

DATE: Wednesday 28th 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, Scheme of Delegation, Financial Regulations, 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. **[Enclosed] – Final Accounts document to follow**
- 14. BUDGET MONITORING 2011/12**
To note income and expenditure at 30th 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
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Agenda issued: 20 September 2011

REPORT FOR RESOLUTION

SUBJECT: Annual Review of Governance Documentation

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To present governance documentation for annual review, as set out in the report.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Adopts the Standing Orders and Rules of Financial Management at Appendix 1
- [ii] Adopts the Financial Regulations at Appendix 2.
- [iii] Adopts the Scheme of Delegation at Appendix 3
- [iv] Notes the cycle of meetings for 2012

CONTACT: Louise Hutchinson, PATROL, Barlow House, Minshull Street, Manchester M1 3DZ

1.0 BACKGROUND

- 1.1 The Standing Orders and Rules of Financial Management of the Joint Committee are reviewed on an annual basis (Appendix 1).
- 1.2 Following audit recommendations, the Joint Committee is asked to approve the enclosed Financial Regulations (Appendix 2). The changes are highlighted in bold italics.
- 1.3 The Joint Committee is asked to approve the existing Scheme of Delegation (Appendix 3).
- 1.4 The following dates are proposed for meetings in 2012

Tuesday 31 January 2012
Tuesday 26 June 2012
Tuesday 25 September 2012

2.0 RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Adopts the Standing Orders and Rules of Financial Management at Appendix 1
- [ii] Adopts the Financial Regulations at Appendix 2.
- [iii] Adopts the Scheme of Delegation at Appendix 3
- [iv] Notes the cycle of meetings for 2012

**THE PARKING AND TRAFFIC
REGULATIONS OUTSIDE LONDON
ADJUDICATION JOINT COMMITTEE'S
STANDING ORDERS AND FINANCIAL
STANDING ORDERS AND RULES
OF FINANCIAL MANAGEMENT
2011-2012**

THE PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON
ADJUDICATION JOINT COMMITTEE'S STANDING ORDERS 2011-12

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1. Chairman Vice-Chairman and Assistant Vice- Chairman

The PATROLAJC at its first meeting and subsequently on an annual basis shall elect from one of its representatives a Chairman and Vice-Chairman and Assistant Vice- Chairman

2. Duration of Appointments

- (i) Each representative on the PATROLAJC shall hold office from the date of the first meeting of the PATROLAJC following his appointment to the date of the next annual meeting of the PATROLAJC or until his appointment is terminated by the appointing Participating Authority which may be done at any time or until he ceases to be entitled to be a representative of that Participating Authority on a Joint Committee under the constitutional arrangements applicable to that appointing Participating Authority.
- (ii) The Chairman ,Vice-Chairman and Assistant Vice- Chairman shall hold office until the following Annual meeting but such office shall be deemed to be vacated if the appointment as a

representative on the Joint Committee is terminated by their Participating Authority or if they cease to be entitled to be a representative on a Joint Committee under the constitutional arrangements applicable to that appointing Authority.

3. Servicing and Advice

- (i) It shall be the responsibility of the Lead Officer to convene all meetings of the PATROLAJC;
- (ii) An Advisory Board may be appointed by the PATROLAJC comprising the Lead Officer, such other officers of the Participating Authorities and other persons appointed by the PATROLAJC and a representative nominated by the Department for Transport (DFT) to advise the PATROLAJC on any matter relating to the functions conferred on the PATROLAJC. The Advisory Board shall be entitled to depute one or more of their number to attend and advise at meetings of the PATROLAJC.

4. Meetings and Agenda

- (i) A meeting of the PATROLAJC may be called at such date, time and place:
 - a) at the instance of the Chairman; or
 - b) as may be determined by the PATROLAJC; or
 - c) by a requisition, signed by not less than one half of the representatives of the PATROLAJC delivered to the Lead Officer at least ten working days before the date of the meeting.

d) At the instance of the Lead Officer

Provided that the PATROLAJC shall meet at least once every year (the Annual Meeting).

The summons to any meeting shall set out the business to be transacted thereat, and no business other than that set out in the summons shall be considered at the meeting unless by reason of special circumstances, which shall be specified in the minutes, the Chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

(ii) At every meeting of the PATROLAJC the Chairman, if present, shall preside. If the Chairman is absent the Vice-Chairman, if present, shall preside. If both the Chairman and Vice Chairman are absent the Assistant Vice-Chairman shall preside. If the Chairman, Vice Chairman and Assistant Vice-Chairman are all absent the meeting shall elect a Chairman from one of its representatives. For the purposes of these Standing Orders references to the Chairman, in the context of the conduct of business at meetings, shall mean the person presiding under the Standing Orders.

(iii) Any Participating Authority acting through its representative on the Joint Committee or through an Advisory Board Representative may give written notice of an item to be placed on the Agenda of the PATROLAJC. All notices of items for agendas must be received by the Lead Officer not less than

fifteen working days prior to the meeting to which the agenda relates.

- (iv) Each of the Participating Authorities and every Advisory Board representative shall be entitled to receive a copy of the Agenda, papers and minutes of the proceedings of the PATROLAJC.
- (v) The Lead Officer shall not less than seven clear days before the intended meeting of the PATROLAJC: -
 - (a) Circulate a notice thereof to each Participating Authority representative on the PATROLAJC and to the nominated officer of each Participating Authority, accompanied by a notice of the business to be transacted. Provided that the failure of any such notice to be delivered shall not affect the validity of the meeting or of the business transacted thereat.
 - (b) Publish notice thereof in the London Gazette or such other daily national publication as may be specified by the Lead Officer. Provided Always if not published in the London Gazette the Lead Officer shall give 14 days notice in writing to the Participating Authorities of the name of newspapers in which the notice of meetings is to be published.
- (vi) Deputations shall be entitled, upon prior notification being given to the Lead Officer and at the discretion of the Chairman, to attend and address the meeting for not more than ten minutes

and to answer questions from representatives on the PATROLAJC for a further ten minutes.

- (vii) A representative of the DFT may attend the meetings of the PATROLAJC as adviser of the PATROLAJC and may participate fully on all items of business but not vote.

4A. Cancellation of Meetings

The Lead Officer may cancel or postpone any meeting in consultation with the Chairman prior to the issue of the agenda or subsequently if there is no business to be transacted, or in other exceptional circumstances.

5. Substitute Members

If a representative of the PATROLAJC is unable to be present at a meeting of the PATROLAJC, that Participating Authority may be represented by a substitute duly appointed by that Participating Authority for the purpose in accordance with their own constitutional arrangements and whose name has been duly notified in writing to the Lead Officer of the PATROLAJC by the nominated Officer of the Participating Authority concerned at least 24 hours prior to the Committee meeting. A substitute attending a meeting of the PATROLAJC shall declare and vote as the Participating Authority representative on the PATROLAJC. No substitute representative may attend any meeting at which the representative for which he is substitute is present.

6. Attendance Record

At every meeting each representative attending shall record such presence on the attendance sheet or other form of record provided by the Lead Officer.

7. Order of Business

- (i) The order of business at every meeting shall be:
 - (a) to approve as a correct record the minutes of the last meeting;
 - (b) to dispose of business (if any) remaining from the last meeting;
 - (c) to receive and consider reports prepared for the PATROLAJC
- (ii) The Chairman shall have discretion to alter the order in which business is taken at the meeting.

8. Minutes

- (i) Minutes of every meeting of the PATROLAJC or any Subcommittee shall be submitted to and signed at the next following meeting of the body concerned.
- (ii) The Chairman shall put the question that the minutes submitted be approved as a correct record of the meeting in question.
- (iii) No other motion or discussion shall take place upon the Minutes except upon their accuracy. If no such question is raised or if it is raised, then as soon as it has been disposed of, the Chairman shall sign the Minutes.

9. Sub-Committees

The PATROLAJC shall be entitled to appoint such Sub-committees as it thinks fit.

10. Voting

- (i) Each representative (or if absent the named substitute) shall be entitled to one vote on each question to be decided. Subject to paragraph 10 (iii), every question shall be determined by a show of hands and shall be determined by a simple majority.
- (ii) In the case of an equality of votes, the Chairman shall have a second or casting vote.
- (iii) On the requisition of any representative made before any vote is taken on a motion or an amendment, the voting shall be recorded so as to show how each representative present and voting voted. The name of any representative present and not voting shall also be recorded.

11. Quorum

- (i) The quorum of the PATROLAJC shall be one twentieth of the number of the Participating Authority representatives but in any event not less than three, and the quorum of a Sub-committee shall be one quarter of the number of members of the Sub-Committee.
- (ii) For the avoidance of doubt non-attendance of the representative appointed by the DFT shall not render the meeting inquorate nor shall he be counted in deciding whether a quorum has been established.
- (iii) No business can be transacted at any meeting unless a quorum is present.

12. Rules of Debate

- (i) A motion or amendment shall not be discussed unless it has been proposed and seconded.
- (ii) A representative shall address the Chairman and direct any speech to the question under discussion. If two or more representatives indicate they wish to speak the Chairman shall call on one to speak first.
- (iii) An amendment shall be:
 - (a) to leave out words
 - (b) to leave out words and insert or add others
 - (c) to insert or add wordsbut any such amendment must not have the effect of introducing a new proposal into or of negating the original motion
- (iv) A representative shall not speak for longer than 5 minutes on any matter without the consent of the PATROLAJC.
- (v) No representative shall address the PATROLAJC more than once on any issue, but the mover of an original motion may reply, in which reply no new matter shall be introduced, but the reply shall be confined strictly to answering the previous observations.
- (vi) A representative may claim to speak on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a specified statutory provision or a specified standing order and the way in which the representative raising it considers that it has been broken. A personal explanation shall be confined to

some material part of a former speech by him in the current debate, which may appear to have been misunderstood. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

- (vii) If an amendment is rejected other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any other amendment may be moved.
- (viii) A further amendment shall not be moved until the PATROLAJC has disposed of every amendment previously moved, provided that the Chairman shall have discretion to allow debate to take place on two or more amendments.
- (ix) A representative at the conclusion of a speech of another representative may move without comment:-
 - (a) that the question be now put
 - (b) that the debate be now adjourned
 - (c) that the PATROLAJC proceed to the next business
 - (d) that the PATROLAJC do now adjourn

If such a motion is seconded, the Chairman, shall, subject to the mover's right to reply, put the motion to the vote, and if it is carried: –

In case (a) – the motion then before the meeting shall, subject to The right of reply, be put to the vote; or

In case (b) – the debate on the motion then before the PATROLAJC shall stand adjourned until the next ordinary meeting of the PATROLAJC; or

In case (c) – the motion then before the PATROLAJC shall be regarded as lost and the PATROLAJC shall proceed to the next item on the Agenda, if any; or

In case (d) – the meeting shall stand adjourned.

- (x) If the Chairman is of the opinion that the matter before the PATROLAJC has been sufficiently discussed he may put the motion that the question now be put
- (xi) The Chairman shall decide all questions of order and any ruling by the Chairman upon such questions and the interpretations of these Standing Orders, and upon matters arising in debate shall be final and shall not be open to discussion.

13. Admission of Public to Meetings

All meetings of the PATROLAJC shall be open to the public (including the Press) except to the extent that they are excluded whether during the whole or part of the proceedings either:-

- (i) In accordance with Section 100A(2) of the Local Government Act 1972; or
- (ii) By resolution passed to exclude the public on the grounds that it is likely, in view of the nature of the proceedings that if members of the public were present there would be disclosure to them of exempt information as defined in Section 100I of the Local Government Act 1972. Any such Resolution shall identify the

proceedings or the part of the proceedings to which it applies and state the description, in terms of Schedule 12A to the Local Government Act 1972 of the exempt information giving rise to the exclusion of the public.

14. Disorderly Conduct

- (i) If the Chairman is of the opinion that a representative has misconducted, or is misconducting himself by persistently disregarding the ruling of the Chairman or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the PATROLAJC he may notify the meeting of that opinion and may take any of the following action either separately or in sequence:-
- (a) he may direct the representative to refrain from speaking during all, or part of the remainder of the meeting
 - (b) he may direct the representative to withdraw from all or part of the remainder of the meeting
 - © he may order the representative to be removed from the meeting
 - (d) he may adjourn the meeting for such period as shall seem expedient to him
- (ii) In the event of general disturbance which, in the opinion of the Chairman, renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power invested in the Chairman, may without question, adjourn the

meeting for such periods as in the Chairman's discretion shall be considered expedient.

15. Disturbance by Members of the Public

If any member of the public interrupts the proceedings at a meeting of the PATROLAJC, the Chairman may warn that person to stop. If the person continues the interruption, the Chairman may order that person's removal from the meeting. In the event of general disturbance in the part of the room provided for the public, the Chairman may order that part to be cleared.

16. Urgent Business

(i) If at any time the Lead Officer considers any matter is urgent and should be decided upon prior to the next meeting of the PATROLAJC then he shall consult the PATROLAJC's Chairman. If the Chairman agrees the matter is urgent, then the Lead Officer shall be empowered to make the decision in accordance with such recommendation, subject to the decision being recorded in writing and signed by the Lead Officer to the PATROLAJC.

(ii) All decisions taken under this Standing Order shall be reported to the next meeting of the PATROLAJC.

17. Rescission of Preceding Resolution

No motion to rescind any resolution passed at the meeting and no motion or amendment to the same effect shall be proposed at that meeting.

18. Delegation of Functions

The PATROLAJC may delegate to officers such of their functions as are permissible under statute and may, in relation to any of those functions, require that the exercise of those functions be subject to such conditions as the PATROLAJC deems fit to impose.

19. Variations and Revocation of Standing Orders

Any motion to vary or revoke these Standing Orders shall require confirmation at the next ordinary meeting of the PATROLAJC before the proposed variation or revocation shall be considered to be effective. Provided that nothing in this Standing Order shall operate to prevent the PATROLAJC adopting new Standing Orders at its annual meeting.

20. Interests of Participating Authority representatives in Contracts and Other Matters

The following code of conduct in relation to the interests of representatives in Contracts and other matters shall apply save that if any Participating Authority adopts a Code of Conduct pursuant to the provisions of section 51 of the Local Government Act 2000 then that Code shall apply with respect to the representative of that Participating Authority: -

- (i) Where any Participating Authority representative has given a general notice of a pecuniary interest of his or of his spouse, and is thereby relieved of the statutory duty to declare that interest at a meeting at which a contract or other matter affecting that interest is to be considered, he shall nevertheless orally

remind the meeting of that interest. Any such reminder shall be recorded in the minutes of the meeting.

- (ii) Where any Participating Authority representative has declared a pecuniary interest in a contract, grant, proposed contract or other matter, whether by giving a general notice or by making an oral declaration at a meeting, he shall withdraw from the room in which the meeting is being held while the matter is under consideration unless:
 - (a) the disability to discuss, or vote upon any matter arising from the contract or other matter has been removed by the Secretary of State under Section 97 of the Local Government Act 1972; or
 - (b) the contract, grant, proposed contract or other matter is under consideration by the meeting as part of the report or minutes of a subcommittee (in the case of a meeting of the PATROLAJC) and is not itself the subject of debate.
- (iii) Any person, other than an officer of the PATROLAJC, who is appointed to do anything in connection with the PATROLAJC or subcommittee which enables him to speak at meetings of the PATROLAJC or subcommittee shall make the same disclosures of pecuniary interests, and shall withdraw from the room in which the meeting is being held on the same occasions, as he would have to do if he were a representative of the PATROLAJC or subcommittee.

21. Interests of Officers in Contracts and Other Matters

- (i) In addition to his duty under Section 117 of the Local Government Act 1972 if it comes to the knowledge of any officer that he has a disclosable pecuniary interest in any contract which has been or is proposed to be, entered into by the PATROLAJC, or in some other matters which is to be considered by PATROLAJC or subcommittee, he shall as soon as practicable, give notice in writing to the Lead Officer of the fact that he is interested therein.
- (ii) For the purpose of this standing order, a disclosable pecuniary interest is an interest that, if the officer were a representative of the PATROLAJC and if the contract or other matter were to be considered at a meeting of the PATROLAJC at which he were present, he would have to disclose it under Section 94 of the Local Government Act 1972.
- (iii) The Lead Officer shall record in a book to be kept for the purpose particulars of any notice of a pecuniary interest given by an officer under Section 117 of the Local Government Act 1972 or paragraph (i). The book shall, during the ordinary office hours of the Lead Authority be open for inspection by any representative of the PATROLAJC.
- (iv) Where an officer submits a report to a meeting on a matter in which he has declared an interest under Section 117 of the Local Government Act 1972 or paragraph (i) he shall state that such declaration has been made, and give brief details of it, in a separate paragraph at the commencement of the report.

