

Outside Bodies - 'Job Specification' Form

Name of Organisation	Action with Communities in Rural Kent	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Miranda Hayes
	Address	The Old Granary Penstock Hall Farm Canterbury Road East Brabourne Kent TN25 5LL
	Telephone number	01303 813790
	Email	Miranda.hayes@ruralkent.org.uk
	Website	www.ruralkent.org.uk
Mission and Objectives of Organisation	A registered charity which exists to improve the quality of life for local communities and to encourage the development of thriving, diverse and sustainable communities throughout Kent and Medway.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Observer	
What do you hope to achieve through the relationship?	To observe on behalf of Maidstone Borough Council	
How often does the Organisation meet?	One per year - usually September	
Desirable skills and experience from the Council's representative	A knowledge of rural policies, strategies and to be a rural advocate at LA level	
Terms of Reference Attached?		
Any other information the Organisation wishes to add?		

Outside Bodies - 'Job Specification' Form

Name of Organisation	VOLUNTARY ACTION MAIDSTONE	
Type of Organisation e.g. charity	CHARITY/LIMITED COMPANY	
Contact Details	Name	SUE TOWNS 0162200000
	Address	39-48 MARSHAM STREET MAIDSTONE KENT ME14 1HH
	Telephone number	01622-677337
	Email	SUE.TOWNS@VAM- ONLINE.ORG.UK
	Website	WWW.VAM-ONLINE.ORG. UK
Mission and Objectives of Organisation	TO PROMOTE VOLUNTEERS & VOLUNTEERING AND DEVELOP SERVICES IN RESPONSE TO LOCAL NEEDS. TO PROMOTE THE VOLUNTARY SECTOR AT A STRATEGIC LEVEL. VAM COMPRISES! CENTRE, COUNCIL OF VOLUNTARY SER	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	TRUSTEE OF THE CHARITY & DIRECTOR OF THE COMPANY.	
What do you hope to achieve through the relationship?	A POSITIVE LINK BETWEEN MAIDSTONE BOROUGH COUNCIL AND VAM.	
How often does the Organisation meet?	THE FULL BOARD MEETS ON THE LAST MONDAY OF EACH MONTH & SUB-GROUPS OF THE BOARD MEET BY MUTUAL AGREEMENT	
Desirable skills and experience from the Council's representative	GOOD KNOWLEDGE OF MAIDSTONE & TIME TO GET INVOLVED.	
Terms of Reference Attached?		
Any other information the Organisation wishes to add?	SMALL GENERIC LEAFLET ENCLOSED	

A VOLUNTEER NICE & FRONTLINE ORGANISATIONS PROVIDING A SERVICE TO OLDER PEOPLE, PEOPLE WITH A DISABILITY, PEOPLE WITH A MENTAL HEALTH PROBLEM AND CARERS.

Outside Bodies - 'Job Specification' Form

Name of Organisation	PATROL Adjudication Joint Committee	
Type of Organisation e.g. charity	Joint Committee	
Contact Details	Name	Louise Hutchinson Head of Service
	Address	Barlow House, Minshull Street, Manchester, M1 3DZ
	Telephone number	0161 242 5270
	Email	lhutchinson@patrol-uk.info
	Website	www.patrol-uk.info
Mission and Objectives of Organisation	See attached	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	See attached	
What do you hope to achieve through the relationship?	Membership of the Joint Committee is required for councils to undertake civil enforcement of parking in order that they can access independent adjudication. Member councils are required to nominate a councillor representative	
How often does the Organisation meet?	1 annual full meeting in September plus 2 executive sub committee meetings	
Desirable skills and experience from the Council's representative	Awareness of traffic management	
Terms of Reference Attached?	Yes	
Any other information the Organisation wishes to add?	No	

**PATROL (PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON)
ADJUDICATION JOINT COMMITTEE
&
BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE**

Briefing Note for New Council Representatives

1. Introduction to the Traffic Penalty Tribunal

The Traffic Penalty Tribunal is an independent tribunal where impartial lawyers consider appeals by motorists and vehicle owners whose vehicles have been issued with:

- Penalty Charge Notices (or have been removed or clamped) by councils in England and Wales enforcing parking under the Road Traffic Act 1991 and the Traffic Management Act 2004.
- Penalty Charge Notices by councils in England undertaking civil bus lane enforcement under The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations (2005 SI No 2757).

