

Welcome



Dear Member,

I am delighted to welcome you to the PATROL (Parking and Traffic Regulations Outside London) Joint Committee.

You have been nominated to this Joint Committee because your authority undertakes civil parking enforcement, and there is a statutory requirement for civil enforcement authorities to make provision for independent adjudication for appeals against civil traffic penalties. This is exercised by your authority joining the PATROL Joint Committee which provides resources for the Traffic Penalty Tribunal.

PATROL has over 300 member authorities. This provides significant economies of scale which enables us to invest in state of the art digital appeal processes which benefit both the appellant and respondent authorities. Equally, the size of the joint committee means that we can progress matters of mutual interest on behalf of member authorities with the added insight about motorists gained through the appeals process.

Civil traffic enforcement is a complex process and PATROL recognises that it is important that motorists understand its purpose. PATROL promotes best practice in local authority reporting through the PATROL Annual Parking Reports by Councils (PARC) Awards. These awards recognise those authorities who go beyond the mandatory reporting requirements and provide an accessible account of local traffic management objectives, issues raised by local residents and businesses and how these have been addressed.

The Joint Committee meets annually in July, however the meeting due to be held in July 2020 has been cancelled due to national social distancing measures. The next annual meeting is now due to take place in July 2021 in London.

Ongoing business throughout the year is delegated to the Executive Sub Committee which is appointed at the annual meeting and meets in January and October each year. It is planned that the next meeting of the Executive Sub Committee will be held on 13 October at Church House, Westminster (including provision for remote access). If you wish to join that meeting as an observer with a view to putting yourself forward to sit on the Executive Sub Committee at the next Annual Meeting, you would be very welcome.

I trust this briefing note answers some of your question about PATROL and hope to have the opportunity to meet you before long.

A handwritten signature in blue ink, which appears to read 'Stuart Hughes'. The signature is stylized and includes a long horizontal flourish extending to the right.

Councillor Stuart Hughes (Devon County Council) PATROL Chair

1. Introduction

Local authorities who undertake civil parking enforcement are required by statute to make provision for independent adjudication. The relationship between the adjudicators and the Joint Committee is derived from and governed by the Traffic Management Act 2004 and, in the case of the Bus Lane Adjudication Service Joint Committee, the Transport Act 2000.

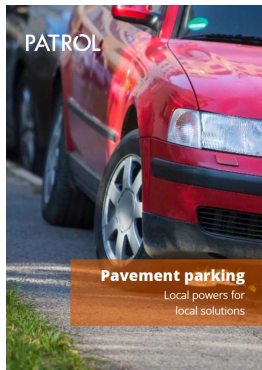
The main function of the Joint Committee is to provide resources to support independent adjudicators and their staff who together comprise the Traffic Penalty Tribunal. The tribunal's appeal streams include:

- Parking
- Bus Lanes
- Moving Traffic (Wales only)
- Road User Charging
- Littering from vehicles

Road User Charging appeals currently relate to the Dartford-Thurrock River Crossing where the Secretary of State is the Enforcement Authority and the Mersey Gateway bridges between Runcorn and Widnes in the North West of England, where Halton Borough Council is the charging authority. It is anticipated that there will be road user charging appeals relating to Charging Clean Air Zones commencing in 2021.

PATROL also undertakes initiatives to support its member authorities and raise awareness of the objectives of civil enforcement through:

- The promotion of local parking annual reports through the PARC (Parking Annual Reports by Councils) Award Scheme.
- Provision of information on civil enforcement through the PATROL web site - <https://www.patrol-uk.info/>
- Taking forward traffic management issues of mutual interest for member authorities whilst also taking into account the motorist's perspective evidenced through appeals to the Traffic Penalty Tribunal



<https://www.patrol-uk.info/pavement-parking-finding-a-solution/>

For example, PATROL has represented member authorities on pavement parking and the new powers that would help them manage the issue in a way that meets local needs.