- (v) Where any officer advises orally a meeting of the PATROLAJC or a subcommittee on a contract, grant, proposed contract or other matter and has declared a pecuniary interest in that matter, whether under the requirements of Section 117 of the Local Government Act 1972, or of paragraph (i) he shall remind the meeting orally of that interest.

22. Access to Documents, Information and Land

- (i) In addition to the rights of representatives of the PATROLAJC under Section 100F of the Local Government Act 1972, but subject to paragraph (ii) below, any member of the Participating Authorities shall be entitled on application to the Lead Officer to inspect any document or recorded information in the possession, or under the control, of the PATROLAJC access to which is necessary for the proper discharge of his functions as a member of that Participating Authority;

Provided that: -

- (a) no person shall be entitled to inspect any document or have access to any information relating to a matter in which he has a pecuniary interest;
- (b) access to information not in the form of a document need not be given where the cost of providing the access is unreasonably high, or during such period as the giving of access would unreasonably disrupt the work of the PATROLAJC.

- (ii) In the case of any document other than a document to which the rights under Section 100F of the Local Government Act 1972 apply, and if the Lead Officer considers that access to any document or other information is not necessary for the proper discharge of the functions (as a member of the Participating Authority or as a representative of the PATROLAJC, as the case may be) of the person requesting such access, and there is good reason why access should be refused, he may refuse the person concerned access to the document or information in question.
- (iii) Where a person inspects a document under the rights conferred by Section 100F of the Local Government Act 1972 or this standing order, and the PATROLAJC may lawfully make a copy of that document, he shall be entitled, on request, to be given a copy of that document provided that:
 - (a) a reasonable charge shall be made for the copy unless the Lead Officer otherwise directs;
 - (b) a copy may be refused if the Lead Officer considers that it is impracticable to make a copy.
- (iv) If a representative on the PATROLAJC or an elected member or officer of the Participating Authorities wishes to have access to land or buildings in the occupation of the PATROLAJC to which the public do not have access and to which such representative, member or officer does not regularly have access, he shall apply to the Lead Officer. Unless the Lead Officer considers that there

are good reasons why such access should not be given, he shall give permission but may attach conditions to that permission including particularly a condition that a specified officer of the PATROLAJC shall accompany the representative, member or officer.

- (v) If any member of the Participating Authorities or any other representative of the PATROLAJC is dissatisfied with any determination of the Lead Officer under Section 100F of the Local Government Act 1972 or under this standing order, he may refer the question to the PATROLAJC which shall, after considering any representations that person or the Lead Officer may wish to make, determine whether or not to uphold the Lead Officer's determination.
- (vi) No elected members or officer of the Participating Authorities and no representative of the PATROLAJC shall have any claim by virtue of his position:
 - (a) to enter any land or buildings occupied by the PATROLAJC to which the public do not have access or to which such members, officer or representative do not regularly have access except with the permission of the Lead Officer;
 - (b) to exercise any power of the PATROLAJC to enter or inspect other land or buildings, except where specifically authorised to do so by the PATROLAJC ;
 - (c) to exercise any other power of the PATROLAJC;

- (d) to issue any order with respect to any works which are being carried out by, or on behalf of, the PATROLAJC, or with respect to any goods or services which are being, or might be, purchased by the PATROLAJC
- (vii) The Proper Officer for the Purpose of Section 100F(2) of the Local Government Act 1972 and for the purposes of this standing order is the Lead Officer.
- (viii) For the purposes of this standing order a person has a pecuniary interest in a matter if, on the assumptions that he were a representative on the PATROLAJC, and that the matter were to be considered by the PATROLAJC, he would have to declare the interest under Section 94 of the Local Government Act 1972.
- (ix) Where any information is given to any person (including a member of the Participating Authorities, or any representative of the PATROLAJC) by the PATROLAJC or by one of the employees of the Lead Authority in the course of transacting any business of the PATROLAJC, and it is made clear (in whatever way) that the information is given in confidence, that person is not entitled to make that information public without the consent of the PATROLAJC.

23. Suspension of Standing Orders

Any of the preceding Standing Orders may be suspended at any meeting so far as regards any business on the Agenda for such a

meeting, providing that the majority of the representatives present and voting so decide.

24. Interpretation and Definitions

In these Standing Orders the following terms shall have the following meanings assigned to them:-

“Local Authority” means a local authority which is an enforcement authority for the purpose of Part 6 of the Traffic Management Act 2004 in relation to road traffic contraventions (of any description) or performing the functions of such an enforcement authority.

“The Agreement” means an agreement for Parking and Traffic Regulations Outside London Adjudication Joint Committee made between The Council of the City of Manchester, Hampshire County Council, Oxfordshire County Council and Denbighshire County Council

“Participating Authority” means any Local Authority then party to the joint arrangements contained in the Agreement

“Lead Authority” means such Participating Authority appointed as such pursuant to the Agreement

“Lead Officer” means the Chief Executive of the Council of the City of Manchester or such other officer of the Lead Authority nominated by him

“The Advisory Board” means the Board comprising the Lead Officer and other officers and other persons appointed by the PATROLAJC and may include sitting in an ex-officio capacity an official nominated by the PATROLAJC and may include sitting in an ex-officio capacity an official nominated by the DFT.

PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDONADJUDICATION JOINT COMMITTEE FINANCIAL STANDINGORDERS AND RULESOF FINANCIAL MANAGEMENT 2011-12.

1. All cheques and other negotiable instruments and all receipts for monies paid to or on behalf of the PATROLAJC shall be signed endorsed or otherwise executed as the case may be in such manner as the PATROLAJC Standing Orders and/or Financial Regulations may from time to time specify.
2. Whenever any sum of money is recoverable from or payable by a Participating Authority the same may be deducted from any sum then due or which at any time thereafter may become due to that Participating Authority
3. Upon demand of a Participating Authority the PATROLAJC will provide reasonable proof that the PATROLAJC charges are properly based and this obligation will continue for 18 months after the lawful termination of the arrangements entered into pursuant to the Agreement.
4. The PATROLAJC shall cause proper books of account to be kept and audited such as are necessary to give a true and fair view of the state of the affairs of the PATROLAJC and to explain its transactions.
5. The books of account will be kept at the office of the Lead Authority or at such other place as the PATROLAJC thinks fit and

they shall during normal office hours be open to inspection and copying by a Participating Authority

6. The Lead Officer shall provide an annual statement each year to the PATROLAJC identifying the proposed budget for the next financial year which shall be submitted to the PATROLAJC by no later than 31 day of January for ratification and approval. The PATROLAJC will also provide timely statements monitoring expenditure against the budget and identifying where appropriate the basis and level of charges to the Participating Authorities
7. The Accounts of the PATROLAJC shall be prepared to the CIPFA Accounting Standards or similar best practice.
8. The Annual Accounts for the preceding year shall be submitted to the PATROLAJC for approval not later than 30 June in each year. A copy of the Report of the PATROLAJC auditor shall be submitted to a subsequent meeting of the PATROLAJC.

**PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON
ADJUDICATION JOINT COMMITTEE (PATROLAJC)****FINANCIAL REGULATIONS****1. General**

- 1.1 These Regulations should be read in conjunction with the Parking and Traffic Regulations Outside London Adjudication Joint Committee's Financial Standing Orders and Rules of Financial Management contained within the PATROLAJC Agreement and the Scheme of Delegation to the Head of Service.
- 1.2 These Regulations lay down for the guidance of members and officers, principles to be followed in securing the proper administration of the Joint Committee's financial affairs and shall be reviewed by the PATROLAJC on an annual basis.
- 1.3 The Head of Service, as the officer responsible for the proper administration of the Joint Committee's affairs, shall report to the Joint Committee any significant failure to comply with these regulations which comes to his/her attention.
- 1.4 The Head of Service shall be responsible for the accountability and control of all resources managed by him/her on behalf of the Joint Committee and will maintain a written record where decision making has been delegated to others
- 1.5 The Head of Service will ensure the organisational structure provides an appropriate segregation of duties to provide adequate internal controls to minimize fraud or malpractice.
- 1.6 The Head of Service can allow exceptions to these Regulations if it is believed that the best interests of the PATROLAJC would be served if the Regulations were not applied. A written record of these decisions must be kept and reported to the PATROLAJC at the earliest opportunity.
- 1.7 Whenever any matter arises which may involve financial irregularity, the Head of Service shall be notified immediately, and if an irregularity is disclosed the matter shall, at the discretion of the Head of Service, and after consultation with the Joint Committee Treasurer, be referred by them to the PATROL Adjudication Joint Committee or its Executive Sub Committee. The Head of Service and the Joint Committee Treasurer will determine whether the matter should be referred to Internal Audit. Further in a case where the Head of Service advises that there is prima facie evidence of a criminal offence having been committed, the matter shall be reported to the Police forthwith.

2. **Accounting Arrangements**

- 2.1 The Statement of Responsibilities for the Statement of Accounts sets out the role of the PATROLAJC, the Head of Service and the Treasurer to the PATROLAJC.
- 2.2 The Treasurer to the Joint Committee is responsible for the preparation of the PATROLAJC's Statement of Accounts.
- 2.3 The Head of Service shall ensure that appropriate financial arrangements and procedures in place on behalf of the Joint Committee in order that the Treasurer can be provided with the necessary accounting records.
- 2.4 ***The unaudited accounts must be approved by <>***
- 2.5 The Head of Service will publish and make available a final accounts/audit timetable to member authorities.
- 2.6 ***The Auditor's report must be presented to the <>***
- 2.7 The Head of Service, where applicable, shall be responsible for the submission of all claims for grant to Government Departments, or to the EU.

3. **Banking Arrangements, Cheques and Purchase Cards**

- 3.1 All arrangements with the Authority's bankers, including the procedures for the ordering and safe custody of cheques and purchase cards, shall be made under arrangements approved by the Head of Service.
- 3.2 All cheques drawn on behalf of the Joint Committee shall be signed by the Head of Service and Finance ***Manager*** except in their absence or in the case of personal expenses incurred by these post holders in which circumstances named signatories ***including those*** within the Joint Committee's Lead Authority will provide signatures.
- 3.3 Purchase cards can be used to a pre-set limit of ***£50,000*** per month and ***£15,000*** per single transaction and will be used in accordance with agreed procedures including storage, authorised users and record keeping requirements.

- 3.4** Bank reconciliation will be undertaken on a monthly basis and signed by two members of staff in accordance with the Bank Reconciliation Procedure *with one signature being that of the Finance Manager.*

4. Revenue and Capital Budgets

- 4.1 The Head of Service, in consultation with appropriate Officers, shall prepare annual estimates of expenditure and income, including the proposals for the basis for defraying that expenditure through member authorities. The budget and the basis for defraying that expenditure through member authorities must be approved by the Joint Committee or its Executive Sub Committee by the end of January each year.
- 4.2 The Head of Service will monitor income and expenditure against the budget in consultation with the Lead Authority's External Clients Department and will report to the meetings of the PATROL Adjudication Joint Committee or its Executive Sub Committee in September, January and June (including outturn report) showing budgeted, actual and (where applicable) projected expenditure.
- 4.3 The Head of Service shall be authorised to approve transfers between expenditure heads up to a maximum of £25,000. These transfers will be reported for information to the Joint Committee at the next available meeting as part of the budget monitoring arrangements (see 4.2). Anything in excess of this shall be reported for approval to the PATROL Adjudication Joint Committee or its Executive Sub Committee.
- 4.4 Where it is anticipated that expenditure as a whole will exceed the approved revenue budget by more than 2.5%, the Chair and Vice Chair of the Joint Committee should be notified by the Head of Service at the earliest opportunity following consultation with the Chair of the Advisory Board.
- #### **5. Income**
- 5.1 The collection of all money due to the Joint Committee shall be under the supervision of the Head of Service.
- 5.2 All money received shall be without delay passed for payment to the Joint Committee's bank account.
- 5.3 The Head of Service shall be furnished with information to ensure prompt rendering of accounts for the collection of income.
- 5.4 Following year-end, the Head of Service shall request a self-certification of Penalty Charge Notices issued from member authorities.

5.5 The Head of Service shall seek to validate the accuracy of data supplied through the self-certification process **by reference to third party data sources.**

5.6 The Head of Service shall report all bad debts to the PATROL Adjudication Joint Committee or its Executive Sub Committee for these to be written off. This report will include the cause of the bad debt and the recovery measures taken in accordance with the Debt Recovery Procedure.

5.7 Through regular budget monitoring reports, the Head of Service will appraise the Joint Committee of variations in achieved income in order that the Joint Committee can take appropriate actions in a timely manner

6. Borrowing and Investments

6.1 The Joint Committee approves on an annual basis a Treasury Management Statement prepared **in conjunction with the Treasurer. This will take into account the Joint Committee's Reserve Policy Statement.**

7. Orders and Contracts

7.1 The Order Procedure includes the required procedures, recording keeping and procurement thresholds. These procurement threshold are set out below together with the responsibilities of the Head of Service and budget holders in procurement:

Up to £2,000, a written quotation submitted by a requisitioner and authorized by the Budget Holder.

Between 2,000 and £30,000 – three written quotations submitted by the Budget Holder

£30,000 to EU Threshold formal tender process to at least three candidates authorised by the Head of Service.

EU Threshold to £250,000 follow EU Tender Rules initiated by the Head of Service.

Only Budget holders and staff who have received training in the Order Procedure may order goods or services.

The Head of Service will ensure that staff involved in procurement are aware of the financial thresholds and the need for aggregation with single suppliers in respect of purchasing thresholds. **Market testing will be undertaken on a three year cycle.**

The Head of Service is required to obtain approval from the PATROLAJC or its Executive Sub Committee in respect of tenders for the supply of

goods, services, materials, equipment, building and civil engineering works in excess of £250,000 per contract.

The Head of Service is required to obtain approval from the PATROLAJC or its Executive Sub Committee in respect of tenders of a sub-contractor or supplier for specialist work or material in excess of £100,000 for which a prime cost sum is included in the main contract sum for services, building and civil engineering works.

- 7.2 The Head of Service has the authority to waive these rules (excluding those falling within the EU threshold) where the interests of the PATROLAJC would best be served. Such circumstances would include where there is only one contractor that is able to provide the goods or service or where the need for such goods or services was urgent and the above procedure would be detrimental to the PATROLAJC. Forward planning and market testing will be deployed to ensure that cases of waiver are minimised. The Head of Service shall maintain a record of such decisions and report to the Joint Committee at the earliest opportunity.

8. VAT

- 8.1 The Head of Service will make arrangements for VAT to be reclaimed from the Joint Committee's Lead Authority on a quarterly basis.

9. Reserves

- 9.1 The Joint Committee shall approve a Reserves Policy Statement on an annual basis.

10. Assets

- 10.1 The Head of Service will ensure that all staff are aware of their responsibility for the security and proper recording of assets under their control including their personal responsibility with regard to the protection and confidentiality of information whether held in manual or computerized records in accordance with the Information Security Policy. All assets over **£1,000** in value must be recorded in the Asset Registers in accordance with the Asset Management Policy. The Head of Service will also ensure that no PATROLAJC asset is subject to personal use by an employee without proper authorisation.

11.0 Insurance

- 11.1 The Head of Service shall in consultation with the Joint Committee's Treasurer, arrange such insurances as he/she considers necessary.

11.2 Officers shall give prompt notification to the Head of Service of all new risk or any alterations which may affect existing insurances.

11.3 Officers shall inform the Head of Service promptly in writing of any event which may involve the Joint Committee in a claim.

12. Risk

12.1 The Head of Service will present a Risk Register for review by the Joint Committee or its Executive Sub Committee at each meeting in accordance with the Risk Management **Strategy**. In addition, the Head of Service will ensure that effective Business Continuity Planning arrangements are in place.

13. Internal Audit

13.1 *The Joint Committee shall approve an Internal Audit Three Year Strategy and Annual plans.*

13.2 *The Head of Service will, in accordance with the above strategy and plan, arrange for the internal audit of accounts and internal assurance framework of the Joint Committee. Internal audit is currently undertaken by the Lead Authority's Internal Audit Department.*

13.3 *The Head of Service will ensure that Internal Auditors have right of access to such records and explanations as they require to complete work undertaken.*

13.4 *Audit Reports will be presented to the Joint Committee or its Executive Sub Committee.*

14. External Audit

14.1 *The Joint Committee will be asked to approve the appointment of auditors.*

14.2 *The Head of Service will make such arrangements as are necessary to facilitate this audit.*

14.3 *The Head of Service will ensure that External Auditors have right of access to such records and explanation as they require to complete work undertaken.*

14.4 *Audit Reports will be presented to the Joint Committee.*

15. Petty Cash

- 15.1 The Head of Service shall make such arrangements as he/she considers necessary for defraying petty cash and other expenses by means of an imprest system in accordance with a procedure to be agreed by the Treasurer should a petty cash imprest system be introduced.