The principal objective of the Traffic Penalty Tribunal is to provide independent, impartial and well considered decisions based on fact and law in a way that is user-focused, efficient, timely, helpful and readily accessible.

The Traffic Penalty Tribunal has its headquarters in Manchester but operates across England (outside London) and Wales with its Adjudicators and Hearing Centre Supervisors working remotely and from hearing venues in over 70 locations. The Traffic Penalty Tribunal deals with some 10,000 plus appeals per annum and has 32 Adjudicators including a Chief Adjudicator, 15 Hearing Centre Supervisors and twenty staff. Appellants and Councils are given a named Appeals Coordinator who will handle the administration of their appeal from the Notice of Appeal through to the Decision being issued.

It is the Adjudicator's function is to independently decide the appeals and issue any directions required for the management of appeals.

The Traffic Penalty Tribunal comes under the supervision of the Administrative Justice and Tribunals Council which has established a Framework of Standards for Tribunals which states that tribunals should:

- Be independent
- Provide open, fair and impartial hearings
- Be accessible to users
- Focus on the needs of users
- Offer cost effective procedures
- Be properly resourced and organised
- Work with first tier decision makers to improve the "end to end" experience for the user.

Both parties, Councils and Appellants, have a right to a personal hearing, but alternatively may agree to have a postal hearing and, more recently a hearing by telephone. The Traffic Penalty Tribunal is also actively encouraging councils to provide the facility for appellants to appeal on line.

Technology is central to the whole operation. A new case management system introduced in 2006 has enabled the tribunal to handle cases and communicate with all parties in a more effective way. The Traffic Penalty Tribunal is actively working with councils and IT suppliers to promote electronic transfer of evidence which will provide efficiency savings for both councils and the tribunal.

For more information

For more information about The Traffic Penalty Tribunal, members are requested to:

- Visit the tribunal's web site at www.trafficpenaltytribunal.gov.uk.
- Refer to the Adjudicators Annual Report – copies are routinely circulated to new councillors
- Contact the Head of Service who will be pleased to provide additional information or arrange a visit to the Manchester offices.
- Members are welcome to participate in any tribunal events e.g. council induction events or council user groups.

2. Background to the Joint Committees

The PATROL Adjudication Joint Committee, formerly the National Parking Adjudication Service Joint Committee, has been established to enable Councils having Civil Enforcement Area Orders to exercise their functions under Section 81 of the Traffic Management Act 2004 and Regulations 17 and 18 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. These functions are exercised jointly with the other councils in accordance with the requirements of Regulation 16 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

The functions exercised by the PATROL Adjudication Joint Committee on behalf of its constituent councils are appointing independent adjudicators to the Traffic Penalty Tribunal, providing these adjudicators with administrative staff and accommodation and providing hearing venues. **Its remit in relation to the Tribunal is limited to these matters.** The Joint Committee also undertakes such other associated functions as the Participating Authorities may lawfully arrange Joint Committee to perform as they from time to time consider appropriate.

The Agreement that regulates the setting up of the Joint Committee provides for one Representative for each constituent Council. Members of the Joint Committee need not be an "Executive Member" of their Council, but this is a matter for each Council to decide. If the nominated Representative cannot attend the meeting, provision is made for a named substitute to attend in his/her place.

In 2006 with the introduction of civil bus lane enforcement, it was agreed that there would be an integrated tribunal for parking and bus lane enforcement. However, there must be a separate Joint Committee, the Bus Lane Adjudication Service Joint Committee until such time as both areas of enforcement are governed by the same legislation i.e. the Traffic Management Act 2004. Where councils enforce bus lanes, they are required to become a member of the Bus Lane Adjudication Service Joint Committee.

3. Role of Joint Committee Members

The role of Members of the Joint Committee is to oversee the functions of The Traffic Penalty Tribunal as an Independent Tribunal.

