

## NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE

### MINUTES OF THE MEETING HELD AT THE NATIONAL MOTOCYCLE MUSEUM, SOLIHULL, BIRMINGHAM, ON 26TH JUNE, 2007.

#### PRESENT

Councillor Pat Drake	Brighton and Hove City Council
Councillor Hugh Wilson	Buckinghamshire County Council
Councillor Mike Carver	East Hertfordshire District Council
Councillor Arthur Mandry	Fareham Borough Council
Councillor Mrs Phrynnette Dickens	Hampshire County Council
Councillor Tony Burns	Manchester City Council
Councillor Ken Matthews	Mid Bedfordshire District Council
Councillor David Gillard	Poole Borough Council
Councillor Tony Page	Reading Borough Council
Councillor Ron Oatham	Rochford District Council
Councillor Roland L G Dibbs	Rushmoor Borough Council
Councillor Gerald Forsbrey	Spelthorne Borough Council
Councillor Richard Bell	Sunderland City Council
Councillor Ken Gregory	Thanet District Council
Councillor David Inman	Waverley Borough Council

#### Also in Attendance

Mr John Satchwell	Bournemouth Council, NPAS Advisory Board
Mr Dick Davey	Brighton and Hove City Council
Mr Andrew Pulham	Parking Manager – East Hertfordshire District Council
Mr Colin Jones	Gwynedd Council
Mr Graham Marsh	Manchester City Council
Mr Alan Tyson	Strategy Officer – South Bedfordshire District Council
Mr Bob Spicer	Thanet District Council
Mrs Christine Crisp	For NPAS Secretary
Mr Graham Addecott OBE	NPAS Advisory Board
Mr Peter Bayless	NPAS Advisory Board
Ms Caroline Sheppard	Chief Adjudicator
Louise Hutchinson	Head of Service, NPAS
Andrew Barfoot	NPAS

**NPAS/07/01                    Appointment of Chair, Vice Chair and Assistant Chair**

Nominations were invited.

**Decision**

To appoint Councillor Gregory (Thanet) as Chair and Councillor Burns (Manchester) as Vice Chair and Councillor Dickens (Hampshire) as Assistant Chair.

**Councillor Gregory in the Chair.**

**NPAS/07/02                    Appointment of Auditors**

**Decision**

To appoint the Lead Authority to the Joint Committee to deliver the internal audit service and provide independent opinion on the adequacy and effectiveness of internal control systems.

**NPAS/07/03                    NPASJC Minutes**

The Minutes of the National Parking Adjudication Service Joint Committee held on 30 June 2006 were submitted.

**Decision**

To approve as a correct record the Minutes of the meeting held on 30 June, 2006.

**NPAS/07/4                    Executive Sub-Committee Minutes**

**Decision**

To note the Minutes of the meeting held on 29 January, 2007.

**NPAS/07/05                    Final Accounts, 2006/2007**

The final accounts for the years 2006/2007 were submitted. The accounts for 2006/07 are presented differently than in previous years because of changes to the Statement of Reporting Practice introduced for 2006/07. There has also been a requirement to restate accounts for 2005/06 in this way. The new presentation requirements have raised an issue around the presentation of accounts in previous years. The City Treasurer has signed the accounts on the basis that this will be addressed prior to the final audit letter.

**Decision**

1. To approve the 2006/2007 Accounts for the NPASJC as prepared by the Lead Authority.

2. To agree to carry forward the excess of income over expenditure recorded in the 2006/2007 Revenue Account to the 2007/2008 Revenue Account.
3. To note that the Auditor's report in relation to 2006/07 will be submitted to the Joint committee in due course.

**NPAS/07/06 Risk Register**

A report of the Lead Officer was submitted informing members of progress compiling a Risk Register.

**Decision**

To note the report and that a further report relating to the content of the Risk Register will be submitted to the meeting of the Executive Sub Committee in January 2008.

**NPAS/07/07 New Member Councils**

A report of the Lead Officer was submitted seeking approval to extend the Chief Parking Adjudicator's appointment to cover the areas of a number of Councils who have become party to the NPASJC Agreement.