16. Gifts and Hospitality Register

- 16.1 The Head of Service will ensure that a register is held for the purposes of recording gifts and hospitality and that staff are made aware of its existence.

17. Declarations of Interest

- 17.1 All staff will be required to complete a Declaration of Interest form on an annual basis ***at the end of each financial year***. Members at each meeting will be provided with the opportunity to declare a pecuniary or non-pecuniary interest.

18. Anti-fraud, anti-corruption and whistleblowing

- 18.1 Compliance with these financial regulations is supported by policies and procedures in respect of anti-fraud, anti-corruption and whistleblowing. Where staff have concerns in this respect, they should approach their Line Manager, The Head of Service or if they wish to speak to someone external to the organisation, they can contact the Audit Commission Whistleblowing Hotline on 0845 052 2646. The Head of Service will ensure that staff are aware of whom they can contact both within and external to the organisation in these circumstances.

19. Document Retention

- 19.1 All ***financial*** documents will be retained for a period of six years in accordance with the Document Retention Policy.

20. Review

- 20.1 These Financial Regulations will be reviewed by the Joint Committee on an annual basis.***

PATROLAJC Financial Regulations - Related Documentation

1. Financial Standing Orders and Rules of Financial Management contained within the PATROLAJC Agreement.
2. The Scheme of Delegation to the Head of Service.
3. The Statement of Responsibilities for the Statement of Accounts

3. Annual Governance Statement
4. Treasury Management Statement
5. Reserves Policy Statement
6. Responsibilities of the PATROLAJC and Terms of Reference for it's Executive Sub Committees and the PATROLAJC Advisory Board
7. Financial Regulations – Operational Procedures Manual. This manual contains all policies, procedures and guidelines to staff referenced within these Regulations.

Approved Date 29th June 2010 (Executive Sub Committee)

September 2010 Full Joint Committee

Review Date 28th September 2011

Item 5c

PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON
ADJUDICATION JOINT COMMITTEE (PATROLAJC)
SCHEME OF DELEGATION TO OFFICERS OF THE
LEAD AUTHORITY AND CHIEF ADJUDICATOR

Note

- i The delegated powers of officers set out in this Scheme of Delegation may be exercised by other officers authorised to act on behalf of and in the name of the relevant officer provided that administrative procedures are in place to record and monitor decisions so taken.
- ii Where an officer is given specific authority to determine a particular matter the officer should ensure that there is an appropriate audit trail to evidence such determination.
- iii All decisions taken under this scheme of delegation must be within the limits of the budgets and policies approved by the PATROLAJC.

Delegation to the Lead Officer:-

1. General

1. All necessary arrangements for the support of the adjudicators for the performance of their functions under Part 6 of the Traffic Management Act 2004 including the provision or securing the provision of accommodation and administrative support including the following but subject to the limitations set out below:-

2. Financial

1. Acceptance of the lowest tender or where appropriate to negotiate for the supply of goods, services, materials, equipment, building and civil engineering works, subject to a limit of £250,000 per contract and the acceptance of other than the lowest tender with the agreement of the PATROLAJC's Treasurer within that limit.
2. Authority to agree price increases where a price variation clause has been included in a contract subject to the agreement of the PATROLAJC's Treasurer.

3. The assignment of a contract or the approval of the appointment of a sub-contractor.
4. The acceptance of the tender of a sub-contractor or supplier for the specialist work or material for which a prime cost sum is included in the main contract sum for building and civil engineering works where:-
 - a) The prime cost sum included for any item does not exceed £100,000
 - b) At least four competitive tenders have been invited
 - c) The tender which it is proposed to accept does not exceed the prime cost sum included in the main contract sum, but a tender exceeding the prime cost sum may be accepted with the concurrence of the PATROLAJC's Treasurer
5. Subject to the agreement of the PATROLAJC's Treasurer:-
 - a) The writing off of debts which are irrecoverable or losses due to burglaries, break-ins, etc
 - b) The writing off or making adjustments in respect of deficiencies or surpluses of stock, equipment etc
6. In consultation with the PATROLAJC's Treasurer the opening up of petty cash imprest accounts, etc.
7. Delegated authority in consultation with the Chairman or Vice Chairman for authorizing the withdrawal of funds from reserves to meet budgetary deficits.
8. Negotiation and agreement of variations in contracts arising out of statutory requirements.
9. Determination of ex-gratia claims for damage to, or loss of, personal property subject to the approval of the PATROLAJC's Treasurer for claims in excess of £1,000.
10. Disposal of surplus or obsolete equipment, scrap, etc, (except vehicles) to the highest tenderer.
11. To defend all claims made against the PATROLAJC and the legal recovery of debts due to the PATROLAJC.

12. To give indemnities on behalf of the PATROLAJC to organisations for the use of their facilities.
13. Responsibility for Capital Investment bids for the refurbishment of property, changes in office layout, replacement of lifts, heating, Information Technology and other equipment and plant, etc.

3. Land and Property

1. Management and use of land, property, accommodation and facilities.
2. Repair and maintenance of buildings and upkeep of grounds.
3. Temporary closure of premises.
4. Determination of hours of opening of premises and facilities, including seasonal arrangement and closure during holiday periods.
 - a) The approval and completion of property transactions on behalf of the PATROLAJC including the acquisition and disposal of freeholds, the taking and granting of leases, easements, wayleaves, rent reviews, and all other estate management issues
5. VAT
 - a) Where appropriate, and in consultation with the PATROLAJC Treasurer, to elect for VAT status on particular land and property
6. Vandalism
 - a) To take all necessary measures, to prevent vandalism of buildings belonging to or under control of the PATROLAJC

4. Miscellaneous

1. To determine officer attendance on visits.
2. To determine officer and Member attendance at Conferences/Seminars, etc (unless held abroad).
3. To determine Member attendance on visits in consultation with the Chairman or Vice Chairman.

4. Production of publications, relating to the service provided, or sale or free distribution to the public.
5. To control and co-ordinate press and media relations, the organisation of press conferences, publicity and public relations including approval of the issue of all official publicity and official publications.
6. To arrange for the institution, conduct, prosecution or defence of any claims and/or legal proceedings including the recovery of debts, the instruction of Counsel on behalf of the PATROLAJC relating to the functions of the PATROLAJC.
7. To take preliminary steps to protect the rights and interest of the PATROLAJC.
8. To prepare and arrange for the entering into of contracts and the execution of documents on behalf of the PATROLAJC.
9. To carry out any functions conferred on the Lead Officer by virtue of the Standing Orders and Financial Regulations.

5. Human Resources

1. Assignment of temporary posts which are for a period not exceeding 12 months.
2. Filling of vacant posts within approved establishments except Adjudicator posts.
3. Assignment of additional posts at grades up to the including PO6 or equivalent in categories of posts where there is already an agreed job description and a grade fixed for the post.
4. Granting acceleration of increments for any staff within their substantive grade for merit and ability.
5. Determination of requests or recommendations for honoraria, (subject to reporting every honoraria payment made to the PATROLAJC), gratuities and responsibility allowances.
6. The determination of applications for paid and unpaid leave:-
 - a) For trade union training
 - b) For health and safety, professional and other service related training

- c) For paid leave for an employee to discharge her/his duties of office of President of a Trade Union
 - d) For personal or domestic reasons
 - e) For maternity or paternity leave
 - f) For the use of part or frozen leave entitlement where there are urgent personal or domestic reasons for needing additional paid leave
7. Where appropriate, the determination of extensions of payments to employees in relation to sickness.
 8. Determination of requests for extensions of service except that of first and second tier officers.
 9. Determination of casual or essential car users allowance to officers.
 10. Determination of planned overtime for officers above Scale 6.
 11. Determination of the payment of removal expenses, lodging allowances or travelling allowances but in consultation with the Chairman or Vice Chairman of the PATROLAJC where such payments fall outside the PATROLAJC's agreed policy.
 12. Determination of proposals to attend training courses, unless the leave of absence required is for more than 10 days or where expenditure involved is in excess of £6,000, in which cases subject to consultation with the Chairman or Vice Chairman of PATROLAJC.
 13. Discipline, suspension and/or dismissal of employees.
 14. Determination of applications for early retirement.
 15. Authority to assimilate staff on appointment, promotion or regarding where he thinks appropriate within the approved grade having regard to all the circumstances.

6. Support to the Joint Committee

1. Promotion of the functions generally of the PATROLAJC including the provision of such administrative support activities required by the Adjudicators and for the efficient discharge of the adjudication service.
2. Arrange for the giving of advice and support to the PATROLAJC in legal matters.
3. Convening meetings of PATROLAJC and the Officer Advisory Board and keep the attendance record of such meetings.
4. Deal with urgent business of PATROLAJC, after consulting the Chairman or Vice Chairman.
5. Record declarations and matters of interest of PATROLAJC Members, Officers and Adjudicators.
6. Holding and providing access to PATROLAJC documents and information in accordance with the provisions of law. For the avoidance of doubt, this does not include documents held by the Traffic Penalty Tribunal in pursuance of the adjudicators' procedural regulations.

7. Extension of Chief Adjudicator's Appointment to other Council Areas

- i. To grant authority to the Lead Officer, subject to the Lord Chancellor's consent, to extend the remit of the Chief Adjudicator, by appointment to her to act as Chief Adjudicator within the areas of any Council which becomes party to these Joint Committee arrangements.

Delegation to Chief Adjudicator:-

- i. With the consent of the Lord Chancellor the making of the Part-time Adjudicator appointments, for a period not exceeding 5 years. Such appointments to be sufficient to meet the needs of the service, as appropriate. With the consent of the Lord Chancellor, to extend these appointments to enable those Adjudicators to act within the areas of any Councils which if future become party to the Joint Committee arrangements, as appropriate.

2. The determination of the terms and conditions applying to adjudicators having regard to principles established for such judicial appointments and conduct by the Lord Chief Justice and Lord Chancellor.
3. The determination of where Adjudicators shall sit.
4. To obtain such legal advice and representation necessarily required for the adjudicators to perform their functions and to arrange for defence of any legal proceedings arising from the exercise of those functions including the instruction of Counsel.
5. To conduct and approve press and media relations relating to the Traffic Penalty Tribunal, including press conferences, publicity and public relations and Tribunal information and publications.
6. Promotion of the Traffic Penalty Tribunal.

Minutes of a meeting of the PATROL Adjudication Joint Committee held on 21 September 2010 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.**Present:**

Councillor Ian Auckland – Sheffield City Council
Councillor Richard Bell, Sunderland City Council
Councillor Mike Brain – Stratford-on-Avon District Council
Councillor Les Burden – Poole Borough Council
Councillor Tony Burns – Manchester City Council
Councillor Roland Dibbs – Rushmoor Borough Council
Councillor Phrynnette Dickens – Hampshire County Council
Councillor Gerald Forsbrey – Spelthorne Council
Councillor Ken Gregory – Thanet District Council
Councillor John Hague – City and County of Swansea Council
Councillor Steve Harmer-Strange – Brighton and Hove City Council
Councillor Terry Laing – Stockton-on-Tees Borough Council
Councillor Roy Naylor – Stoke on Trent County Council

Also Present:

Caroline Sheppard, Chief Adjudicator, Traffic Penalty Tribunal
Louise Hutchinson, Head of Service, PATROL
Christine Crisp for PATROL Secretary
Graham Addicott OBE – PATROL Advisory Board
Andrew Barfoot – Traffic Penalty Tribunal
Kelly Cornell – PATROL
Miles Wallace – PATROL
Paul Leighton – Walsall Council
Robin Chantrell Smith – Thanet District Council
Philip Davies – City and County of Swansea Council
Adrian Gray – Hampshire County Council
Paul Nicholls – Brighton and Hove City Council
Roy Tunstall – Liverpool City Council
Geoff Turton – Stratford-on-Avon District Council

Gavin Blackstone - Grant Thornton External Auditors for PATROL

PRESENTATION: Brighton and Hove City Council –Annual Report Award Winners

Paul Nicholls, Policy and Development Manager, Brighton and Hove City Council gave a presentation to the Joint Committee on their approach to Annual Report writing as a result of them winning the award.

He outlined the approach taken in the production of the report, outlined the various steps taken from start to finish and the lessons learned which would be taken into account for future reports

A copy of the report was circulated. Members requested that a copy of the presentation be circulated.

PATROL/10/01 Appointment of Chair and Vice Chair

Decision

To re-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

PATROL/10/02 Agenda Papers

A number of members expressed concern about the several issues of papers for both PATROL and the Bus Lanes meeting. They indicated that they wanted to receive a complete Agenda seven days before the meeting. It was also suggested that the Agenda for the meeting of the Bus Lanes Joint Committee be printed on a different colour paper in the future.

The Head of Service apologised for the several issues and gave assurances that comments would be taken on board for future meetings.

PATROL/10/03 PATROL Annual Report Award 2008/09

The 2008/09 report of the PATROL Annual Report Award Review Group was submitted.

Decision

To receive the report of the Annual Report Review Group and agree that it be circulated free of charge.

PATROL/10/04 Annual Review of Governance

A report was submitted presenting the governance documentation for annual review.

Decision

1. To adopt the Standing Orders including the proposed changes detailed in the report, together with any consequential amendments.

2. To adopt the Financial Regulations as set out in the Appendix to the report.
3. To delegate authority to the Executive Sub Committee at their meeting in January 2011 to approve the Service Level Agreement between the Joint Committee and the Lead Authority.
4. To note the cycle of meetings for 2011.

PATROL/10/05 PATROL Adjudication Joint Committee Minutes

Decision

To approve as a correct record the minutes of the meeting held on 30 June 2009.

PATROL/10/06 PATROL Adjudication Joint Committee, Executive Sub Committee

The Minutes of the PATROL Adjudication Joint Committee, Executive Sub Committee held on 22 September 2009 and 26 January and 29 June 2010 were submitted for information.

Decision

To note the minutes.

PATROL/10/07 PATROL Adjudication Joint Committee Executive Sub Committee (Wales)

The Minutes of the PATROL Adjudication Joint Committee Executive Sub Committee (Wales) held on 18 September 2009 were submitted for information.

Councillor John Hague, Vice Chair of the PATROL Adjudication Joint Committee Executive Sub Committee (Wales) gave a verbal report on the meeting held on 16 September 2009.

Decision

1. To note the minutes of the Executive Sub Committee (Wales) held on 18 September 2009.
2. To thank Councillor Hague for his report.

PATROL/10/08 Establishment of Executive Sub Committee

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

Decision

To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee until the annual meeting in 2011, comprising:

Councillors

Ian Auckland (Sheffield)
Richard Bell (Sunderland)
Les Burden (Poole)
Tony Burns (Manchester)
Mike Carver (East Hertfordshire)
Roland Dibbs (Rushmoor)
Phrynette Dickens (Hampshire)
Gerald Forsbrey (Spelthorne)
Ken Gregory (Thanet)
Steve Harmer-Strange (Brighton & Hove)
Jim Jones (Carmarthenshire)
Jim Macrae (Cheshire East)
Richard Willis (Reading)
Ann Wright (Cheshire West and Chester)

PATROL/10/09 Advisory Board

A report was submitted detailing the Terms of Reference for the Advisory Board requesting the reappointment of the Local Authority representatives as detailed in the report.

Decision

To adopt the Terms of Reference and Composition of the Advisory Board and appoint members 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

Carmarthenshire 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 – Adrian Gray

Leeds City Council – Chris Bramham

At least one representing a Unitary or Metropolitan Council

Manchester City Council – Michelle Chard

At least one representing a bus lane enforcement Council

Bath and North East Somerset – Kathryn Eldridge

A representative each from the DfT and WAG (Ex-Officio)– *Marilyn Waldron (DfT) and Clint de Souza(DfT) and Colin Eakitts (WAG)*

A representative from a Motoring Association

Paul Watters – AA Motoring Trust (Ex-Officio)

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

Graham Addicott OBE

PATROL/10/10 Working Group for Traffic Regulation Orders

The Joint Committee received an oral report in relation to the Working Group. Members were informed that a representative from Wales would be joining the Group. An update would be submitted to the meeting of the Executive Sub Committee in January.

Decision

To note the report

PATROL/10/11 Annual Report of the Parking Adjudicators 2009/10

The Chief Adjudicator presented the Annual Report of the Adjudicators for 2009/2010.

The Chief Adjudicator introduced the report and commented briefly in relation to the Judicial Reviews. The Chief Adjudicator then referred to local issues not previously considered namely camera enforcement and dropped kerb and double parking contraventions. None of which had so far arisen in appeals. Members commented in relation to the associated problems as dropped kerb and double parking are not contraventions that apply everywhere in England and Wales but only in special enforcement areas. A motorist cannot necessarily tell whether they are in special

enforcement areas, especially as there is no requirement for signage. The Chief Adjudicator referred to action that could be undertaken by Local Authorities to make the public aware.

