

## **PATROL Adjudication Joint Committee**

**Minutes of a meeting of the Executive Sub-Committee held on 26 January 2010 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.**

### **Present:**

Councillor Ken Gregory	Thanet District Council – <b>In the Chair</b>
Councillor Tony Burns	Manchester City Council
Councillor Jim Jones	Carmarthenshire County Council
Councillor Leslie Burden	Borough of Poole
Councillor Mike Carver	East Hertfordshire District Council
Councillor Richard Bell	Sunderland City Council
Councillor Gerald Forsbrey	Spelthorne Borough Council
Councillor Tony Page	Reading Borough Council
Councillor Peter Millea	Liverpool City Council
Councillor Rodney Rose	Oxfordshire County Council

### **Also Present:**

Louise Hutchinson	PATROL
Miles Wallace	PATROL
Kelly Cornell	PATROL
Andrew Barfoot	Traffic Penalty Tribunal
Lindsay Westwood	Traffic Penalty Tribunal
Caroline Sheppard	Traffic Penalty Tribunal
Christine Crisp	For PATROL Secretary
Robin Chantrell-Smith	Thanet District Council
Helen Crozier	Oxfordshire County Council
John Satchwell	Advisory Board
Peter Bayless	Hampshire County Council
Trevor Sage	Carmarthenshire County Council
Graeme Addicott	Advisory Board

### **PATROL/EX/10/01 Minutes**

#### **Decision**

To approve as a correct record the minutes of the meeting held on 22 September 2009

### **PATROL/EX/10/02 Information for New Councillors**

A briefing note for new Council representatives was submitted.

**Decision**

To note the report.

**PATROL/EX/10/03 General Progress and Service Standards**

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

Louise Hutchinson introduced the report and indicated that because of the Christmas period there were fewer hearings, however by the end of March there would be an overall picture and that a full report would be submitted to the next meeting in June.

In response to concerns about those wanting to appeal without any access to the Internet, members were given an assurance that those appellants would not be disadvantaged because of this. There were figures to support that on line appeals were increasing, however the numbers were extremely small compared to the number of councils in the scheme.

Reference was made to electronic transfer of evidence and members were requested to stress the importance of this to their Council.

Following comments in relation to administrative targets, the Lead officer stated that she would review the targets and bring a report to the June meeting.

**Decision**

1. To note the information presented regarding the current take-up of civil enforcement of parking powers.
2. To note the information in relation to service standards.
3. To note the additional general progress information.
4. To record the expectation that Member Authorities will engage in the Appeal on Line and Electronic Evidence Transfer initiatives.

**PATROL/EX/10/04 Judicial Studies Board – Evaluation of Adjudicator Training**

A report was submitted informing the Sub Committee of a recent evaluation of Adjudicator Training at the Traffic Penalty Tribunal by the Judicial Studies Board

**Decision**

To note the report

---

**PATROL/EX/10/06      On-line Library of Traffic Regulation Orders held by the Tribunal**

A report was submitted informing the Sub Committee of a forthcoming initiative to place the Tribunal's existing library of Council's Traffic Regulation Orders (TROs) on the Tribunal's website, so as to make the TROs publicly accessible and provide an on line resource for Councils.

The Chief Adjudicator introduced the report and then responded to questions from members.

**Decision**

To note the report

**PATROL/EX/10/07      Audit of Accounts 2008/2009**

A report was submitted informing the Sub Committee of the conclusion of the Audit of Accounts for 2008/09.

The Lead Officer updated the Sub Committee in relation to points raised in the letter from the Auditor dated 18 December 2009.

**Decision**

1. To note the Audit Opinion which supplements the 'Annual Report to those Charged with Governance', presented in September 2009.
2. To note the contents of the Auditor's letter dated 18 December 2009.
3. To note that the accounts are published on the PATROL web site at [www.patrol-uk.info](http://www.patrol-uk.info)
4. To approve the proposed actions to validate Joint Committee Audit Returns from Member Authorities.
5. To note the position in relation to the closing and opening balances on the new bank account.

**PATROL/EX/10/08      Internal Audit**

The Lead Officer reported on the work in progress concerning Internal Audit work in 2009/10 stating that a report would be submitted to the Sub Committee in June.

**Decision**

To note the report

**PATROL/EX/10/96 Risk Register**

A report was submitted reviewing the updated Risk Register developed utilising the framework adopted by the Lead Authority. The register remains fit for purpose and current.

**Decision**

To note the findings of the review.

**PATROL/EX/10/10 Treasury Management Statement**

A report was submitted reviewing the Treasury Management Statement.

**Decision**

To note the Treasury Management Statement and review the Statement at the January meeting of the Sub Committee.

**PATROL/EX/10/11 Monitoring of Revenue Account 2009/10**

Monitoring information in respect of the Revenue Account for the year 2009/10 was submitted.

Following queries from members in relation to the Audit costs being higher than expected, the Lead officer undertook to circulate detailed information to the Sub Committee in this regard.

**Decision**

1. To note the expenditure monitoring information as presented in the report.
2. To note that the Lead Officer will circulate information to the Sub Committee in relation to Audit costs.
3. To authorise the Lead Officer in consultation with the Chair and Deputy to incur expenditure against the revenue budget in excess of the £2,553,488 set by the Committee should the need arise, provided such expenditure is within the total income.
4. To agree that should there be a surplus of income in the 2009/10 revenue account this is to be carried forward to year 2010/11

**PATROL/EX/10/12 Revenue Budget Estimates 2010/2011**

A report was submitted requesting approval of the Revenue Budget Estimates for 2010/2011.

A document giving a three year monitor/forecast was tabled.

Members welcomed the tabled information and suggested that in future 'one of' expenditure should be highlighted.

### **Decision**

To adopt the Revenue Budget estimates for 2010/2011 as presented.

## **PATROL/EX/10/13 Reserves Policy**

A report was submitted reviewing the reserves

### **Decision**

1. To agree the Reserves Policy Statement outlined in the report.
2. To agree to set the reserve level for PATROL at £647,262 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.

## **PATROL/EX/10/14 Defraying the expenses of the Joint Committee 2010/11**

A report was submitted establishing a base for local authorities who are participating in the Joint Committee's arrangements to contribute to expenses during 2010/2011

### **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 2010/2011:-

<b>Element</b>	<b>Charge</b>
Annual Charge (per SPA)	£nil
Charge per PCN issued	0.65 pence
Charge per adjudication case	£nil

2. To agree that local authorities are invoiced quarterly in advance 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.

## **PATROL/EX/10/15      Date of next meeting**

### **Decision**

To note that the next meeting of the Executive Sub Committee would be held at Warwickshire County Cricket Ground, Birmingham on 29 June 2010. Also noted that the Annual meeting of the PATROL Joint Committee would be held on 21 September 2010, Venue to be confirmed.

H/cttee/npas/exec/290107