**Decision**

1. To note that since the 31 January, 2007, South Tyneside Borough Council, Wolverhampton City Council, Warrington Borough Council, Tameside Metropolitan Borough Council, Isle of Anglesey County Council, Gwynedd Council, Waverley Borough Council, Fareham Borough Council, Isle of Wight Council and North Tyneside Metropolitan Borough Council have become a party to the NPASJC Agreement.
2. To confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminous to their appointments) to cover the areas of the Councils referred to above with effect from their various commencement dates appropriate to each authority area.

**NPAS/07/08 General Progress and Service Standards**

The Lead Officer presented a report on progress in respect of the take up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales and service standard performance during 2006.

**Decision**

1. To note the current take up of decriminalised parking enforcement powers.
2. To note the performance attained during 2006 and 2007 against the agreed service standard indicators.
3. To approve the revised service standards for personal hearings:
  - a) 60% of cases to be offered a personal hearing date within 8 weeks of receipt of the Notice of Appeal.

- b) 90% of cases to be offered a personal hearing date within 12 weeks of receipt of the Notice of Appeal.
4. To approve the revised service standard for postal decisions:
- 80% of postal decisions to be made within 7 weeks of receipt of the Notice of Appeal.

**NPAS/07/09                      Annual Report of the Parking Adjudicators.**

The Annual report of the Adjudicators for the calendar year 2006 was submitted.

**Decision**

1. To note the Annual Report for 2006 and forward it to the Secretary of State for Transport, and the First Minister of the National Assembly for Wales.
2. To approve the translation of the report into the Welsh language for the purpose of forwarding it to the First Minister.
3. To agree that the report is published and circulated free of charge.

**NPAS/06/09                      Establishment of Executive Sub-Committee**

A report was submitted on the appointment of an Executive Sub-Committee for the forthcoming year.

**Decision**

1. To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee until the annual meeting in 2007, comprising Councillor Mike Carver (East Hertfordshire), Tony Burns (Manchester), Roland Dibbs (Rushmoor), Phrynette Dickens (Hampshire), David Gillard (Poole), Ken Gregory (Thanet), Richard Bell (Sunderland), Tony Page (Reading), Gerald Forsbrey (Spelthorne), Hugh Wilson (Buckinghamshire), David Inman (Waverley), Richard Bell (Sunderland), Pat Drake (Brighton and Hove) and a representative from Wales Councillor Elwyn Williams (Carmarthenshire).
2. To agree the terms of reference contained in the body of the report.

**NPAS/07/10                      Appointments to the Advisory Board**

A report was submitted on the appointment of representatives to the Advisory Board and detailing changes to the current composition.

## **Decision**

1. To appoint representatives to serve on the Advisory Board as follows:-

The Lead Officer plus up to 11 people viz:

At least one representing an English Authority

*Bournemouth Unitary Council – John Satchwell*

At least one representing a Welsh Authority

*Carmarthanshire County Council – Trevor Sage*

At least one representing a District Council

*Winchester City Council – Andy Hickman*

At least one representing a County Council

*Hampshire County Council – Peter Bayless*

*Hertfordshire County Council – Deborah Davis*

At least one representing a Unitary or Metropolitan Council

*Manchester City Council – Andrew Scallan*

At least one representing a bus lane enforcement Council

*Bath and North East Somerset – Kathryn Eldridge*

A representative each from the DfT and NafW (Ex-Officio) – *Marilyn Waldron (DfT)*  
*and Colin Eakitts (NAfW)*

A representative from a Motoring Association

*Paul Watters – AA Motoring Trust*

An independent person with knowledge of judicial or tribunal systems (Ex-Officio)

*Graham Addicott OBE*

2. To agree the terms of reference contained in the body of the report.

## **NPAS/07/11 Traffic Management Act**

The Chief Adjudicator informed the Joint Committee of the introduction of the Traffic Management Act (2004) on 31 March 2007. Representations had been made to the Department for Transport on behalf of the Joint Committee in response to their consultation on the draft regulations. Following the consultation, it was clear that the matters raised had not been taken into account. The Chair and Vice Chair wrote to the then Minister expressing their concerns particularly around the need to consider the impact of regulations on councils outside London. The response from the Minister was unhelpful.

## **Decision**

A meeting is to be sought with the Minister to establish a way forward.

committee/npasjc/26june07