Decision

1. To receive the annual report from the Adjudicators for the period April 2009 to March 2010.
2. To forward the annual report to the Secretary of State and First Minister for Wales.
3. To note that the report will be translated into the Welsh language for the purposes of forwarding it to the First Minister.
4. To agree that the report is published and circulated free of charge.

PATROL/10/12 General Progress and Service Standards

A report of the Lead Officer was submitted on progress in relation to (a) the take up of civil enforcement of powers by Councils in England (outside London), and (b) service standard performance.

Decision

1. To note the information in respect of the take up of civil enforcement of parking powers.
2. To note the information in relation to appeals activity and service standards.
3. To note the additional general progress information.

PATROL/10/13 Audit of Accounts 2009/10

A report presenting the Annual Governance Report and Management Representation Letter for the Adjudication Joint Committee Accounts for 2009/10 was submitted together with the externally audited accounts from Grant Thornton.

Gavin Blackstone from Grant Thornton attended the meeting and gave a brief presentation on the audited accounts.

Decision

1. To note and approve the final Audited Accounts for 2009/10.

2. To approve the Annual Report to those Charged with Governance 2009/10 and associated management response.
3. To approve the Management Representation Letter.
4. To note that the final audited Annual Accounts will be published on the PATROL web site

PATROL/10/14 Three Year Internal Audit Strategy

A report was submitted setting out the proposed Internal Audit Strategy for 2010/13

Decision

1. To approve the introduction of an Internal Audit Strategy for 2010/13.
2. To delegate authority to the Executive Sub Committee at their meeting in January 2011 to approve the annual internal audit plan for the coming financial year.

PATROL/10/15 Budget Monitoring of Revenue Account 2009/10

A report presenting expenditure monitoring information in respect of the revenue account for year 2010/11 was submitted.

Decision

1. To note the expenditure monitoring to date as detailed in the report.
2. To note that a further report will be presented to PATROL Executive Sub Committee in January 2011

PATROL/EX/10/16 Meeting with Minister

Members agreed that the Chair should seek a meeting with the Minister on behalf of councils undertaking civil parking enforcement outside London.

Decision

1. To note the intention that the Chair will seek a meeting with the Minister and report to the next available meeting.

PATROL/EX/10/17 Dates of next meetings

Decision

To note the dates of the following meetings

PATROL Adjudication Joint Committee Annual Meeting: 20 September 2011

PATROL Adjudication Joint Committee, Executive Sub Committee: 25 January 2011

PATROL Adjudication Joint Committee

Minutes of a meeting of the Executive Sub-Committee held on 25 January 2011 at the Warwickshire County Cricket Club, Edgbaston, Birmingham.

Present:

Councillor Ken Gregory	Thanet District Council – In the Chair
Councillor Ian Auckland	Sheffield City Council
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 Gerald Forsbrey	Spelthorne Borough Council
Councillor Steve Harmer-Strange	Brighton & Hove City Council
Councillor Jim Jones	Carmarthenshire County Council
Councillor W. Jamie Macrae	Cheshire East Council
Councillor Roy Naylor	Stoke-on-Trent City Council

Also Present:

Louise Hutchinson	PATROL
Miles Wallace	PATROL
Kelly Cornell	PATROL
Caroline Sheppard	Traffic Penalty Tribunal
Christine Crisp	For PATROL Secretary
Paul Nicholls	Brighton & Hove City Council
Trevor Sage	Carmarthenshire County Council
Robin Chantrell-Smith	Thanet District Council
Graham Addicott OBE	Advisory Board
Roy Tunstall	Liverpool City Council

Apologies:

Councillor Phrynette Dickens	Hampshire County Council
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PATROL/EX/11/01 Appointment of Chair and Vice Chair

Decision

To re-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

PATROL/EX/11/02 Minutes

Decision

To approve as a correct record the minutes of the meeting held on 29 June 2010.

PATROL/EX/11/03 PATROL Minutes

Decision

To note the Minutes of the meeting of the PATROL Joint Committee held on 21 September 2010

PATROL/EX/11/04 Meeting with the Minister

It was reported that the Chair together with the Lead Officer and the Chief Adjudicator had met with the Minister on 11 January 2011 to discuss PATROL and its potential for reflecting the views of councils undertaking civil parking and bus lane enforcement outside London.

PATROL/EX/11/05 Civil Bus Lane in Wales under the Traffic Management Act 2004 and Department for Transport Consultation on the remaining powers under Part 6 of the Traffic Management Act in England

The Sub committee noted the arrangements for the planned introduction of Civil Enforcement in Wales under the Traffic Management Act 2004. A copy of the letter issued to 20 local authorities concerning the remaining powers under Part B of the Traffic Management Act in England was submitted.

The Chief Adjudicator responded to questions concerning the remaining powers as outlined in the letter from the Under Secretary of State, indicating that she would raise the comments made by members at the signs review.

PATROL/EX/11/06 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.

Decision

1. To note the current take-up of civil enforcement of parking powers.
2. To note the information in relation to appeals activity which will be published as part of an annual statistical bulletin.
3. To note the general progress and service standards information.

PATROL/EX/11/07 Working Group for Traffic Regulation Orders

The Lead Officer submitted an update report from the Working Group on Traffic Regulation Orders.

The Sub Committee was informed that they were requested to consider an additional £7,000 and not £3,000 as stated in the report.

Members commented that clarification was needed in relation to a number of issues in particular the definition of taxis in relation to bus lanes.

Decision

1. To note the progress of the initiative.
2. To approve the additional expenditure of up to £7,000 to fund the project.
3. To note that a final report would be presented to the next meeting of the Sub Committee in June.

PATROL/EX/11/08 Audit

The 2010-11 External Audit Plan was submitted. Internal Audit reports of work undertaken in 2010/11 in respect of Core Financial Systems, Risk Management Framework and the Internal Audit Plan for 2011/12 were also submitted.

Decision

1. To note the External Audit Plan 2010/11.

2. To note the findings of the Internal Audit for 2010/11
3. To approve the Internal Audit Plan for 2011/12

PATROL/EX/11/09 Risk Register

A report was submitted in accordance with a previous decision to regularly review the Risk Register.

The External Audit report for 2009/10 recommended the Joint Committee undertake a complete review of the risks recorded in the register to ensure these remained appropriate and any emerging risks recorded on the register and progress against the recommendations be reported to the Joint Committee. Progress against the recommendations has been reviewed by Internal Audit and reported separately on the Agenda. The revised Risk Register was therefore submitted for approval.

The Lead Officer undertook to provide members with further information in relation to the proposed fees for the audit; value for money; strengthening the Internal Audit recommendations and significant risks.

Decision

1. To note the findings of Internal Audit, reported elsewhere on the Agenda, in respect of the review of the Risk Register and that a report would be submitted to the next meeting in June setting out the strategic approach to risk management.
2. To approve the revised format for the Risk Register.
3. To note the findings of the review of the Risk Register at January 2011.
4. To note that the Lead Officer would report to the June meeting on concerns raised by members.

PATROL/EX/11/10 Treasury Management 2011/12

The Lead Officer reported that at the present time she had only received verbal feedback in relation to Treasury Management and that a detailed report would be submitted to the next meeting in June.

Decision

To note the report

PATROL/EX/11/11 Monitoring of the Revenue Budget 2010/11.

Monitoring information in respect of the Revenue Account for the year 2010/11 was submitted.

The Lead Officer introduced the report and then responded to questions from members.

Decision

1. To note the expenditure monitoring information as presented in the report.
2. To authorise the Lead Officer in consultation with the Chair and Deputy to incur expenditure should the need arise, provided such expenditure is within the total income.
3. To approve the provision of a rebate of 50% of the anticipated surplus in the final quarter pro rata to member councils' actual contributions year to date.
4. To agree that any remaining surplus is committed to Reserves in accordance with the recommendations contained within the report concerning the Reserves Policy.

PATROL/EX/11/12 Revenue Budget 2011/12

A report was submitted requesting approval of the Revenue Budget Estimates for 2011/2012.

The Lead Officer responded to questions from members in relation to IT expenditure over the past three years and venue costs for hearings and meetings of the Joint Committee and undertook to submit a breakdown of costs in respect of these matters to the next meeting of the Sub Committee.

Decision

1. To adopt the Revenue Budget estimates for 2011/2012 as presented.
2. To note that the Lead Officer would submit a breakdown of costs for IT and costs for hearings and Joint Committee meetings to the next meeting in June.

PATROL/EX/11/13 Reserves Policy Statement

A report was submitted reviewing the reserves policy of the Joint Committee for 2011/12.

Decision

1. To approve the Reserves Policy Statement for 2011/12
2. To approve the reserve level of £1,095,793
3. To note that a report would be submitted to the June meeting reviewing the Reserves Policy Statement in the light of the Premises Option Appraisal and the findings of the Business Processes and IT Review.
4. To delegate authority to the Chair and Vice Chair to authorise the withdrawal of funds from reserves to meet budgetary deficits and to note that the level of authorised withdrawal would be submitted to the June meeting for approval.

PATROL/EX/11/14 Defraying the costs of the Joint Committee 2011/12

A report was submitted establishing a base for local authorities who are participating in the Joint Committee's arrangements to contribute to expenses during 2011/2012.

In response to a question concerning electronically transmission of cases, the Lead Officer stated that this was timely and that a report of the Review of Business Processes and IT would be presented to the June meeting.

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 2011/2012:-

Element	Charge
Annual Charge (per SPA)	£nil
Charge per PCN issued	0.65 pence
Charge per adjudication case	£5 in respect of non electronic cases with effect from 1 September 2011 following review at the June 2011 meeting.

2. To agree that local authorities are invoiced quarterly in advance based on estimated figures and subsequently adjusted.
3. To note that the Joint Committee will review its predicted outturn at its meeting in January 2012 to assess the need for any adjustment in the final quarter.

4. 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/11/1 Date of next meeting

Decision

1. To note that the next meeting of the PATROL Executive Sub Committee would be held on 28 June 2011, at Warwickshire County Cricket Ground, Birmingham.
2. To agree that the meeting be scheduled half an hour earlier.

H/cttee/PATROL/exec/jan11

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.

REPORT FOR RESOLUTION

SUBJECT: Establishment of Executive Sub-Committee

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To request the Joint Committee consider the establishment of an Executive Sub-Committee and its Terms of Reference for the forthcoming year.

RECOMMENDATIONS

It is recommended that the Joint Committee establishes an Executive Sub-Committee to act on behalf of the Committee until the annual meeting in September 2012, in accordance with paragraph 2 and the Appendix to this report, and that it appoints members of the Executive Sub-Committee for the forthcoming year.

CONTACT OFFICERS

Louise Hutchinson, PATROL, Barlow House, Minshull Street, Manchester,
Tel: 0161 242 5270

1.0 INTRODUCTION

- 1.1 Members are aware that as each Council becomes a party to the PATROL Adjudication Agreement it is required to appoint a Member to represent their Council on the Joint Committee.
- 1.2 As the number of Councils joining the Joint Committee increases, one way of avoiding the need for large numbers of members attending all the committee meetings is to establish an Executive Sub-Committee. PATROLAJC Standing Order 9 enables the Joint Committee to appoint such Sub-Committees as it thinks fit.

2.0 BACKGROUND

- 2.1 Any Terms of Reference for such Sub-Committees would need to be agreed by the Joint Committee as and when each Sub-Committee is established.
- 2.2 Many of the day to day functions of the Joint Committee have already been delegated to officers. Some of the functions that have not been delegated have been examined and it is considered that if the Joint Committee so decides, an Executive Sub-Committee could deal with most of these non-delegated functions without the need for the full Committee to meet.
- 2.3 In particular there is a requirement in the PATROL Agreement for the Joint Committee by 31st January each year to set a budget of estimated expenditure for the following year and to determine the amount of contribution of member Councils. There is also a requirement for the Joint Committee to approve accounts for the previous financial year by 30th June. There are also other financial matters that could arise in relation to the audit of the joint committee's accounts. These functions could be delegated to a Sub-Committee.
- 2.4 The functions recommended by officers for delegation to the Executive Sub-Committee are detailed in the Appendix to this report.
- 2.7 The size of the Executive Sub-Committee is recommended by officers to comprise twelve in number, including the Chair of the Joint-Committee and at least one each representing District, County, Unitary, Metropolitan councils and at least one from an English authority and one from a Welsh authority.

APPENDIX**Terms of Reference for the Executive Sub-Committee**Delegation of the following functions to the PATROLAJC
Executive Sub-Committee:-

1. Financial Matters.

- (a) Deciding on the level and proportion PATROLAJC member Councils shall contribute to the costs and expenses of the adjudication service.
- (b) Establishing and adopting not later than 31st January in each year a budget of estimated expenditure for the ensuing year commencing 1st April and approving accounts for the previous financial year by 30th June each year.
- (c) Accepting tenders for the supply of goods, services, materials, equipment, building and civil engineering works in excess of £250,000 per contract.
- (d) Accepting the tender of a sub-contractor or supplier for specialist work or material in excess of £100,000 for which a prime cost sum is included in the main contract sum for services, building and civil engineering works.
- (e) All financial matters not delegated to officers under the requirements of the Accounts and Audit Regulations, including approving and reviewing an Annual Governance Statement, and consideration of any key matters that arise from the Auditors' Annual Report to those Charged with Governance 2010/11.
- (f) Reviewing the Joint Committee's Reserves Policy Statement and Risk Register.

2. Human Resources.

- (a) Approving changes above grade PO6 (SCP49) to the staff assignment, except for Adjudicator appointments.
- (b) Subject to the approval of the Lead Authority to consider applications for early retirement where there would be a financial cost to the PATROLAJC.

3. Advisory Board.

Making additional appointments to or amending existing appointments to the Advisory Board.

4. New Council members to the PATROLAJC Agreement.

Noting new council members.

REPORT FOR RESOLUTION

SUBJECT: Appointments to the Advisory Board

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To agree the terms of reference of and make appointments to the Advisory Board for the forthcoming year.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Adopts the Terms of Reference and Composition of the Advisory Board set out in the Appendix to this report.
- [ii] Appoints the members of the Advisory Board as set out in the Appendix until the annual meeting in September 2012.

CONTACT OFFICERS

**Louise Hutchinson, PATROL Headquarters, Barlow House, Minshull Street,
Manchester, M1 3DZ Tel: 0161 242 5270**

1.0 Introduction

- 1.1 The Standing Orders provide for the Joint Committee to establish and appoint an Advisory Board comprising the Lead Officer and other such officers and persons appointed by the Joint Committee to advise it on its functions.
- 1.2 The attached Terms of Reference enable an effective and efficient arrangement for matters relating to the PATROLAJC and the Bus Lane Adjudication Service Joint Committee BLASJC.
- 1.3 At the meeting held on 21 September 2010 the Joint Committee made appointments for the period ending at the next annual meeting, these are detailed in the attached document.
- 1.4 The Joint Committee are invited to adopt the terms of reference and make the appointments recommended in the appendix to this report.

**PATROL ADJUDICATION SERVICE
& BUS LANE ADJUDICATION SERVICE
ADVISORY BOARD**

Terms of Reference

1. To assist and advise the Joint Committees on the overall policies and strategies for administering the adjudication service and on their responsibilities under the Traffic Management Act 2004 and Bus Lane Contraventions, (Penalty Charges, Adjudication and Enforcement)(England) Regulations 2005.
2. The Board has no remit to consider or influence decisions of adjudicators and the function of the adjudication service as an Independent Tribunal.
3. To receive and monitor progress against the Performance Management Strategy produced by the Head of Service and to review the service structure, organisation and administration and to scrutinise recommendations for changes before they are put before the Joint Committees.
4. To monitor and review the service capital and revenue budgets and to scrutinise recommendations for changes before they are put before the Joint Committees.
5. To assist and advise the Head of Service on the preparation of an annual service plan

The Board shall consist of always the Lead Officer plus up to eleven people:

- Seven representatives of local authorities as follows:
 - At least one representing an English Authority
 - At least one representing a Welsh Authority
 - At least one representing a District Council
 - At least one representing a County Council
 - At least one representing a Unitary or Metropolitan Council
 - At least one representing a Civil Bus Lane Enforcement Council.
- A representative each from the Department for Transport (DfT) and the Welsh Government (WG).
- A representative from a motoring association.
- An independent person with knowledge of judicial or tribunal systems.

The DfT, WG, Motoring Association and Independent members would act as ex-officio members.