The Joint Committee's standing orders provide for the Joint Committee to establish and appoint an Advisory Board is to assist and advise the Joint Committees on the overall policies and strategies for administering the tribunal. The diversity of membership including judicial and legal expertise and consumer representation strengthens the scrutiny function it performs which is of mutual benefit to the Adjudicators and the Joint Committee.

PATROL has appointed Cheshire East Council to perform the role of Host Authority. The expectation is that services provided to PATROL will replicate the arrangement with an arm's length body, with the Host Authority providing services and advice as required and underpinned by a service level agreement.



The PARC awards Shortlisted Councils at the House of Commons reception 2019

2. The Traffic Penalty Tribunal



The 26 adjudicators are not employees of the Joint Committees. Together they constitute an Independent and impartial tribunal for the determination of appeals made to them, as required by Article 6 of the European Convention On Human Rights. The adjudicators and the administrative staff at our office in Wilmslow are, for convenience, described collectively as the Traffic Penalty Tribunal.

Neither the Chief Adjudicator nor any adjudicator is answerable to the Joint Committees in any way as regards to the performance of their judicial functions. The Joint Committee has no remit to consider or influence decisions of adjudicators and the function of the adjudication service as an independent tribunal.

The tribunal is coordinated from premises in Wilmslow, Cheshire and led by Chief Adjudicator, Caroline Sheppard OBE, and her Deputy, Stephen Knapp. 37,837 penalties were appealed during 2019/20 using the Traffic Penalty Tribunal's online appeal system FOAM (Fast Online Appeal Management).

The adjudicators decide the majority of cases on line. The tribunal also arranges telephone and video hearings where a hearing is required.

PATROL recognises the effectiveness and efficiency of handling appeals digitally and has invested in this web based system. As well as streamlining the appeal system for appellants, FOAM has brought about significant savings for member authorities. This equates to in the region of £150 per case in terms of local authority time and resources.

FOAM and the work of PATROL and the Traffic Penalty Tribunal has been recognised in various forums and publications:

- International Forum on Online Courts (December 2018)
- Administrative Justice Council Academic Panel (February 2019)
- Professor Christopher Hodges, Delivering Dispute Resolution: A Holistic Review of Models in England and Wales
- Richard Susskind, Online Courts and the Future of Justice (November 2019)
- Zbynek Loebel, Designing Online Courts: The Future of Justice is Open to All (November 2019)

The Joint Committee has recognised the importance of providing an accessible and intuitive appeal system to increase the efficiency, effectiveness and transparency for all parties.

3. PATROL Joint Committee Meetings

The PATROL Joint Committee annual meeting takes place in July. Members may volunteer to sit on the PATROL Executive Sub Committee which meets in January and October.

Meetings take place at

Church House
Great Smith St
Westminster
London SW1P 3NZ

<http://www.churchhouseconf.co.uk/location>.

Church House is located behind Westminster Abbey.

Meetings typically commence with a councillor briefing (at approximately 11.00am) followed by the PATROL meeting at 11.30am.

The PATROL meeting is followed by the Bus Lane Adjudication Service Joint Committee. There are two joint committees as bus lanes enforcement and appeals is underpinned by separate legislation. PATROL is underpinned by the Traffic Management Act 2004 and bus lanes by the Transport Act 2000.

Business and lunch is normally concluded by 2.00pm.

Typically, agenda items include:

1. Tribunal updates
2. Public Affairs updates
3. Matters of interest to member authorities
4. Financial reporting and agreeing charges
5. Governance arrangements
6. Service charges to member authorities

Agendas are published electronically however hard copies are posted to members who have confirmed their attendance. Past papers can be found at: <https://cpapers.patrol-uk.info/>.

Where members volunteer to sit on the Exec Sub Committee, reasonable travel expenses will be met for those meetings held in January and October.