There is not a role as such in respect of the parking/bus lane enforcement activities of the Local Authority they represent on the Joint Committee nor do members have the remit to discuss or influence Adjudicator decisions. The independence and integrity of the tribunal is paramount.

Typically agenda items will include:

- Appointment of adjudicators
- New member councils
- Budgets
- Budget monitoring
- Governance Matters
- Service Charges to user councils
- General progress and service standards
- Establishment of Sub Committees and Advisory Board.
- Other relevant items of interest to the Joint Committee in exercising its duties

Members elect a Chair, Vice Chair and in the case of the PATROL Adjudication Joint Committee, an Assistant Chair. Meetings are attended by the Chair of the Advisory Board, the Chief Adjudicator and Head of Service.

The Head of Service presents reports to the Joint Committee meetings on behalf of the Lead Officer in relation to administrative matters and the Chief Adjudicator presents on judicial matters, administrative responsibilities delegated to her within the scheme of delegation and the Annual Report of the Adjudicators.

4. Joint Committee Primary Objectives

The agreed primary objectives of the Joint Committees are the provision of:

- a) A fair adjudication service for Appellants including visible independence of adjudicators from the authorities in whose areas they are working.
- b) Consistency in access to adjudication.
- c) A cost effective and equitable adjudication service for all Parking Authorities and Bus Lane authorities in England and Wales.
- d) Flexibility to deal with a wide range of local authorities with varying levels of demand for adjudication.

In addition, the Joint Committee oversees any agreed PATROL initiatives e.g. commissioning Independent Reviews and the provision of public information.

5. Joint Committee Meetings

The annual meeting of the PATROL Adjudication Joint Committee takes place in September each year in the Birmingham area. The next scheduled annual meeting is 21st September 2010.

In addition the Joint Committee has established an Executive Sub Committee which meets twice a year in January and June, again in the Birmingham area. Where possible, Bus Lane Adjudication Joint Committee meetings are scheduled to coincide with the January, June and September meetings.

The PATROL Adjudication Joint Committee has also established an Executive Sub Committee (Wales) with specific reference to matters arising from the separate regulations for the civil enforcement of parking in England and Wales.

In addition to local authority councillors and officers, the Joint Committee meetings are attended by the Chief Adjudicator, Chair of the Advisory Board and Head of Service. Local authority officers are also welcome to attend.

Members are encouraged to attend in order to broaden their appreciation of the functions of the Joint Committee.

Notices and papers in respect of Joint Committee meetings are issued by the Lead Authority. Please note that, in the interests of efficiency, papers will only be issued to councillors who have confirmed that they wish to attend.

In addition, a full set of papers will be sent to the Chief Executive of each council for reference purposes. Papers for the meetings are posted on the Manchester City Council's web site under Council Meetings and Minutes or through the following link.

http://www.manchester.gov.uk/site/scripts/meetings_committees.php?headerID=52

Any queries in relation to meetings can be addressed to the Head of Service.

6. Lead Authority and Lead Officer Role

Because the Joint Committees have no corporate status and cannot therefore contract, one of the constituent Councils has been appointed Lead Authority to enable goods and services to be provided on behalf of the Joint Committees. The responsibilities of the Lead Authority are set out in the Joint Committee's agreement and within the Scheme of Delegation. Initially Manchester has been appointed the Lead Authority.

The Joint Committees have delegated decision making in relation to the majority of day to day matters to a "Lead Officer" (initially the Lead Officer is the Chief Executive of Manchester) or to the Chief Parking Adjudicator/Bus Lane Adjudicator, depending on the subject matter. For the most part the Head of Service of Joint Committee Services acts on behalf of the "Lead Officer".

Except in the case of urgent business, the Lead Officer, in exercising the functions delegated to him, is required to consult with an officer working party (the Advisory Board) comprising the Lead Officer plus up to eleven people, including: seven representatives of local authorities with at least one representing: an English Authority; a Welsh Authority; a District Council; a County Council; a Unitary or Metropolitan Council and a bus lane enforcement council. Representatives of the Department for Transport and National Assembly for Wales have been appointed members of the

Advisory Board. There are also two other representatives, a lay member who is a member of the Lord Chancellor's judiciary appointments panel, and a representative from a motoring organisation. The Advisory Board will have considered all papers being recommended to the Joint Committee.