The Joint Committees shall make appointments to the Advisory Board based on recommendations received from the Advisory Board. Such appointments are to be

for four years but may be subject to reappointment. Except for the Lead Officer members shall retire on a four-year rotation cycle.

The Advisory Board shall recommend to the Joint Committees representatives of an appropriate motoring organisation and an appropriate independent person who should sit on the Board.

The DfT and WG Transport Directorate shall nominate its own representatives.

Advisory Board members should not be day-to-day managers of parking services and should where possible include representatives from legal and financial backgrounds as well as those responsible for parking.

The Board shall elect a Chairman, a Vice-Chairman and a Secretary from within the membership of the Board.

Appointments and four year cycle

Local Authority Members

At the meeting of the PATROL Adjudication Joint Committee held on 21st September the following local authority members were appointed and retire as set out below.

September 2011

Manchester	Michelle Chard	Lead Authority
Winchester	Andy Hickman	English District

September 2012

Carmarthenshire	Stephen Pillner	Welsh Authority
Leeds	Chris Bramham	Metropolitan

September 2013

Bournemouth	John Satchwell	English Unitary
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September 2014

Hampshire	Marc Samways	English Shire
Bath and North East Somerset	Kathryn Eldridge	Bus Lane Council

Department for Transport Member

This is a matter for the DfT to decide from time to time. Currently Alan Irving and Barbara King are their representatives.

Welsh Assembly Government Member

This is a matter for the WAG Transport Directorate to decide from time to time. Currently Colin Eakitts is their representative.

Independent Member

The Joint Committee has appointed Graham Addicott OBE, as the independent member for a four year period ending June 2013.

Motoring Organisation Member

The Advisory Board considers it appropriate that from time to time this appointment should be rotated between the RAC Foundation and the AA Motoring Trust. Currently, Paul Watters of the AA Motoring Trust is the motoring organisation representative.

Bus Lane Member

The Bus Lane Joint Committee has appointed Kathryn Eldridge from Bath and North East Somerset as the Bus Lane Member for a four year period ending September 2014.

Recommendations

Michelle Chard (Lead Authority) and Andy Hickman (English District) become eligible for re-appointment. The Advisory Board recommends these re-appointments.

REPORT FOR RESOLUTION

SUBJECT: ADJUDICATORS ANNUAL REPORT 2010/11

REPORT OF: The Chief Adjudicator

PURPOSE OF REPORT

To request that the Joint Committee delegates authority to the Executive Sub Committee in January 2012 to receive the Adjudicators' Annual Report 2010/11.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Notes the timing of the Adjudicators' Annual Report 2010/11.
- [ii] Notes that statistics in respect of appeals during 2010/11 have been circulated to local authorities to assist local statistical reporting.
- [iii] Delegates authority to the Executive Sub Committee in January 2012 to receive the Adjudicators Annual Report 2010/11

REPORT FOR INFORMATION

SUBJECT General Progress and Service Standards
JOINT REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To report to the Committee on 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.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Notes the information provided in the report in respect of the current take up of civil enforcement of parking powers.
- [ii] Notes the information in relation to appeals activity.
- [iii] Notes the information in relation to service standards.
- [iv] Notes the additional general progress information.

CONTACT OFFICER

Louise Hutchinson, Joint Committee Services, PATROL, Barlow House, Minshull Street, Manchester Tel: 0161 242 5270

1. PERIOD OF REPORTING

This report provides information in relation to the year April to June 2011.

2. COUNCILS IN THE SCHEME

The latest information regarding councils who are party to the Joint Committee agreement is set out at Appendix 1.

3. ADMINISTRATIVE TARGETS

The Joint Committee has approved two administrative targets which are reported on below:

PERIOD	% Phone calls answered within 15 seconds	Target	% Appeals acknowledged within 2 working days	Target
2002/03	96%	80%	99%	80%
Year 2003	96%	80%	99%	80%
Year 2004	97%	80%	99%	80%
Year 2005	97%	90%	99%	95%
Year 2006	98%	90%	92%	95%
Year 2007	98%	90%	96%	95%
Year 2008	-	90%	96%	95%
Year 2008/09	96.84%	90%	96%	95%
Year 2009/10	96.32%	90%	97%	95%
Year 2010/11	96.03%	95%	98.95%	95%
Apr-Jun 2011	96.15%	95%	99.45	95%

4 SERVICE STANDARDS - PERFORMANCE INDICATORS

Appealing to the Traffic Penalty Tribunal is a judicial process and, as such, it is not appropriate to set out rigid timescales for deciding appeals, however the tribunal's objective is to "To provide a tribunal service which is user-focused, efficient timely, helpful and readily accessible". In June 2007 the Joint Committee approved the following targets:

Personal Hearings

60% of cases to be offered a personal hearing date within 8 weeks of receipt of the Notice of Appeal.

90% of cases to be offered a personal hearing date within 12 weeks of receipt of the Notice of Appeal

Postal Decisions

80% of postal decisions to be made within 7 weeks of receipt of the Notice of Appeal.

It is recognised that Members are interested in the period of time taken to dispose of a case and for this reason, the following statistics reflect the number of weeks to case closure rather than the number of weeks to the date of the first hearing offered.

5. CASE CLOSURE

The reports on case closure include all cases which were registered during April to June 2011 and have been decided (data is also included for the year ending 31 March 2011 for comparison). This data will include cases that have been delayed for the following reasons.

Requests from parties to the appeal:

- Additional time to submit evidence
- Requests for adjournment of hearings
- Inconvenience of hearing time/venue
- Availability of witnesses

Adjudicators may require:

- Adjournments for additional evidence or submissions
- A personal hearing supplemented by a later telephone hearing to consider additional evidence.
- Consolidation of cases which relate to a common issue.
- Holding cases pending a particular Decision of the Traffic Penalty Tribunal or High Court

Case closure times – parking (England)

Type of Hearing	Postal					Personal					Telephone				
	April 2010 10 March 2011	April - Jun 2011	July - Sep2011	Oct - Dec 2011	Jan-Mar 2012	April - Mar 2011	April - Jun 2011	July - Sep2011	Oct - Dec 2011	Jan-Mar 2012	April - March 2011	April - Jun 2011	July - Sep2011	Oct - Dec 2011	Jan-Mar 2012
Average no of weeks between registration and decision issued	5.42	4.75				11.31	8.79				7.70	6.60			
Cases with less than 7 weeks between registration and decision (postal target) Percentage	7,499 79.64	2,006				n/a	n/a				n/a	n/a			
Cases with less than 8 weeks between registration and decision (personal/ telephone target) Percentage	n/a	n/a				615	134				957	323			
Cases with less than 12 weeks between registration and decision (personal/telephone target) Percentage	9078 96.41	2,254 98.56				35.71	48.91				70.63	85.90			
						1,153	256				1,246	369			
						66.96	93.43				91.96	98.14			

The table for England indicates that:

- i) The average number of weeks has reduced for all hearing types. For postal cases the average has fallen below 5 weeks which reflects cases which are not contested by councils.
- ii) The proportion of postal cases with less than 7 weeks between registration and decision has increased as has the proportion of personal and telephone cases with less than 8 weeks between registration and decision.
- iii) The proportion of cases with less than 12 weeks between registration and decision has increased across all hearing types.

Case closure times – parking (Wales)

Type of Hearing	Postal					Personal				Telephone				
	April 2010 10 March 2011	April - Jun 2011	July - Sep2011	Oct - Dec 2011	Jan - Mar 2012	April - Mar 2011	April - Jun 2011	July - Sep2011	Oct - Dec 2011	Jan - Mar 2012	April - March 2011	April - Jun 2011	July - Sep2011	Oct - Dec 2011
Average no of weeks between registration and decision issued	4.82	4.77				12.92	7.60				8.16	7.05		
Cases with less than 7 weeks between registration and decision (postal target)	251	94				n/a					n/a	n/a		
Percentage	82.57	87.04				n/a					n/a	n/a		
Cases with less than 8 weeks between registration and decision (personal/ telephone target)	n/a	n/a				7	3				21	16		
Percentage	n/a	n/a				26.92	60.00				67.74	80.00		
Cases with less than 12 weeks between registration and decision (personal/telephone target)	274	106				12	4				29	20		
Percentage	98.92	98.15				75.00	80.00				93.55	100.0		

The table for Wales indicates:

- iv) The average number of weeks has reduced for all hearing types. For postal cases the average has fallen below 5 weeks which reflects cases which are not contested by councils.
- v) The proportion of postal cases with less than 7 weeks between registration and decision has increased as has the proportion of personal and telephone cases with less than 8 weeks between registration and decision.
- vi) The proportion of cases with less than 12 weeks between registration and decision has increased across all hearing types.

6.0 Councils participating in Appeal Online & Electronic Transfer of Evidence

The table below shows by prefix the councils involved in these initiatives. An additional six prefixes have been added to appeal on line since June 2011 (bringing the total to 147) with an additional five now using the tribunal's secure webmail system (bringing the total to 112). A total of 327 prefixes out of a total of 350 are using normal email.

Prefix	Appeal Online Councils	Prefix	Electronic Evidence Councils
AC	Cumbria County Council with Allerdale		
AD	West Sussex County Council (with Adur)		
AL	Allerdale Borough Council		
AT	Shrewsbury and Atcham Borough Council		
AQ	Ashfield Borough Council	AQ	Ashfield Borough Council
AV	Amber Valley Borough Council	AV	Amber Valley Borough Council
AX	Adur District Council	AX	Adur District Council
BB	Bournemouth Borough Council	BB	Bournemouth Borough Council
BE	Burnley Borough Council	BE	Burnley Borough Council
BF	Bedford Borough Council	BF	Bedford Borough Council
BG	Basingstoke and Dean Borough Council	BG	Basingstoke and Dean Borough Council
BH	Brighton and Hove City Council	BH	Brighton and Hove City Council
BI	Basildon District Council	BI	Basildon District Council
BM	Birmingham City Council	BM	Birmingham City Council
BN	Bath and North East Somerset Council	BN	Bath and North East Somerset Council
BQ	Bradford M.D.C	BQ	Bradford M.D.C
BR	Barrow Borough Council	BR	Barrow Borough Council
BS	Bristol City Council	BS	Bristol City Council
BW	Brentwood Borough Council		
CE	Chiltern District Council	CE	Chiltern District Council
CG	Chesterfield Borough Council	CG	Chesterfield Borough Council
CH	Colchester Borough Council	CH	Colchester Borough Council
CJ	Cornwall County Council		
CM	Carmarthenshire County Council	CM	Carmarthenshire County Council
CQ	Conwy County Borough Council		
		CO	Copeland Borough Council
CT	Canterbury City Council	CT	Canterbury City Council
CX	Calderdale Borough Council	CX	Calderdale Borough Council
CY	Chorley Borough Council	CY	Chorley Borough Council
		DC	Dacorum Borough Council
DE	Denbighshire County Council (inc Anglesey, Gwynedd & Wrexham)	DE	Denbighshire County Council (inc Anglesey, Gwynedd & Wrexham)
DH	Derbyshire Dales District Council	DH	Derbyshire Dales District Council
DI	South Derbyshire District Council	DI	South Derbyshire District Council
DJ	Derbyshire County Council	DJ	Derbyshire County Council
DK	Darlington Borough Council	DK	Darlington Borough Council
		DM	Dudley Metropolitan Borough Council
DP	Dorset County Council (with Weymouth & Portland)		
		DR	Derby City Council
		DT	Dartford Borough Council
		DQ	Devon County Council (with North Devon)
DU	Durham County Council	DU	Durham County Council
		DX	North Devon District Council
EB	Essex County Council (with Brentwood BC)		
EG	Essex County Council (with Tendring)		
EI	Essex County Council (with Basildon)		
EL	Elmbridge Borough Council	EL	Elmbridge Borough Council
EO/ID	Essex County Council (with Colchester BC)		
EV	Essex County Council (with Rochford)		
EW	Erewash Borough Council	EW	Erewash Borough Council
		EX	Essex County Council

PATROL ADJUDICATION JOINT COMMITTEE

28 SEPTEMBER 2011
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FA	Cornwall Council	FA	Cornwall Council
FB	Bedfordshire County Council (with Bedford BC)	FB	Bedfordshire County Council (with Bedford BC)
		FD	Bedfordshire County Council (with Bedford BC)
FH	Fareham Borough Council	FH	Fareham Borough Council
FP	Hampshire County Council (with Fareham BC)		
FW	Wyre Forest District Council		
FY	Fylde Borough Council		
		GA	Cheshire East Council
GC	Gloucestershire County Council (with Cheltenham BC)		
GH	Gateshead Council		
GQ	Gedling Borough Council	GQ	Gedling Borough Council
GW	Gwynedd Council	GW	Gwynedd Council
GX	Gloucestershire County Council (with Cotswold)		
HA	Harrogate Borough Council	HC	North Hertfordshire District Council
HD	Hyndburn Borough Council		
HI	Buckinghamshire County Council (with Wycombe DC)	HI	Buckinghamshire County Council (with Wycombe DC)
HJ	High Peak Borough Council	HJ	High Peak Borough Council
		HM	Horsham District Council
HV	Havant Borough Council		
IC	Cheltenham Borough Council		
IW	Isle of Wight Council	IW	Isle of Wight Council
JV	Devon County Council (with Torridge DC)	JV	Devon County Council (with Torridge)
KB	Kent County Council (with Canterbury CC)		
KH	Kingston upon Hull City Council		
		KK	West Berkshire District Council
KL	Kent County Council (with Swale Borough Council)		
KO	Kent County Council (with Tonbridge & Malling BC)		
KQ	Newark & Sherwood District Council	KQ	Newark & Sherwood District Council
		KU	Kent County Council (with Tunbridge Wells BC)
KX	Kent County Council (with Thanet District Council)		
		LA	Lancaster City Council
LN	West Lancashire District Council		
		LQ	Lancashire County Council
LS	Leeds City Council		
		LU	Luton Borough Council
LV	Liverpool City Council	LV	Liverpool City Council
		LW	East Sussex County Council (with Lewes)
MC	Manchester City Council	MC	Manchester City Council
		MD	Maidstone Borough Council
MQ	Mansfield District Council	MQ	Mansfield District Council
MR	Middlesbrough Council	MR	Middlesbrough Council
MS	Mid Sussex District	MS	Mid Sussex District Council
MW	Medway Council	MW	Medway Council
ND	North East Derbyshire District Council	ND	North East Derbyshire District Council
		NF	New Forest District Council
NP	Northamptonshire County Council	NP	Northamptonshire County Council
NQ	Nottinghamshire County Council	NQ	Nottinghamshire County Council
NU	Newcastle City Council	NU	Newcastle City Council
OD	Oldham M.B.C	OD	Oldham M.B.C.
OH	Solihull M.B.C.		
OL	Bolsover District Council	OL	Bolsover District Council
OX	Oxfordshire County Council		
PA	Hampshire County Council (with Basingstoke BC)		
		PB	Peterborough City Council
PD	Pendle Borough Council		
PE	Borough of Poole		
PL	Plymouth City Council	PL	Plymouth City Council
PP	Powys County Council		
PR	Preston City Council	PR	Preston City Council
QC	Cardiff City Council		
RC	Redcar & Cleveland Borough Council	RC	Redcar & Cleveland Borough Council
		RE	Rochdale MBC
RF	Rochford District Council		
		RI	Reigate & Banstead Borough Council
RJ	Redditch Borough Council		
RL	Rutland County Council		
RP	Worcestershire County Council (with Redditch BC)		
RQ	Rushcliffe Borough Council	RQ	Rushcliffe Borough Council
RR	Surrey County Council (with Waverley BC)		
RV	Ribble Valley Borough Council		
		RZ	Surrey County Council (with Reigate & Banstead)
SA	Salisbury District Council		
SB	Slough Borough Council		
SF	Sefton MBC	SF	Sefton MBC
SJ	Scarborough Borough Council	SJ	Scarborough Borough Council
		SL	City of Salford Council
		SM	Stockport Borough Council
SN	Southampton City Council	SN	Southampton City Council
SQ	Stockton-On-Tees Borough Council		
SW	Swale Borough Council		
		SY	Spelthorne Borough Council
SX	Sunderland City council		
SZ	St Helens Council	SZ	St Helens Council
TB	Torbay Council	TB	Torbay Council
TC	Torridge District Council	TC	Torridge District Council
TD	Thanet District Council	TD	Thanet District Council

