

PATROL Adjudication Joint Committee

Minutes of a meeting of the Executive Sub-Committee held on 28 June 2011 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.

Present:

Councillor Ken Gregory	Thanet District Council – In the Chair
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 Davey	Brighton & Hove City Council
Councillor Jim Jones	Carmarthenshire County Council
Councillor Rose	Oxfordshire County Council

Also Present:

Louise Hutchinson	PATROL
Miles Wallace	PATROL
Jason Dobson	PATROL
Caroline Sheppard	Traffic Penalty Tribunal
Chris Shepherd	For PATROL Secretary
Paul Nicholls	Brighton & Hove City Council
John McEvoy	Carmarthenshire County Council
Robin Chantrell-Smith	Thanet District Council
Roy Tunstall	Liverpool City Council
Elizabeth Round	Reading Borough Council
Ian Thomas	Reading Borough Council
Helen Crozier	Oxfordshire County Council
John Satchwell	Bournemouth Borough Council & Advisory Bd

PATROL/EX/11/16 Minutes

Decision

To approve as a correct record the minutes of the meeting held on 25 January 2011.

PATROL/EX/11/17 PATROL Annual Report Award 2009/10

The Lead Officer submitted a report which updated the Committee on the PATROL Annual Report Award.

Decision

1. To note the results of the second PATROL Annual Report Award for 2009/10
2. To receive a report on the findings of the review Group at the Annual Meeting in September
3. To note the arrangements for the Award for 2010/11 reports.

PATROL/EX/11/18 Tribunal General Progress and Service Standards

A report was submitted by the Lead Officer which detailed progress in respect of; (a) 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 information provided in the report in respect of the current take up of civil enforcement of parking powers
2. To note the information in relation to appeals activity
3. To note the information in relation to service standards
4. to note the additional general progress information

PATROL/EX/11/19 Risk Register and Risk Management Strategy

The Lead Officer submitted a report seeking approval of a Risk management Strategy which would underpin the future management, monitoring and reporting of risk to the Joint Committee.

Members commented that more detail on succession planning should be included. Members expressed concern in relation to IT.

Decision

1. To approve the Risk Management Strategy and summary of the Joint Committee's Risk Appetite
2. To approve risk reporting to be a standard item at each meeting.

PATROL/EX/11/20 Treasury Management Statement

The Treasury Management Statement was submitted for review by the Committee.

Members felt that there should be an investment strategy for consideration of the Committee. The Lead Officer agreed to look at how to take investment forward and would prepare a report for consideration at the next meeting in September.

Decision

1. To note the Treasury Management Statement 2011/12
2. To agree to review the statement annually

PATROL/EX/11/21 Patrol Adjudication Joint Committee Financial Regulations and Procurement

The Lead Officer submitted a report which, in accordance with the financial regulation detailed those suppliers for whom the approved tendering process has not been followed and sought approval of the Committee for plans to market test these services.

Decision

1. To note the list of strategic suppliers as appended to the report
2. To approve the plans for reviewing these services

PATROL/EX/11/22 Internal Audit Assurance Statement 2010/11

The Lead Officer presented the Internal Audit Assurance Statement for 2010/11.

Decision

1. To note the Internal Audit Assurance Statement for 2010/11.
2. To agree to review the internal audit plan for 2011/12 in the light of this statement at the meeting scheduled for January 2012.

PATROL/EX/11/23 External Audit Arrangements

The Lead Officer submitted a report on the new external audit arrangements

Decision

To note the arrangements for external audit for the period 2010/11 and 2011/12.

PATROL/EX/11/24 Draft Annual Return for 2010/11

A report was submitted which presented the draft Annual Return for the year 2010/11.

Decision

1. To note the outturn position against the 2010/11 budget.
2. To approve the 2010/11 Annual Return, note the Annual Internal Audit Report and Balance Sheet.
3. To note that the External Auditor's report and final Annual Accounts for 2010/11 will be submitted to the PATROL Adjudication Joint Committee in September 2011.
4. To approve the surplus of income over expenditure being added to the Joint Committee's General Reserves and to note that the Reserves level will be reviewed at the meeting in September 2011.
5. To approve the Code of Corporate Governance.

PATROL/EX/11/25 New Case Management System and Web Portal

A report was submitted which presented the findings of the independent review of Business Process and IT and to seek approval for the commissioning of the new case management system and web portable to enable efficient preparation of cases for Adjudicators, ease of access for councils and appellants and cost savings in IT infrastructure.

Decision

1. To note the findings from the independent review of business process and IT.
2. To note the preferred model for IT technology and delivery set out in the report.
3. To approve the commissioning of the new case management and web portal :
 - (a) To approve the use in 2011/12 of up to the £200,000 of reserved approved for this purpose to enable the new case management system and portal to be commissioned and implementation commence
 - (b) To approve the use of any remaining reserve from 2011/12 within this £200,000 limit for use to fund implementation in 2012/13.
 - (c) To agree in setting the budget for 2012/13 in January 2012, the Joint Committee considers the IT spend for 2012/13 to be equivalent to that budgeted for 2011/12 with a view to the differential between the ongoing IT costs and the budget total being allocated to the completion of the implementation project. This decision would also be informed by the projected outturn position for 2011/12 which will be presented at that meeting

The Joint Committee requested that in the absence of formal tenders at this point, further reports be submitted to the Joint Committee when a formal tender price is known in order that these recommendations (a-c) may be reviewed.

4. To agree to defer the introduction of a case management charge for non-electronic cases for councils until the introduction of the new web portal.

PATROL/EX/11/26 Renewal of Part-time Adjudicator

Appointments

(Public excluded)

A report of the Chief Adjudicator of the Traffic Penalty Tribunal was submitted which gave detail on the renewal of appointment of the Adjudicators listed in the report.

Decision

1. To note the report.

PATROL/EX/11/28 Any other business

The Lead Officer informed Members that the Tribunal had been approached in relation to providing adjudication on other traffic related matters. Formal consideration of this would be requested at the appropriate time.

PATROL/EX/11/29 Date of next meeting

The next meeting will be held on 28 September 2011 at Edgbaston.