4.PATROL Contacts

PATROL Adjudication Joint Committee

Chair: Councillor Stuart Hughes, Devon County Council

Stuart.hughes@devon.gov.uk

Tel: 07837 785274

Vice Chair: Councillor Martin King, Wychavon District Council

Assistant Chair: Councillor Terry Douris, Dacorum District Council

Assistant Chair (Wales): Councillor John James, Carmarthenshire County Council

Bus Lane Adjudication Service Joint Committee (BLASJC)

Chair: Councillor Tony Page, Reading Borough Council

Vice Chair: Councillor Graham Burgess, Hampshire County Council

PATROL Office Contacts

PATROL Director: Louise Hutchinson

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PATROL Joint Committee Support Officer: Andy Diamond

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SK9 5BG

www.patrol-uk.info

www.trafficpenaltytribunal.gov.uk

5.Executive Sub-Committees 2020/21

PATROL and the Bus Lane Adjudication Service Joint Committees appoint Executive Sub-Committees to act between annual meetings. Members are detailed below (those authorities highlighted in red operate both civil parking enforcement and civil bus lane enforcement):

Local Authority	Representative	Substitute Representative
Bath & North East Somerset Council	Neil Butters	Joanna Wright
Blackpool Council	Mark Smith	
Bolton Council	Hilary Fairclough	
Bracknell Forest Borough Council	Chris Turrell	Mike Brossard
City of Bradford Metropolitan District Council	Carol Thirkill	
Brighton & Hove City Council	Anne Pissaridou	Gary Wilkinson
Bristol City Council	Kye Dudd	Tom Brooke
Calderdale MBC	Colin Hutchinson	Steve Sweeney
Carmarthenshire County Council	John James	
Charnwood Borough Council		
Cheshire East Council	Laura Crane	
Chichester District Council	Eileen Lintill	
City and County of Swansea Council	Mark Thomas	
Coventry City Council	Abdul Khan	Patricia Hetherton
Dacorum Borough Council	Terry Douris	
Dartford Borough Council	Marilyn Peters	Brian Garden
Devon County Council	Stuart Hughes	
Dudley Metropolitan Borough Council	Ian Kettle	
Durham County Council	Jeanette Stephenson	
East Hertfordshire District Council	Graham McAndrew	
Eden District Council	Mike Eyles	
Gedling Borough Council	Marje Paling	
Hambleton District Council	Nigel Knapton	
Hampshire County Council	Graham Burgess	
Havant Borough Council	Gary Robinson	
Hertfordshire County Council	Phil Bibby	
Isle of Wight Council	Ian Ward	Vanessa Churchman
Knowsley Metropolitan Borough Council	Tony Brennan	David Lonergan
Lincolnshire County Council	Bob Adams	
Liverpool City Council	Sharon Connor	
Newport City Council	Roger Jeavons	
Nottingham City Council	Adele Williams	Dave Liversidge
Oldham Metropolitan Borough Council	Peter Davis	
Reading Borough Council	Tony Page	Debs Absolom
Sevenoaks District Council	Margot McArthur	
Somerset County Council	John Woodman	
South Hams District Council	Dan Brown	
South Tyneside Council	Alan Kerr	
Stockton-On-Tees Borough Council	Mike Smith	
Stoke-on-Trent City Council	Lee Wanger	
Sunderland City Council	Amy Wilson	Debra Waller
Stratford District Council	Ian Shenton	
Tameside Metropolitan Borough Council	Warren Bray	Peter Robinson
Uttlesford District Council	Geof Driscoll	
Walsall Council	Adrian Andrew/Vera Waters (BLASJC)	Richard Worrall (BLASJC)
West Berkshire Council	Richard Somner	Alan Macro
Wigan Metropolitan Borough Council	Kevin Anderson	
Wirral Council	Julie McManus	
Worcester City Council	Simon Cronin	
Wychavon District Council	Martin King	
City of York Council	Andy D'Agorne	Andrew Waller