PATROL ADJUDICATION JOINT COMMITTEE

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TE	Tandridge District Council		
TG	Tending District Council		
TJ	Surrey County Council (with Tandridge DC)		
TN	Tonbridge & Malling Borough Council	TN	Tonbridge & Malling Borough Council
TQ	Bassetlaw District Council	TQ	Bassetlaw District Council
TR	Trafford Borough Council		
TW	Tunbridge Wells Borough Council	TW	Tunbridge Wells Borough Council
TV	Three Rivers District Council	TV	Three Rivers District Council
TY	South Tyneside		
UB	Cumbria County Council (with Barrow BC)		
UW	West Sussex County Council (with Worthing BC)		
VA	Hampshire County Council (with Havant BC)		
		WB	Wyre Borough Council
WD	Wycombe District Council	WD	Wycombe District Council
WG	Wigan Metropolitan Borough Council	WG	Wigan Metropolitan Borough Council
WH	Wychavon District Council	WH	Wychavon District Council
		WI	Warrington Borough Council
WJ	The City and County of Swansea	WJ	The City and County of Swansea
WR	Winchester City Council	WR	Winchester City Council
WT	Watford Borough Council	WT	Watford Borough Council
WU	Worthing Borough Council	WU	Worthing Borough Council
		WV	Wolverhampton City Council
WX	Wrexham County Borough Council	WX	Wrexham County Borough Council
WY	Weymouth and Portland Borough Council		
WZ	Waverley Borough Council	WZ	Waverley Borough Council
XD	Walsall Metropolitan Borough Council		
XQ	Broxtowe Borough Council	XQ	Broxtowe Borough Council
XS	West Sussex County Council (with Mid Sussex DC)		
		YA	Cambridgeshire County Council
		YB	Cambridgeshire CC (with Cambridge City Council)
YC	York City Council		
YM	Isle of Anglesey County Council	YM	Isle of Anglesey County Council
YN	North Yorkshire County Council (with Scarborough)		
YO	North Yorkshire County Council (with Harrogate BC)		
YS	Surrey County Council (with Elmbridge BC)		
YW	Hampshire County Council (with Winchester CC)		
ZD	Cotswold District Council	ZD	Cotswold District Council
ZF	Worcestershire County Council (with Wyre Forest DC)		
ZN	Gloucestershire CC (with Stroud DC)		
ZP	Stroud District Council		
ZW	Worcestershire County Council (with Wychavon DC)	ZW	Worcestershire County Council (with Wychavon DC)
ZX	Shropshire Council	ZX	Shropshire Council

APPENDIX 1: Councils in the Scheme at September 2011

Welsh	County	District	Unitary	MBC
Cardiff County Council	Buckinghamshire County Council	Adur District Council	Bath and North East Somerset Council	Barnsley Metropolitan Borough Council
Carmarthenshire County Council	Cambridgeshire County Council	Allerdale Borough Council	Bedford Council	Birmingham City Council
Conwy County Borough Council	Cumbria County Council	Amber Valley District Council	Blackburn with Darwen Borough Council	Bolton MBC
Denbighshire County Council	Derbyshire County Council	Arun District Council	Blackpool Borough Council	Bury MBC
Gwynedd Council	Devon County Council	Ashfield District Council	Bournemouth Borough Council	Calderdale Borough Council
Isle of Anglesey County Council	Dorset County Council	Ashford Borough Council	Bracknell Forest Borough Council	City of Bradford Metropolitan Borough Council
Neath Port Talbot County Borough Council	East Sussex County Council	Aylesbury Vale District Council	Brighton & Hove Council	Coventry City Council
Pembrokeshire County Council	Essex County Council	Barrow Borough Council	Borough of Poole	Doncaster Metropolitan Borough Council
Powys County Council	Gloucestershire County Council	Basildon District Council	Bristol City Council	Dudley Metropolitan Borough Council
Swansea City and County	Hampshire County Council	Basingstoke and Deane Borough Council	Central Bedfordshire Council	Gateshead Metropolitan Borough Council
Wrexham County Borough Council	Hertfordshire County Council	Bassetlaw District Council	Cheshire East Council	Kirklees Metropolitan Council
	Kent County Council	Blaby District Council	Cheshire West and Chester Council	Leeds City Council
	Lancashire County Council	Braintree District Council	City of York Council	Liverpool City Council
	Leicestershire County Council	Brentwood Borough Council	Cornwall Council	Manchester City Council
	Norfolk County Council	Broxbourne Borough Council	Darlington Borough Council	Newcastle City Council
	North Yorkshire County Council	Broxtowe Borough Council	Derby City Council	North Tyneside Council
	Northamptonshire County Council	Burnley Borough Council	County Durham Council	Oldham Metropolitan Borough Council
	Nottinghamshire County Council		Hartlepool Borough Council	Rochdale MBC
	Oxfordshire County Council		Herefordshire District	Rotherham MBC

Welsh

County	District	Unitary Council	MBC
Staffordshire County Council	Cambridge City Council	Isle of Wight Council	Salford City Council
Suffolk County Council	Cannonk Chase District Council	Kingston upon Hull City Council	Sandwell MBC
Surrey County Council	Canterbury City Council	Leicester City Council	Sefton Council
Warwickshire County Council	Carlisle City Council	Luton Council	Sheffield City Council
West Sussex County Council	Castle Point Borough Council	Medway Council	Slough Borough Council
Worcestershire County Council	Charnwood Council	Middlesbrough Council	Solihull Metropolitan Borough Council
	Chelmsford Borough Council	Milton Keynes Council	South Tyneside Metropolitan Borough Council
	Cheltenham Borough Council	North East Lincolnshire Council	St Helens Borough Council
	Chesterfield Borough Council	North Lincolnshire Council	Stockport MBC
	Chichester Borough Council	Nottingham City Council	Sunderland City Council
	Chiltern District Council	Peterborough City Council	Tameside Metropolitan Borough Council
	Chorley Borough Council	Plymouth City Council	Trafford MBC
	Christchurch Borough Council	Portsmouth City Council	Walsall MBC
	Colchester Borough Council	Reading Borough Council	Wigan MBC
	Copeland Borough Council	Redcar and Cleveland Borough Council	Wirral Metropolitan Borough Council
	Cotswold District Council	Royal Borough of Windsor and Maidenhead	Wolverhampton City Council
	Crawley Borough Council	Rutland County Council	
	Dacorum Borough Council	Shropshire Council	
	Dartford Borough Council	Southend on Sea Council	
	Derbyshire Dales District Council	South Gloucestershire Council	
	Dover Council	Southampton City Council	
	East Devon District Council	Stockton on Tees Borough Council	
	East Hertfordshire District Council	Stoke-on-Trent City Council	

County	District	Unitary	MBC
Welsh	East Staffordshire Borough Council	Swindon Borough Council	
	Eastleigh Borough Council	Thurrock Borough Council	
	Eden District Council	Torbay Council	
	Elmbridge Borough Council	Warrington Borough Council	
	Epping Forest District Council	West Berkshire Council	
	Epsom and Ewell Borough Council	Wiltshire Council	
	Erewash Borough Council		
	Exeter City Council		
	Fareham Borough Council		
	Forest of Deane District Council		
	Fylde Borough Council		
	Gedling Borough Council		
	Gloucester City Council		
	Gravesham Borough Council		
	Guildford Borough Council		
	Harborough District Council		
	Harlow Borough Council		
	Harrogate Borough Council		
	Hart District Council		
	Hastings Borough Council		
	Havant Borough Council		
	Hertsmere Borough Council		
	High Peak Borough Council		
	Hinckley and Bosworth		
	Horsham District Council		
	Hyndburn Borough Council		
	Ipswich Borough Council		
Lancaster City Council			
Lewes District Council			
Litchfield District Council			

County	Unitary	MBC
Welsh	Maidstone Borough Council	
	District	
	Maldon District Council	
	Mansfield District Council	
	Melton Borough Council	
	Mid Devon District Council	
	Mid Sussex District Council	
	Mole Valley District Council	
	New Forest District Council	
	Newark and Sherwood District Council	
	Newcastle-under-Lyme Borough Council	
	North Devon District Council	
	North Dorset District Council	
	North East Derbyshire District Council	
	North Hertfordshire District Council	
	North West Leicestershire District Council	
	Northampton Borough Council	
	Norwich City Council	
	Oadby and Wigston Borough Council	
	Pendle Borough Council	
	Preston City Council	
	Purbeck District Council	
	Redditch Borough Council	
	Reigate and Banstead Borough Council	
	Ribble Valley Borough Council	
	Rochford District Council	
	Rossendale Borough Council	
	Rugby Borough Council	

County	Unitary	MBC
Welsh	Runnymede Borough Council	
	District	
	Rushcliffe Borough Council	
	Rushmoor Borough Council	
	Scarborough Borough Council	
	Sevenoaks District Council	
	Shepway District Council	
	South Derbyshire District Council	
	South Hams District Council	
	South Lakeland District Council	
	South Staffordshire Council	
	South Ribble Borough Council	
	Spelthorne Borough Council	
	St Albans City and District Council	
	Stafford Borough Council	
	Staffordshire Moorlands District Council	
	Stevenage Borough Council	
	Stratford District Council	
	Stroud District Council	
	Surrey Heath Borough Council	
	Swale Borough Council	
	Tamworth Borough Council	
	Tandridge District Council	
	Taunton Deane Borough Council	
	Teignbridge District Council	
	Tendering District Council	
	Test Valley Borough Council	
	Tewkesbury Borough Council	
	Thanet District Council	
	Three Rivers District Council	
	Tonbridge & Malling Borough Council	
	Torrige District Council	

County	Unitary	MBC
Welsh	Tunbridge Wells Borough Council District Uttlesford District Council Warwick District Council Watford Borough Council Waverley Borough Council Welwyn Hatfield Council West Devon Borough Council West Lancashire District Council West Oxfordshire Council Weymouth and Portland Borough Council Winchester City Council Woking Borough Council Worcester City Council Worthing Borough Council Wychcombe District Council Wychavon District Council Wyre Borough Council Wyre Forest District Council	

REPORT FOR RESOLUTION

SUBJECT: AUDIT COMMISSION SMALL BODIES ANNUAL RETURN
FOR YEAR ENDED 31ST MARCH 2011

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF THE REPORT

To report the findings of the audit.

RECOMMENDATIONS

It is recommended that the Joint Committee:

1. Notes the findings of the audit in the enclosed Annual Return and Issues Arising Report and the management responses.

CONTACT OFFICER

Louise Hutchinson, PATROL, Barlow House, Minshull Street, Manchester, M1
3DZ Tel: 0161 242 5270

REPORT FOR RESOLUTION

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3DZ Tel: 0161 242 5270

Section 4 – Annual internal audit report to

PATROL ASSOCIATION JOINT COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2011.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose from one of the following Yes/No/Not covered
A Appropriate accounting records have been kept properly throughout the year.	YES
B The body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices; property recorded and promptly banked; and VAT was appropriately accounted for.	YES
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	YES
H Asset and investments registers were complete and accurate and property maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	NOT COVERED

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

SEE ATTACHED AUDIT REPORT WHICH EXPLAINS THE AREA 'NOT COVERED' AND AREAS FOR IMPROVEMENT

Name of person who carried out the internal audit: TOM POWELL HEAD OF AUDIT & RISK MANAGEMENT Date: 02/06/2011

Signature of person who carried out the internal audit: [Signature]

*Note: If the response is 'no', please state the implications and action being taken to address any weaknesses in control identified (add separate sheets if needed).

**Note: If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Section 1 – Accounting statements for:

PATROL ASSOCIATION JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2010	31 March 2011	
1 Balances brought forward	524,868	723,468	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	NIL	NIL	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (-) Total other receipts	2,788,631	2,757,466	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	1,607,423	1,986,529	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	982,658	889,444	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (-) Balances carried forward	723,468	524,868	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8 Total cash and short term investments	1,251,361	902,665	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets and long term assets	NIL	NIL	The recorded book value at 31 March of all fixed assets owned by the body and any other long term assets e.g. loans to third parties and any long-term investments.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PVLB).

I certify that for the year ended 31 March 2011 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer: [Signature]

Date: 17.06.2011

I confirm that these accounting statements were approved by the body on:

25.06.2011

and recorded as minute reference:

PATROL EX 11/24

Signed by Chair of meeting approving these accounting statements: [Signature]

Date: 25.06.2011

Section 2 - Annual governance statement

We acknowledge as the members of PATRICK ASSURANCE SOLUTIONS SOUTH COVENTRY our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2011, that:

	Agreed - Yes or No	Yes means that the body:
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We have carried out an assessment of the risks facing the body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES	disclosed everything it should have about its business activity during the year, including events taking place after the year-end if relevant.

Signed by:

Chair [Signature]
dated 28.06.2011

Signed by:

Clerk [Signature]
dated 28.06.2011

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given and describe what actions being taken to address the weaknesses identified.

Section 3 - External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2011 of

PATRICK ASSURANCE SOLUTIONS SOUTH COVENTRY LTD

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2011; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~delete as appropriate~~).

The annual return was not approved by a full meeting of the body. This is a breach of regulation 13 paragraph 3a of Accounts and Audit (England) Regulations 2011.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

Please see enclosed report

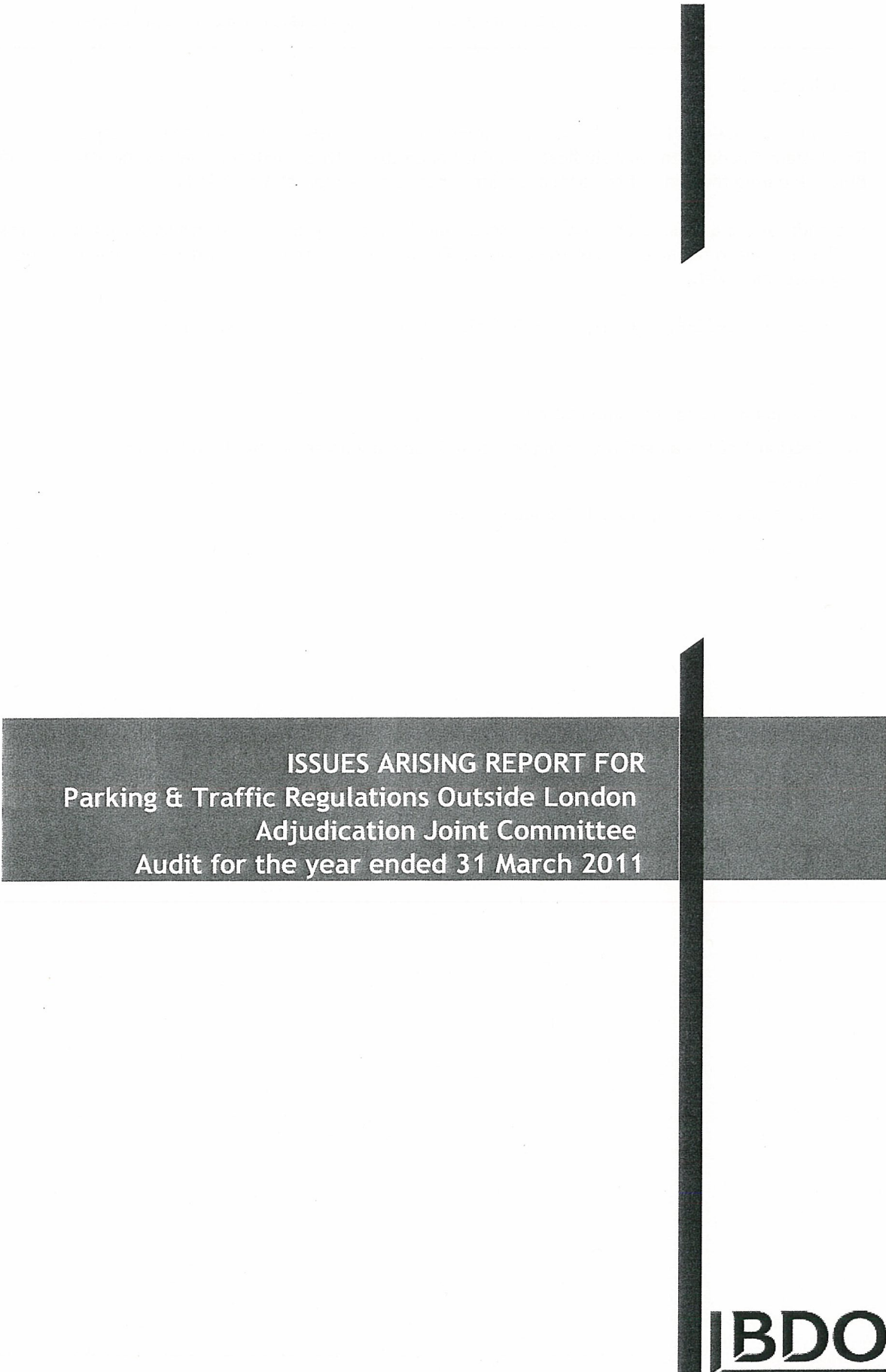
(continue on a separate sheet if required)

External auditor's signature [Signature]

External auditor's name BDO LLP Southampton Date 21/6/11

United Kingdom

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.



