, indicating that she would raise the comments made by members at the Signs Review.

PATROL/EX/11/06 General Progress and Service Standards

A report of the Lead Officer was submitted on progress in relation to the take-up of civil parking enforcement powers by Councils in England (outside London) and Wales, and information in relation to general progress and service standards.

Decision

1. To note the current take-up of civil enforcement of parking powers.
2. To note the information in relation to appeals activity.
3. To note the general progress and service standards information.

PATROL/EX/11/07 Working Group for Traffic Regulation Orders

The Lead Officer submitted an update report from the Working Group on Traffic Regulation Orders.

The Sub Committee was informed that they were requested to consider an additional £7,000 and not £3,000 as stated in the report.

Members commented that clarification was needed in relation to a number of issues in particular the definition of taxis in relation to bus lanes.

Decision

1. To note the progress of the initiative.
2. To approve the additional expenditure of up to £7,000 to fund the project.
3. To note that a final report would be presented to the next meeting of the Sub Committee in June.

PATROL/EX/11/08 Audit

The 2010-11 External Audit Plan was submitted. Internal Audit reports of work undertaken in 2010/11 in respect of Core Financial Systems, Risk Management Framework and the Internal Audit Plan for 2011/12 were also submitted.

Decision

1. To note the External Audit Plan 2010/11.

2. To note the findings of the Internal Audit for 2010/11
3. To approve the Internal Audit Plan for 2011/12

PATROL/EX/11/09 Risk Register

A report was submitted in accordance with a previous decision to regularly review the Risk Register.

The External Audit report for 2009/10 recommended the Joint Committee undertake a complete review of the risks recorded in the register to ensure these remained appropriate and any emerging risks recorded on the register and progress against the recommendations be reported to the Joint Committee. Progress against the recommendations has been reviewed by Internal Audit and reported separately on the Agenda. The revised Risk Register was therefore submitted for approval.

The Lead Officer undertook to provide members with further information in relation to the proposed fees for the audit and value for money assessment.

Decision

1. To note the findings of Internal Audit, reported elsewhere on the Agenda, in respect of the review of the Risk Register and that a report would be submitted to the next meeting in June setting out the strategic approach to risk management.
2. To approve the revised format for the Risk Register.
3. To note the findings of the review of the Risk Register at January 2011.
4. To note that the Lead Officer would report to the June meeting on concerns raised by members.

PATROL/EX/11/10 Treasury Management 2011/12

The Lead Officer reported that at the present time she had only received verbal feedback in relation to Treasury Management and that a detailed report would be submitted to the next meeting in June.

Decision

To note the report

PATROL/EX/11/11 Monitoring of the Revenue Budget 2010/11.

Monitoring information in respect of the Revenue Account for the year 2010/11 was submitted.

The Lead Officer introduced the report and then responded to questions from members.

Decision

1. To note the expenditure monitoring information as presented in the report.
2. To authorise the Lead Officer to incur expenditure should the need arise, provided such expenditure is within the total income.
3. To approve the provision of a rebate of 50% of the anticipated surplus in the final quarter pro rata to member councils' actual contributions year to date.
4. To agree that any remaining surplus is committed to Reserves in accordance with the recommendations contained within the report concerning the Reserves Policy.

PATROL/EX/11/12 Revenue Budget 2011/12

A report was submitted requesting approval of the Revenue Budget Estimates for 2011/2012.

The Lead Officer responded to questions from members in relation to IT expenditure over the past three years and venue costs for hearings and meetings of the Joint Committee and undertook to submit a breakdown of costs in respect of these matters to the next meeting of the Sub Committee.

Decision

1. To adopt the Revenue Budget estimates for 2011/2012 as presented.
2. To note that the Lead Officer would submit a breakdown of costs for IT and costs for hearings and Joint Committee meetings to the next meeting in June.

PATROL/EX/11/13 Reserves Policy Statement

A report was submitted reviewing the reserves policy of the Joint Committee for 2011/12.

Decision

1. To approve the Reserves Policy Statement for 2011/12
2. To approve the reserve level of £1,095,793

3. To note that a report would be submitted to the June meeting reviewing the Reserves Policy Statement in the light of the Premises Option Appraisal and the findings of the Business Processes and IT Review.
4. To delegate authority to the Chair and Vice Chair to authorise the withdrawal of funds from reserves to meet budgetary deficits and to note that the level of authorised withdrawal would be submitted to the June meeting for approval.

PATROL/EX/11/14 Defraying the costs of the Joint Committee 2011/12

A report was submitted establishing a basis for local authorities who are participating in the Joint Committee's arrangements to contribute to expenses during 2011/2012.

In response to a question concerning electronically transmission of cases, the Lead Officer stated that this was timely and that a report of the Review of Business Processes and IT would be presented to the June meeting.

Decision

1. To agree that the Joint committee shares its expenses between member authorities in proportion to the number of PCNs issued on the following basis for 2011/2012:-

Element	Charge
Annual Charge (per SPA)	£nil
Charge per PCN issued	0.65 pence
Charge per adjudication case	£5 in respect of non electronic cases with effect from 1 September 2011 following review at the June 2011 meeting.

2. To agree that local authorities are invoiced quarterly in advance based on estimated figures and subsequently adjusted.
3. To note that the Joint Committee will review its predicted outturn at its meeting in January 2012 to assess the need for any adjustment in the final quarter.
4. 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.

PATROL/EX/11/1 Date of next meeting

Decision

1. To note that the next meeting of the PATROL Executive Sub Committee would be held on 28 June 2011, at Warwickshire County Cricket Ground, Birmingham.
2. To agree that the meeting be scheduled half an hour earlier.

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