

**DATE: Wednesday 28<sup>th</sup> September 2011**

**TIME: 11.30am**

**PLACE: Warwickshire County Cricket Club, The County Ground, Edgbaston,  
Birmingham, B5 7QU.**

**AGENDA**

1. **APPOINTMENT OF CHAIR, VICE CHAIR AND ASSISTANT CHAIR**  
To appoint Members to serve as Chair, Vice Chair and Assistant Chair of the Joint Committee.  
(These appointments to be effective until the next Annual Meeting)
2. **URGENT BUSINESS**  
To consider any items which the Chair has agreed to have submitted as urgent.
3. **ACCESS TO INFORMATION ACT**  
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.
4. **DECLARATIONS OF PECUNIARY / NON-PECUNIARY INTERESTS**  
To allow Members an opportunity to [a] declare personal or prejudicial interests in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; and [c] the existence and nature of any party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that interest at the start of the item under consideration. If members also have a prejudicial interest they should withdraw from the meeting during the consideration of the item.
5. **ANNUAL REVIEW OF GOVERNANCE DOCUMENTATION**  
To adopt the governance documentation as set out in the report (Standing Orders and Rules of Financial Management, Financial Regulations, Scheme of Delegation and Cycle of Meetings).  
**[Enclosed]**
6. **MINUTES OF THE PATROL ADJUDICATION JOINT COMMITTEE MEETING HELD 21 SEPTEMBER 2010**  
To approve the minutes of the PATROL Adjudication Joint Committee Meeting held 21 September 2010.  
**[Enclosed]**
7. **MINUTES OF THE PATROL ADJUDICATION JOINT COMMITTEE EXECUTIVE SUB COMMITTEE**  
To note the minutes of the PATROL Adjudication Joint Committee Executive Sub Committee at its meetings 25th January and 28th June 2011.  
**[Enclosed]**
8. **PATROL EXECUTIVE SUB COMMITTEE WALES**  
To receive a verbal update

- 9. ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE**  
To establish an Executive Sub-Committee including its Terms of Reference. To appoint Members to the Executive Sub Committee for the period until the annual meeting of the Joint Committee in September 2012.  
**[Enclosed]**
- 10. APPOINTMENTS TO THE ADVISORY BOARD**  
To request appointments to the Advisory Board for the period until the annual meeting of the Joint Committee in September 2012.  
**[Enclosed]**
- 11. ANNUAL REPORT OF THE PARKING ADJUDICATORS**  
To delegate the receipt of the Adjudicators Annual Report for 2010/11 to the PATROL Executive Sub Committee in January 2012.  
**[Enclosed]**
- 12. TRIBUNAL GENERAL PROGRESS AND SERVICE STANDARDS**  
To provide information in respect of councils in the scheme and the tribunal's initiatives and standards.  
**[Enclosed]**
- 13. FINAL ANNUAL ACCOUNTS 2010/11**  
To approve the final annual accounts 2010/11, to note the completion of the Audit of Accounts 2010/11, to approve the management response.
- 14. BUDGET MONITORING 2011/12**  
To note income and expenditure at 30<sup>th</sup> June 2011  
**[Enclosed]**
- 15. TREASURY MANAGEMENT STATEMENT**  
To approve the updated Treasury Management Statement  
**[Enclosed]**
- 16. RISK REGISTER**  
To receive the updated risk register  
**[Enclosed]**
- 17. WORKING GROUP FOR TRAFFIC REGULATION ORDERS**  
To receive a verbal report on the progress of the parking report.
- 18. SERVICE OF NOTICES**  
To receive a report on the requirements on enforcement authorities in relation to service of notices.  
**[Enclosed]**
- 19. PATROL ANNUAL REPORT AWARD 2008/2010**  
To receive the report of the Annual Report Review Group 2008/10 and agree that the report be circulated free of charge.  
**[Enclosed]**

**SIR HOWARD BERNSTEIN**

Chief Executive  
Manchester City Council  
Town Hall, Albert Square  
Manchester M60 2LA

**CONTACT OFFICER**

Chris Shepherd  
Governance and Scrutiny Support Unit  
Tel: 0161 234 3037 (Direct)  
Fax: 0161 274 7017

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