
National Parking Adjudication Service Joint Committee

**Minutes of the Meeting held on 29 January 2007 at Warwickshire
County Cricket Club, Edgbaston, Birmingham.**

Present:

Councillor David Barker – Sheffield City Council
Councillor Richard Bell – Sunderland City Council
Councillor Tony Burns – Manchester City Council
Councillor Jim Davies – Carmarthenshire County Council
Councillor Roland Dibbs – Rushmoor Borough Council
Councillor Phrynette Dickens – Hampshire County Council
Councillor David Gillard – Poole Borough Council
Councillor Ken Gregory – Thanet District Council
Councillor Sir Elgar Jenkins, OBE – Bath and North East Somerset Council
Councillor Peter Millea – Liverpool City Council
Councillor Roy Pennington – Brighton and Hove City Council

Also Present:

Caroline Sheppard, Chief Adjudicator
Louise Hutchinson, Head of Service
Christine Crisp for NPAS Secretary
John Satchwell - NPAS Advisory Board
Graham Addicott OBE – NPAS Advisory Board
Peter Bayless - NPAS Advisory Board
Bob Spicer – Thanet District Council
Roy Tunstall – Liverpool City Council
Dick Davey-Thomas - Brighton & Hove City Council
Andy Hickman – Winchester City Council
Ian Nash – Nottingham City Council
Caroline Stylianou – Nottingham City Council

NPAS/EX/07/1 Appointment of Chair and Vice Chair

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/07/2 Executive Sub Committee Minutes

Decision

To approve as a correct record the minutes of the meeting held on 31 January 2006 subject to the following:

The correction to the spelling of Councillor Millea
The addition of OBE after the name of Councillor Sir Elgar Jenkins
Reference to Thanet **District** Council
Reference to Brighton and Hove **City** Council
The correction to the spelling of the surname of the officer from Liverpool to read Tunstall
The correction to the spelling of the surname of the Chief Adjudicator to read Sheppard

NPAS/EX/07/3 NPASJC Minutes

The Minutes of the National Parking Adjudication Service Joint Committee held on 30 June 2005 were submitted for information.

Decision

To note the minutes and request the Head of Service to report to the next meeting of the Joint Committee on the receipt of information relating to the number of PCNs issued by individual Councils.

NPAS/EX/07/4 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 :-

Derby CC, Kingston upon Hull CC, Kirklees MBC, Conwy CBC, Kennet DC, North Wiltshire DC, Rugby BC, Calderdale MBC, Shrewsbury & Atcham BC; Bridgnorth DC, North Shropshire DC, Oswestry BC, South Shropshire DC and Leicester CC.

Decision

1. To note that since the meeting held on 30 June 2006 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/07/5 Audit of Accounts 2005/2006

A report was submitted detailing changes in the accounts as a result of the 2005/06 audit.

Decision

1. To note the changes made to the 2005/06 accounts as a result of the audit and the response to the Annual Governance Report which had been previously circulated.
2. To note that a report will be submitted to the meeting of the Joint Committee in June on the risk register.

NPAS/EX/07/6 Revenue Budget 2005/2006

A report of the Lead Authority was considered to enable the Sub Committee to monitor expenditure. An additional paper relating to the monitoring of the approved revenue budget for 2006/7 at 31 December 2006 was tabled.

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 income figure with the deficit being taken from reserves.
3. To authorise the Lead Officer in consultation with the Chair and Vice Chair to approve the withdrawal of funds from reserves where expenditure against the revenue budget is in excess of the income figure.

NPAS/EX/07/7 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 2006.

Decision

1. To note the information presented regarding the current and future take-up of decriminalised parking enforcement powers.

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2. To note the performance attained so far during 2006 against the agreed service standards and to agree that the existing targets be maintained pending a thorough review of the reporting capacity of the Appeals Information Management System (AIMS).

NPAS/EX/07/8 Revenue and Capital Budget Estimates 2007/2008

Revenue and Capital Budget Estimates were submitted for approval.

Decision

1. To adopt the Revenue Budget estimates for 2006/2007 as presented.
2. To adopt the zero capital budget estimate for 2007/2008.

NPAS/EX/07/9 NPASJC Service Charges to user councils 2007/2008

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 2007/2008.

Decision

1. To adopt the following charges in support of the service to be made to participating local authorities during the financial year 2006/2007:-

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.

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4. To note that a progress report will be submitted to the Joint Committee in June.

NPAS/EX/07/10 Part Time Parking Adjudicators

A report was submitted informing the Sub Committee of the re-appointment of part-time Parking Adjudicators.

Decision

To confirm the renewal for five years from 23 January 2007 of the appointment of those part-time Parking Adjudicators who were initially appointed on 23 January 2002 and whose names appear in the Appendix to the report.

NPAS/EX/07/11 Traffic Management Act 2004 (Part 6 Consultation)

A report was submitted informing the Sub Committee of the issues raised on its behalf in relation to the consultation on Part 6 of the Traffic Management Act 2004 and providing for information the Chief Adjudicator's full response to the consultation exercise.

Decision

1. To note the contents of the Chief Adjudicator's submission to the Department for Transport in response to their consultation document.
2. To receive a further report once further information is received on the implementation of the new legislation. This information to be circulated in advance of the June meeting if available.

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