7. Joint Committee Agreement

The form of the PATROL Adjudication Joint Committee and Bus Lane Adjudication Service Joint Committee Agreements, the articles by which local authorities becomes a member of the Joint Committee, has been the subject of detailed negotiations between the initial parties. Their final form has been approved by leading Counsel. For this reason it is requested that joining councils do not seek to make changes to the terms of the Agreements.

Whilst the Agreements provide for the terms on which the Joint Committees are to operate, including making provision for the joining of new members and for the appointment of a Lead Authority, they do not set out in detail the amount of contributions required from member councils. These contributions are decided by the Joint Committee and are set at a level which should not be prohibitive to any council wishing to join the Joint Committee. These charges will be reviewed annually by the Joint Committees at their January meetings.

8. Public Information

The Joint Committee has approved the provision of common public information on civil enforcement on behalf of local authorities. A public information web site is in operation at www.patrol-uk.info. Information about the web site can be sought from Miles Wallace on 0161 242 5290 or mwallace@patrol-uk.info.

9. Feedback

I trust that this briefing note has been useful. If you have any comments on how this might be improved, please do not hesitate to contact me.

Louise Hutchinson
Head of Service
Joint Committee Services
PATROL
Barlow House
Minshull Street
Manchester
M1 3DZ

Direct Line: 0161 242 5270

Email: lhutchinson@patrol-uk.info

www.patrol-uk.info

July 2009

OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	19 th November, 2013-11-19
NAME OF ORGANISATION	Maidstone Area Arts Partnership
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	<p>NAME: Linda Anderson</p> <hr/> <p>ADDRESS 12 Cavendish Way, Bearsted Maidstone Kent ME15 8PN</p> <hr/> <p>TELEPHONE NO: 01622 631586</p> <hr/> <p>EMAIL: 1@linjoy12.plus.com</p> <p>WEBSITE: www.maidstineareaartspartnership.org.uk</p>
Mission and Objectives of Organisation	<p>OUR VISION Individuals and communities in Maidstone flourishing through the contribution of Arts and Culture</p> <p>OUR MISSION To represent and promote arts and culture in Maidstone and participate as a proactive partner in its artistic and cultural development</p> <p>KEY OBJECTIVES</p> <ul style="list-style-type: none"> • Help members flourish • Fully represent arts organisation in the Maidstone area • Improve public awareness of artistic and cultural activities and its benefits to individuals and communities • Contribute to development of artistic and cultural initiatives for individual and wider community benefit • Partner with key agencies to implement artistic and cultural initiatives for individual and wider community benefit • Secure financial viability
Role and responsibility of the Council representative eg Observer, Trustee, Director	<p>Observer +</p> <p>To report to the partnership activities proposed or being undertaken by MBC that are pertinent to the aims and objectives of MAAP.</p> <p>To provide feedback and where appropriate take action on issues raised by MAAP members.</p> <p>To advise MAAP on proposed actions so that they are mutually beneficial to MBC, the wider community and MAAP</p>
What do you hope to achieve through the relationship?	Recognition of the role that the arts can make to realising the aspirations of MBC and its residents.

	Mutual support in realising each others aims and objectives
How often does the Organisation meet?	Quarterly, plus ad hoc meetings of working parties
Desirable skills and experience from the Council's representative	Knowledge of a range of MBC activities including but not limited to community development and economic regeneration. Ability to communicate MBC position to partner organisations Support for the arts and an Ability and desire to present MAAP concerns effectively within MBC Ability to attend evening meetings
Terms of Reference Attached?	NO – Do not exist
Any other information the Organisation wishes to add?	MAAP take an active role in the Town Team, supporting all sub teams and taking a lead on most projects. MAAP are also promoting the use of the arts to enhance individual and community wellbeing. They are doing this in consultation with other voluntary groups and with MBC support(Sarah Robson and Zena Cooke)