**ISSUES ARISING REPORT FOR
Parking & Traffic Regulations Outside London
Adjudication Joint Committee
Audit for the year ended 31 March 2011**

BDO

Introduction

The following matters have been raised to draw items to the attention of Parking & Traffic Regulations Outside London Adjudication Joint Committee. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2011.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal auditor's recommendations
 - Section 1 of the annual return approved at a sub committee not by the full body.
 - Minutes
 - Risk Assessment - approved at a sub committee
 - Asset Valuation
-

The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the body's procedures and require the body to take immediate action.

Section 1 of the annual return approved at a sub committee not by the full body.

What is the issue?

Section 1 of the annual return has been approved at a sub committee of the body.

Why has this issue been raised?

This is a breach of regulation 13, paragraph 3a of the Accounts and Audit (England) Regulations 2011 which states the accounting statements shall be approved by 'the members meeting as a whole'.

What do we recommend you do?

The body must ensure in future years that the Annual Return is approved by members of the body in accordance with the regulations.

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit (England) Regulations 2011 - Office of Public Sector Information website
Local Council Administration, 7th Edition, Charles Arnold Baker, Chapter 7

The following issue(s) have been raised to assist the body in improving its internal controls or working practices. The body is recommended to consider these but is under no statutory obligation to act upon them.

Asset Valuation

What is the issue?

The body have not included the value of all fixed assets on the annual return. There are assets on the asset register which have not been included on the return.

Why has this issue been raised?

The value of fixed assets could therefore be understated.

What do we recommend you do?

The body must include all fixed assets owned by the body in Section 1 of the Annual Return. This should be the value of all fixed assets recorded in the fixed assets register, measured at cost value. Assets comprise of land, buildings, plant and equipment, vehicles, etc property that will be of economic benefit to the body over a period substantially longer than one financial year.

The book value of assets is not expected to change unless an asset is ever disposed of or scrapped.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

Internal auditor's recommendations

What is the issue?

The internal auditor has noted a number of weaknesses in the financial systems of the body.

Why has this issue been raised?

The body is exposed to the risks associated with these weaknesses.

What do we recommend you do?

The body must implement the recommendations made by the internal auditor to improve the financial systems of the body as soon as possible or in any event before the end of the current financial year.

If the body addresses all the issues raised by the internal auditor the body should improve internal controls which will help to prevent and detect error and fraud and assist the body to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

Minutes

What is the issue?

The body produced printed minutes, which were submitted for audit purposes. The pages were not initialled by the person signing the minutes.

Why has this issue been raised?

This body submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

What do we recommend you do?

The body should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered and initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972. Loose leaf minute books are lawful but the loose leaf pages must be consecutively numbered and each page must be initialled by the person signing the minutes.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 7th Edition, Charles Arnold-Baker, Chapter 7

Risk Assessment - approved at a sub committee

What is the issue?

The body have minuted its review of the risk assessment during the year ended 31 March 2011 at a

sub committee of the full body.

Why has this issue been raised?

The Accounts and Audit (England) Regulation 2011, which came into force on the 31 March 2011, require the approval of a risk assessment at a full body meeting and not at a sub committee of the body.

What do we recommend you do?

The body must ensure in future years that the risk assessment is reviewed by a full body meeting and not a sub committee.

Further guidance on this matter can be obtained from the following source(s):

The Accounts and Audit (England) Regulations 2011

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 21 September 2011

REPORT FOR RESOLUTION

SUBJECT: Budget Monitoring of Revenue Account 2011/12

REPORT OF: The Lead Office on behalf of the Advisory Board

PURPOSE OF REPORT

To present to the Committee expenditure monitoring information in respect of the Revenue Account for year 2011/12.

RECOMMENDATIONS

It is recommended that the Joint Committee:

i] Notes the income and expenditure position at 30th June 2011.

[ii] Notes that a further report will be presented to the January 2012 meeting.

CONTACT OFFICER

Louise Hutchinson, PATROL, Barlow House, Minshull Street, Manchester M1 3DZ
Tel: 0161 242 5252

1.0 INTRODUCTION

- 1.1 At the meeting of the Executive Sub-Committee held on 25th January 2011 the revenue budget estimate was approved for the year 2011/12
- 1.2 This report provides the Committee with the expenditure position at June 2011. Details are given in Table 1.
- 1.3 The tribunal is operated on a self-financing basis with income obtained from defraying expenses amongst the PATROL member authorities.

2.0 BACKGROUND

- 2.1 The revenue budget estimate was established by the Committee for 2011/12 on the basis that this would reflect the Councils who were already members of the Joint Committee. No account was taken of new councils.
- 2.2 The Joint Committee reviewed the forecasting model for 2011/12 with account being taken of more recent income trends (i.e. the last 12 months).
- 2.3 As previously agreed by the Committee income is derived from a pre-estimate of the number of PCNs each council will issue. Corrections are applied in subsequent quarters once the actual number of PCNs issued is actually known.
- 2.4 Should it be the case that there is a need for a greater expenditure than that provided for in the approved budget then there is a recommendation to authorise the Head of Service to incur additional expenditure, provided such expenditure does not exceed the income for the current year.
- 2.5 Should it be the case that the revenue account falls into deficit then the surplus from previous years is available.
- 2.6 Should there be a greater income than expenditure in the year then there is a recommendation that this be transferred into the succeeding year as reserves.

3.0 MONITORING POSITION AT 30 JUNE 2011

- 3.1 At 30 June 2011, all expenditure lines are showing a favourable variance on the position anticipated by 30 June 2011. The most significant positive variances arise from lower than anticipated expenditure for adjudicators and staff. The former relates to expenditure not yet incurred for recruitment, appraisals and training, venue hire and adjudicator IT. Part-time adjudicator fee payments are also showing a positive variance of £14,000. Staffing expenditure is lower than anticipated due to a numbers of leavers and these posts are under review.

3.2 There has been an over-achievement of parking income of £72,250. Additional income is derived from the PCN adjustment which reflects the quarter one adjustment of income. Bus Lane income has remained largely as budgeted.

4.0 CASH FLOW

4.1 At the first quarter point a net surplus of £246,185.70 between parking income and expenditure on the balance sheet is reported. This includes income from the Bus Lane account.

5.0 RECOMMENDATIONS

It is recommended that the Joint Committee:

i] Notes the income and expenditure position at 30th June 2011.

[ii] Notes that a further report will be presented to the January 2012 meeting.

Table 1: Budget Monitoring at 30 June 2011

TABLE 1 Analysis		Budget	Projected Expenditure	Actual Expenditure	Variance
		2011/2012	30-Jun-11	30-Jun-11	
Expenditure:					
Adjudicators		962,565	228,516	186,739	-41,778
Staff		799,173	198,437	174,125	-24,312
Premises / Accommodation		225,848	44,087	41,689	-2,398
Transport		30,100	6,750	4,182	-2,568
Supplies and Services		356,611	97,343	84,570	-12,773
ICT		344,200	66,550	50,770	-15,780
Services Management and Support		40,000	0	0	0
Audit Fees		12,500	0	0	0
Contribution to Reserves		245,801	0	0	0
Total Expenditure		3,016,798	641,683	542,073	-99,610
Income:					
Penalty Charge Notices		-2,782,500	-614,933	-687,183	-72,250
Other Non PCN Income		0	0	0	0
Parking PCN Adjustment		0	0	-39,965	0
Parking PCN Audit Adjustment		0	0	0	0
Adjudication case charge		0	0	0	0
Contribution from Reserves		0	0	0	0
Recharge for Bus Lane Adjudication		-228,299	-57,075	-59,764	-2,689
Costs		-6,000	1,500	1,347	-153
Bank Interest					
Total Income		-3,016,799	-673,508	-788,259	-114,751
Net (Surplus)/Deficit		0	-31,825	-246,186	-214,361

REPORT FOR RESOLUTION

SUBJECT: Treasury Management Statement 2011/12

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF THE REPORT

At its meeting on June 2011, the Joint Committee was presented with a Treasury Management Statement. It was agreed that this would be reviewed on an annual basis.

RECOMMENDATIONS

It is recommended that the Joint Committee:

1. Approves the proposal for 2011/12 to place reserves on deposit as set out in the report.
2. Delegates the task of approving an Annual Investment Strategy to the Executive Sub Committee at its meeting in January 2012 for 2012/13 in accordance with the Annual Investment Strategy requirements set out in this report.

FINANCIAL CONSEQUENCES OF THE REVENUE BUDGET

There are no immediate consequences to the revenue budget.

CONTACT OFFICER

Louise Hutchinson, PATROL, Barlow House, Minshull Street, Manchester, M1 3DZ Tel: 0161 242 5270

**PATROL ADJUDICATION JOINT COMMITTEE:
TREASURY MANAGEMENT STATEMENT SEPTEMBER 2011****1. Introduction**

With effect from 1st April 2011, the PATROL bank account stands independently from the Lead Authority. This means that the Joint Committee's reserves can be managed to take account of opportunities for increased interest/income from a longer term deposit account

This paper sets out responsibilities in relation to investment decisions and arrangements for 2011/12 and 2012/13.

2. Background

At its meeting on 25 January 2011, the Joint Committee approved the Reserves Policy Statement 2011/12 which identified three specific elements of reserves:

2.1 Operating Reserves

These reserves ensure the continuation of service should there be an unexpected underachievement of income or unforeseen expenditure. The approved operational reserve for 2011/12 was £487,793.

2.2 Property Reserves

These reserves provide assurance to the Lead Authority in respect of entering into a new lease. This is set at £194,000 following a reduction in the size of premises.

2.3 Capital Investment

The Joint Committee committed £200,000 towards the cost of the new case management system and web portal.

2.4 PATROL banks with the Cooperative Bank who operate a Fixed Term Guaranteed Investment Account. Indicative rates at 30th August 2011 are as follows:

Duration	£25,000 to £99,999	£100,000 to 499,999
1 month	0.78125%	0.78125%
3 month	1.43750%	1.43750%
6 month	1.53125%	1.53125%

12 month	2.00000%	2.00000%
----------	----------	----------

Having undertaken a market comparison, these rates are favourable

3.0 Current Position

3.1 The monthly cashflow and account balance have been monitored and, in accordance with the Reserve account requirements, it is proposed that the following amounts be placed in deposit account with the Cooperative Bank as follows:

Operational Reserve:	£487,793 – 6-mth deposit with interest at 1.5%
Property Reserve:	£194,000 – 6-mth deposit with interest at 1.5%

3.2 The six month deposit period has been determined because the risk of having to withdraw the operational reserve or the property reserve within the six month period is low and the penalty of doing so will be loss of interest rather than having to rely on borrowing.

3.3 These interest rates compare with a flat rate of 0.5% previously. This was based on all monies on deposit (interest paid in arrears calculated on the average balance from the previous quarter). The interest attracted from these deposits is estimated at this time to increase the amount of interest received during the second half of 2011/12 from £3,200 to £5,200. The minimum value that must be retained within the ordinary account is £25,000.

3.4 The Joint Committee's cash flow will continue to be monitored to explore the possibility of future investment gaining a higher return on cash balances. At the same time, consideration will be given to opening a further bank account to facilitate BACS payments through the Joint Committee's accounting system which cannot be facilitated through the Cooperative Bank. The deposit rates of banks approached in the light of this will be compared to inform the treasury management arrangements for 2011/12. The Joint Committee's Executive Sub Committee will receive a report on 2011/12 returns and will be asked to approve arrangements for 2012/13 at its meeting in January 2012.

4. Annual Investment Strategy

- 4.1 The Joint Committee or its Executive Sub Committee will be responsible for approving the Joint Committee's Treasury Management Statement on at least an annual basis.
- 4.2 The Head of Service will prepare the Treasury Management Statement in consultation with the Treasury Manager of the Lead Authority.
- 4.3 The proposals for 2011/12 are based on securing the best return from the Joint Committee's current bank.
- 4.4 In preparation for 2012/13, the Annual Investment Strategy will be informed by a comparison of other bank rates, including those of any banks which may be approached to facilitate BACS payments to suppliers.
- 4.5 The Annual Investment Strategy 2012/13 will be informed by monitoring of cashflow throughout the year and will set out the criteria for the size and length of investment.
- 4.6 The Annual Investment Strategy 2012/13 will be informed by the CIPFA Code "Treasury Management in the Public Sector Code of Practice and Cross Sector Guidance Notes (2009).

5.0 Recommendations for 2011/12

It is recommended that the Joint Committee:

- 5.1 Approves the proposal for 2011/12 to place reserves on deposit as set out in the report.
- 5.2 Delegates the task of approving an Annual Investment Strategy to the Executive Sub Committee at its meeting in January 2012 for 2012/13 in accordance with the Annual Investment Strategy requirements set out in this report.

FOR RESOLUTION

SUBJECT **Review of Risk Register**
REPORT OF **The Lead Officer on behalf of the Advisory Board**

PURPOSE OF THE REPORT

To report on the most recent review of the risk register.

RECOMMENDATIONS

The Joint Committee is recommended to

- [i] Review the current evaluation of risk (Appendix 1)
- [ii] Note the arrangements for management of risk in accordance with the risk matrix set out in the report.

FINANCIAL CONSEQUENCES

There are no immediate financial consequences resulting from this report.

CONTACT OFFICERS

**Louise Hutchinson, PATROL Headquarters, Barlow House, Minshull Street,
Manchester, M1 3DZ Tel: 0161 242 5270**

1. BACKGROUND

1.1 The Joint Committee established a Risk Register in 2008. The Risk Register was reviewed by External Audit during their 2009/10 audit and a recommendation was made to review the identified risks. This was completed and subject to internal audit in 2010/11 where it was recommended that the Joint Committee establish a Risk Management Strategy. This was approved at the June 2011 meeting.

1.2 The Risk Management Strategy sets out how risk will be managed in accordance with the level of identified risk. This is set out in the risk matrix below:

Risk Matrix

		Consequence				
		5	4	3	2	1
Likelihood	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Legend:

Score of 25 equates to **Extreme Risk**: Immediate escalation to Head of Service for urgent consideration by Joint Committee.
 Scores of 20-15 **High Risk**: Risk to be escalated to the Joint Committee/Executive Sub Committee with mitigating action plan. Risk to be actively managed by Head of Service and Advisory Board.
 Scores of 12-6 **Medium Risk**: Risk to be captured on Risk Register and progress with mitigation to be tracked by Head of Service and Advisory Board/Joint Committee/Executive Sub Committee.
 Scores of 5 and below **Low Risk**: Risk to be removed from register and managed within appropriate services.

1.3 The risk register at Appendix 1 has been prepared in the light of the Risk Management Strategy.

2. RECOMMENDATIONS

The Joint Committee is recommended to:

- [i] Review the current risk register (Appendix 1)
- [ii] Note the management of risk in accordance with the risk matrix above.

PATROL ADJUDICATION SERVICE Risk Register September 2011

Rank	Risk Description	Consequence Description	Risk Impact	Likelihood	Score	Key Controls In Place	Assurances	Response	Previously Reported Status	Current Status	Further Actions to be Taken to Manage Risk Better	Lead
1.	Unforeseen significant fluctuations in income and assurance on service charge income	Inability to meet financial obligations	5	2	10	Audit figures on which to base forecasts. Historical data on which to base forecasts. Reserve policy in place Benchmarking with external data.	Internal & External Audit Reports Committee Reports	Treat			Continued forecasting, budget monitoring and cashflow analysis.	HOS
2	Effective Financial and Resource Management including spending within agreed budgets	Financial instability	2	2	4	Historical data on which to base forecasts. Specified role for budget holders in budget monitoring. Recommendations from Internal Audit	Internal & External Audit Reports Committee Reports	Treat			Impact of revisions to budget management Internal Audit Annual Plan for 2011/12.	HOS
3.	Change in government policy	Change in direction for traffic regulations/adjudication	5	1	5	Establishing and maintaining dialogue with relevant government departments, responding to consultation, participation in working groups	Committee Reports	Tolerate			None at this time	HOS/CA
4.	Inability of IT to support needs of organisation and technology users	Reduced effectiveness and efficiency for tribunal, councils and appellants.	4	3	12	IT Improvement Programme Contract Management Performance Monitoring	Business Process and IT Review	Treat			Implement recommendations of the Business Process and IT Review. Separation of tribunal's domain	HOS
5.	Loss of key members of management and staff	Disruption to operations Management of vacancies Project and operational targets affected	3	3	9	Clearly defined roles with flexibility to provide cover. Documented procedures Arrangements for temporary cover	Committee Reports	Treat			Review of existing vacancies and risk based approach to planning for future vacancies.	HOS

PATROL ADJUDICATION JOINT COMMITTEE

28th September 2011
Item 16 Appendix 1

6.	Insufficient adjudicator/staff resources to meet demand	Inability to meet targets Pressure to reach decisions may result in increased number of judicial reviews	3	3	9	Monitoring of demand and performance Adjudicator recruitment in 2010/11 Staff recruitment, induction, training and appraisal. Contingency Planning	Committee Reports	Treat		Adjudicator Recruitment 2011	CA
7.	Health and Safety Breach	Risk to welfare of adjudicators, appellant, staff Disruption to tribunal operation	3	1	3	Health and Safety policy in place. Procedures in place for monitoring risk/handling incidents which may be a threat to health and security. Business Continuity Plan in place.	Reporting requirements for Health and Safety Matters	Treat		None at this time	HOS
8	Achievement of Key Objectives	Failure to achieve key objectives	4	1	4	Performance Management Strategy Strengthening project management to handle multiple projects	Internal & External Audit Reports Committee Reports	Treat		Review Recommendations from the review of Business Process and IT Review	HOS

CA = Chief Adjudicator
HOS = Head of Service

Note 1 The Risk Register is underpinned by business continuity planning arrangements.

Risk Impact Details

Name	Description
1 Immaterial	Loss of up to £10k; examples include little effect on service delivery; no health and safety impact; no damage to reputation.
2 Minor	Loss of £10k to £50k; examples include minor disruption to effective service delivery i.e. staff in unplanned absence for up to one week; minor injury; no requirement for professional medical treatment; slight damage to reputation.
3 Moderate	Loss of £50k to £250k; examples include delays in effective service delivery i.e. adjustments to work programmes in up to one week or staff long term absence; injury to an individual(s) requiring professional medical treatments; reputation damage is localised and minor.
4 Significant	Loss of £250k to £500k; examples include effective service delivery is disrupted in specific areas of the business; multiple serious injuries requiring professional medical treatment; reputation damage occurs with key stakeholders.
5 Major	Loss of £500k +; examples include effective service delivery is no longer achievable, fatality of staff, visitor or public; reputation damage is irrecoverable i.e. regulatory body intervention.

Likelihood

Description	Probability	Indicators
5. Highly Probable	> 80%	<ul style="list-style-type: none"> Is expected to occur in most circumstances Circumstances frequently encountered – daily/weekly/monthly/annually Imminent/near miss
4. Probable/Likely	60% - 80%	<ul style="list-style-type: none"> Will probably occur in many circumstances Circumstances occasionally encountered but not a persistent issue (e.g. once every couple/few years) Has happened in the past or elsewhere
3. Possible	40% - 60%	<ul style="list-style-type: none"> Not expected to happen, but is possible (once in 3 or more years) Not known in this activity
2. Unlikely	20% - 40%	<ul style="list-style-type: none"> May occur only in exceptional circumstances Has rarely / never happened before Force majeure
1. Remote	20%	<ul style="list-style-type: none"> The risk will not emerge in any foreseeable circumstance

The evaluation process will highlight the key risks that require urgent attention. However, all the risks need to be considered and action agreed, even if this is to take no action at the current time. The options are either to: Tolerate, Treat, Terminate or Transfer each risk.

- **Tolerate the risk (accept it)** – some low scoring risks may be considered as acceptable, but these need to be reviewed on a regular basis to confirm that the circumstances have not changed.

- **Treat the risk (reduce by control procedures)** – the risk can be considered acceptable provided the control mechanisms work.
- **Terminate the risk (cease or modify the method of delivery)** – where risks are unacceptable and control mechanisms will not provide adequate security, the activity or the method of delivery must be modified.
- **Transfer the risk** – through insurance of financial contingency provision.

MEASUREMENT OF RISK AND REPORTING

Risk Matrix

		Consequence				
		5	4	3	2	1
Likelihood	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Legend:

Score of 25 equates to **Extreme Risk**: Immediate escalation to Head of Service for urgent consideration by Joint Committee.
 Scores of 20-15 **High Risk**: Risk to be escalated to the Joint Committee/Executive Sub Committee with mitigating action plan. Risk to be actively managed by Head of Service and Advisory Board.
 Scores of 12-6 **Medium Risk**: Risk to be captured on Risk Register and progress with mitigation to be tracked by Head of Service and Advisory Board/Joint Committee/Executive Sub Committee.
 Scores of 5 and below **Low Risk**: Risk to be removed from register and managed within appropriate services.

REPORT FOR RESOLUTION

SUBJECT: Service of Notices

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To inform Members of the requirements placed on Local Authorities undertaking Civil Parking Enforcement in relation to the Service of Notices and to seek views on the impact of these requirements.

RECOMMENDATIONS

1. Council Officers should be requested to provide evidence relating to the current Post Office First Class Post expenditure on postage for parking with comparisons with other postal services used by other departments within the Council.
2. After the evidence has been reviewed, if appropriate, it is recommended that the Chair should write to the Secretary of State for Transport on the Joint Committee's behalf seeking amendment of the service provisions in the Regulations to allow greater flexibility and value for money for enforcement authorities

CONTACT OFFICER:

**Louise Hutchinson, PATROL, Barlow House, Minshull Street,
Manchester M1 3DZ, Tel: 0161 242 5270**

1. BACKGROUND

- 1.1 Regulation 3 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 (“the Regulations”) requires all notices which an enforcement authority may issue under those Regulations to be served by first class post. This requirement applies to penalty charge notices served by post, notices to owner and charge certificates.
- 1.2 Regulation 3(4) provides an exception permitting these documents to be sent electronically, but this exception only applies where the documents are being served on a vehicle hire firm. Save, for this limited exception, first class post is the only permitted method of service under the Regulations.
- 1.3 By contrast, the service provisions relating to documents which are sent to a party during the course of an appeal are more extensive. Paragraph 17 of the Schedule to The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 (“the Representations and Appeal Regulations”) permits documents to be sent:
- By delivery to the recipient
 - By leaving the document at their address
 - By first class post
 - By fax or other means of electronic data transmission
- 1.4 Restricting councils serving documents under the Regulations to using the Royal Mail is out-dated and prevents enforcement authorities achieving cost savings by using alternative delivery suppliers and alternative methods of delivering notices. In particular, enforcement authorities are increasingly using electronic communication with motorists at other stages in the civil enforcement process (for example in responding to informal challenges and formal representations), with the obvious time, cost and environmental benefits this provides.
- 1.5 The Regulations make provision for electronic communication but only with vehicle hire firms. This limitation is simply out-dated and should be removed to allow electronic communication with any motorist who consents to it. The Representations and Appeal Regulations already provide a model for a more flexible range of methods for serving documents, including both electronic communications and alternative methods of physical delivery to first class post.

RECOMMENDATIONS

1. Council Officers should be requested to provide evidence relating to the current Post Office First Class Post expenditure on postage for parking with comparisons with other postal services used by other departments within the Council.
2. After the evidence has been reviewed, if appropriate, it is recommended that the Chair should write to the Secretary of State for Transport on the Joint Committee's behalf seeking amendment of the service provisions in the Regulations to allow greater flexibility and value for money for enforcement authorities

REPORT FOR RESOLUTION

SUBJECT PATROL ANNUAL REPORT AWARD 2009/10
REPORT OF The Independent Review Group on Annual Reports

PURPOSE OF REPORT

To inform the Joint Committee of the findings of the Independent Review Group considering reports for 2009/10 and the arrangements for reporting on this award for the period 2008 to 2010.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Notes the findings of the Independent Review Group on local authority annual reports for 2009/10.
- [ii] Approves the circulation of a combined report for 2008/09 and 2009/10 free of charge.

FINANCIAL CONSEQUENCES OF THIS REPORT

The PATROL Annual Report Award forms part of the Joint Committee's planned expenditure.

CONTACT: Louise Hutchinson, Head of Service, PATROL, Barlow House, Minshull Street, Manchester M1 3DZ

1. BACKGROUND

The Traffic Management Act 2004 came into force on 31 March 2008 with the expectation that local authorities would produce an annual report in order to increase public awareness and understanding of civil parking enforcement locally. In January 2009, the Joint Committee established the PATROL Annual Report Award in order to promote best practice in this important area of public information.

2. THE PATROL ANNUAL REPORT AWARD 2009/10

2.1 The Joint Committee's Executive Sub Committee was informed of the results for 2009/10. The shortlist was as follows:

Brighton and Hove City Council
Durham County Council
Gloucestershire County Council
Sheffield City Council
Torbay Council
Weymouth and Portland Borough Council

2.2 The Review Group identified the overall winner as Sheffield City Council. An award plaque has been presented to the winning council and certificates to shortlisted councils. The Award has received coverage in the parking press

2.3 Copies of the short listed reports can be found on the PATROL web site.

3. REPORT OF FINDINGS OF THE REVIEW GROUP 2008/10

The findings of the Review Group for 2009/10 are set out in Appendix 1. It is proposed that a combined report for 2008 to 2010 is circulated free of charge.

4. PATROL ANNUAL REPORT AWARD 2010/11

The Review Group was unanimous in their support for this award and has agreed to participate again this year. As reported in June 2011, a revised evaluation framework has been circulated to councils in preparation for 2010/11 annual reports.

5. RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Notes the findings of the Independent Review Group on annual reports for 2009/10.
- [ii] Approves the circulation of a combined report for 2008/09 and 2009/10 free of charge.

PATROL ANNUAL REPORT AWARD 2009/10
Findings of the Independent Review Group

Shortlisted Councils 2009-10

Following a successful first year, PATROL invited entries for the second year of the award. Disappointingly however, the number of reports received was of a similar number to the previous year of the award, with many of the same councils submitting reports for a second year. It is however important to note that the Review Group felt that standard of reporting, especially amongst the long-listed councils was of a much higher quality than that of the previous year. Clearly, a year's experience paid dividends for these Local Authorities. Due to the increase in quality of these reports a larger shortlist of six Local Authorities was selected by the Review Group for the 2009/10 award, they were:

Brighton & Hove
Durham County Council
Gloucestershire County Council
Sheffield City Council
Torbay Council
Weymouth and Portland Borough Council

Brighton & Hove City Council

Winners of the inaugural PATROL Annual Report Award, Brighton & Hove City Council again submitted a very strong report. A strong member foreword and retrospective policy outcomes provide a strong introduction. The report's excellent presentation has again been highlighted by the Review Group, with its easy to read style, use of chapters, and tables leading to an accessible report which the council also make available in a variety of languages and Braille.

Well presented and illustrated statistics and tables make understanding, what may be considered complex statistical and financial information a much more accessible task. The Review Group believe Brighton & Hove's comprehensive reporting should be commended, and it is hoped that reporting in such a fashion would help the Local Authority as well as its other stakeholders, when it comes to possible requests for information from the public, media or any other interested parties.

Despite winning last year's award it is clear that Brighton & Hove strived to improve their report further by encompassing elements of other shortlisted reports from the previous year. This is primarily evident through the reports 'Special Events' section – an element which Torbay used with some success in their report last year.

This report also successfully deals with the partnership working arrangements in which the council engages. The Review Group recognises it is important, when using service partners – particularly where they are carrying out enforcement on the local authority's behalf – that these arrangement are clearly explained. This report also outlines Brighton & Hove's commitment to providing public information; the report details various leaflets and their respective availability which the council hope will better help the general public understand the parking restriction and provisions within the city.

Durham County Council

Durham County Council have produced a clear, well presented report, demonstrating that a simple design can often prove as effective as its more complex counterparts. Again a member foreword provides context and a strong introduction to the report.

The Review Group feel that the report's mission statement and objectives were key in establishing the purpose of the report and 'what the public can expect' from the local authority in terms of its parking enforcement and how this fits it with the wider community, environment and economies aims and objectives. Along with setting out these objectives the report details how successful the council have been in achieving these objectives, providing performance measures and year on year comparisons. The Group felt this report should be commended for its self analysis.

The Review Group commend Durham for producing a report which greatly aids the transparency of the parking department, clear explanations of partnership working, the way in which challenges, representations and appeals are handled, the staff structure and training and development are all key elements of this report which convey positive messages to the reader,

While the report provides strong statistical and financial information it was felt that it may have benefited from more graphical representation and the use of colour to help aid the understanding of this information. It was felt that overall this report was a very informative and comprehensive document.

Gloucestershire County Council

The Review Group feel that this was an impressive effort from Gloucestershire County Council who had the added difficulty of reporting the two tier arrangements of the authority reporting on both the County as a whole for on street parking and individual districts relating to off street enforcement.

The Report managed to include strong explanatory localised information as well as statistical and financial information for each of the individual districts. It was felt the report had a strong design and each districts section could be read alone as well as in conjunction with the report as a whole. The group however feel one of the downsides to the style of presentation chosen was the size of the text, and while the group appreciate the scale of these task, reporting on such arrangements, it was felt the accessibility of the report may have suffered slightly as a result.

None the less, the group feel this was an outstanding attempt at reporting on two tier authorities and lends its self as an example to other authorities who may be looking to report on such arrangements.

Torbay Council

Another report which was last year nominated on the shortlist for this award. Torbay council have again produced an excellent, well presented and detailed report on parking enforcement, provision and its wider impact on the community. A strong sense of localism and community is prevalent thought the report in sections such as 'Geography and Demographics' and 'Supporting the Local Economy' these sections clearly engage with the local community and demonstrate how wide ranging the impact of parking enforcement can be.

The Review Group commented on the reports excellent layout, accessibility and ease of reading. Graphs interspersed throughout the report serve to break up text and illustrate successfully many of the points being made.

The group felt this report was also particularly successful in detailing the partnership working and day to day operations of the parking enforcement service and parking provision within Torbay.

Torbay manage to deal with the past, present and future throughout the report, the setting of key performance indicators allow for a measure of how far some of their objectives have been achieved and this works well coupled with the achievements section of the report which gives a more detailed perspective on projects which have been completed throughout the year. The report also deals successfully with the local authorities plans for the future and the developments which it feels will help benefit Traffic Management in the longer term.

Weymouth and Portland Borough Council

The Review Group felt that this was a very informative and interesting report, again, an example of where a simple layout can produce an effective Annual Report. Again this report was selected on last year's shortlist and has shown clear development. The group felt that there were perhaps longer, unbroken sections of text which may prove slightly difficult for the public to digest. It is clear, however, that where possible, the report seeks to illustrate any points being made with appropriate images and an effort has been made to bullet point information.

The report contains good statistical information which has been well illustrated with appropriate graphs and tables. The report also contains detailed and transparent financial information with regards to income and expenditure and what has been done in respect of any surplus. In addition to this, details of the previous year's finances have been provided to allow comparison.

A strong member foreword again provides the platform for a successful report. The report has been clearly divided into appropriate sections and was described by the review group as 'informative, interesting and with comprehensive levels of information and detail.

Winning Report

Sheffield City Council

Following on from last year's shortlisted annual report, Sheffield City Council has again produced an excellent report to win this year's award. The Review Group felt that this well structured and easy to read report addressed the weaknesses of last years document to produce a well rounded, honest, interesting and customer focused report.

Introduced by an exceptionally strong member foreword giving clear and concise messages as to the purpose of the report, the councils parking objectives and how these fit in with wider government recommendations including those laid out in the Department for Transport's guidance documents. The report is split into various chapters, each providing key public information around policy, enforcement, development, appeals and statistics.

It was felt that where Sheffield City Council's 2008/09 report, at times, appeared slightly disjointed and lacked graphical representation of statistics this report clearly added these features. Tables and graphs outline what can be quite complex statistical and financial information and present them in an accessible fashion. It is often the case that tables and graphs alone do not tell the entire story, equally, written text may be difficult to digest. This report has successfully struck a balance between illustrating explanatory text with appropriate graphs and tables.

The review group felt that the report was particularly strong in addressing the issues of enforcement, parking permits and clearly outlining the processes for appealing. This information is presented as simply as possible and discusses the arrangements for handling representations and appeals as well as the adopted parking policy of the council making it clear what is expected of both the authority and members of the public. Not only does this report highlight areas of good practice in terms of enforcement such as exercising discretion it also acknowledges enforcement issues and problems, whether it be in dealing

with correspondence or signage problems Sheffield City Council should be commended for raising these issues and proposing and implementing the various solutions.

In presenting the award to the Parking Team in Sheffield on behalf of the PATROL Joint Committee, Chair of the Review Group Peter Bayless said 'Sheffield City Council's parking department showed that it was possible to produce a report that gave a clear explanation of enforcement processes and service delivery as well as showing how the council engage with members of the public and strive to meet the community's needs'.

In response to the award, Kevan Butt, Sheffield City Council's Parking Manager said 'We are delighted that Sheffield City Council's Annual Report has been selected for this award. Our aim was to provide information that is helpful and to demonstrate that the way in which we approach Civil Parking Enforcement is fair, transparent and consistent'