

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?		

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Name of Organisation	MAIDSTONE MEDIATION	
Type of Organisation e.g. charity	CHARITY	
Contact Details	Name	E. Bull
	Address	COMMUNITY SUPPORT CENTRE MARSHAM STREET MAIDSTONE ME14 1HH
	Telephone number	01622 - 692843
	Email	MEDIATION@CHEMEX@BTCONNECT.
	Website	
Mission and Objectives of Organisation		
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	TO ENSURE THAT MAIDSTONE MEDIATION IS ACCOUNTABLE FOR ITS WORK, ITS INTEGRITY AND HONESTY, AND ITS FINANCES ARE IN GOOD ORDER.	
What do you hope to achieve through the relationship?	A WORKING PARTNERSHIP WITH THE MAIDSTONE BOLOUGH COUNCIL	
How often does the Organisation meet?	EVERY 6 OR 8 WEEKS	
Desirable skills and experience from the Council's representative	THE ABILITY TO SCRUTINISE AND MONITOR THE SERVICES PROVIDED	
Terms of Reference Attached?	YES	
Any other information the Organisation wishes to add?		

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Name of Organisation	RELATE WEST & MID KENT.	
Type of Organisation e.g. charity	CHARITY & COMPANY LIMITED BY GUARANTEE.	
Contact Details	Name	S. MARCH.
	Address	12 MOUNT SPURHAM TONBRIDGE WELES. TN11 8AS.
	Telephone number	01892 619231 (direct)
	Email	relate@westmidkent.ed@se.co.uk
	Website	www.relate.org.uk
Mission and Objectives of Organisation	SEE ATTACHED. OUR AIMS REMAIN AS NOTED ON YOUR SUMMARY.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	COUNCIL REPRESENTATIVE.	
What do you hope to achieve through the relationship?	TWO WAY LEARNING & DEVELOPING. TBC ARE KEPT INFORMED OF OUR WORK & DEVELOPMENTS & IDEALLY WE ARE KEPT INFORMED OF HOW WE CAN MEET COUNCIL OBJECTIVES.	
How often does the Organisation meet?	ONCE EVERY QUARTER.	
Desirable skills and experience from the Council's representative	A KNOWLEDGE OF OUR WORK & HOW WE CAN HELP MEET COUNCIL OBJECTIVES. UNDERSTANDING CHARITY WORK & THE VOLUNTARY SECTOR.	
Terms of Reference Attached?	THE VOLUNTARY SECTOR.	
Any other information the Organisation wishes to add?		

Relate Federation Vision, Mission and Values

VISION

A future in which good couple and family relationships form the heart of a thriving society.

MISSION

Relate works to promote health, respect and justice in couple and family relationships.

VALUES

- We believe in the fundamental importance of secure couple, family and parental relationships
- We are focused on the needs of clients and communities and we encourage continuous improvement and development
- Our service delivery to clients demonstrates excellence in practice, inclusiveness and respect for people – funds, clients, employees and volunteers
- * We aim to nurture a viable, financially feasible Relate Federation through informed, effective decision-making and performance management

OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	8 October 2013
NAME OF ORGANISATION	Maidstone Relief in Need Charities
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	<p>NAME: Debbie Snook – Clerk to the Trustees</p> <hr/> <p>ADDRESS Maidstone Borough Council Maidstone House King Street Maidstone Kent ME15 6JQ</p> <hr/> <p>TELEPHONE NO: 01622 602030</p> <hr/> <p>EMAIL: debbiesnook@maidstone.gov.uk</p> <hr/> <p>WEBSITE: N/A</p>
Mission and Objectives of Organisation	<p>To relieve either generally or individually persons resident in the former Borough of Maidstone who are in conditions of need, hardship or distress. The former Borough is the Borough as constituted prior to local government reorganisation in 1974.</p> <p>The main activity in relation to this objective is the making of grants of money to individuals and organisations.</p>
Role and responsibility of the Council representative eg Observer, Trustee, Director	Trustee
What do you hope to achieve through the relationship?	The relationship is historic and governed by the Scheme for the Regulation of the Charities. Persons nominated by the Borough Council should bring special knowledge of the area of benefit to the body of Trustees.
How often does the Organisation meet?	Two or three times a year, usually at 10.30 a.m. on a Friday.
Desirable skills and experience from the Council's representative	<ul style="list-style-type: none"> • Knowledge of the system of State benefits – desirable but not essential. • Knowledge of the law and financial procedures relating to and governing charities - desirable but not essential.
Terms of Reference Attached?	See above.
Any other information the Organisation wishes to add?	The Scheme for the Regulation of the Charities states that the Trustees shall be persons who through residence, occupation or employment, or otherwise, have special knowledge of the former Borough of Maidstone. The Nominative Trustees may be but need not be Members of the Council.



THE ROLE AND PROFILE OF A COUNCILLOR REPRESENTATIVE SERVING ON SOUTH EAST EMPLOYERS

There are 111 full representative appointees who have voting rights and the period of office is for one year (renewable on a yearly basis as required by the council).

1. Key Role

- To be the democratic representative for your council acting as the link between South East Employers and the member council.
- Provide the strategic direction for the development, implementation and evaluation of the SEE Business Plan.

2. Key Accountabilities

- To act as the representative and ambassador for SEE within your council, across the south east region and nationally with local government central bodies.
- To ensure the interests of your council are represented at the formal meetings of SEE.
- Provide the strategic lead for SEE around employment, governance and local government improvement initiatives and the delivery of the business plan objectives.
- Provide strategic direction for policy development and promotion of new products, initiatives and programmes that support local government improvement, improvement within their council, and enhance the reputation of SEE.
- Collectively or individually lobbying on behalf of SEE around employment and improvement initiatives and themes that support the collective interests of member councils.
- To provide effective scrutiny and accountability of the development, implementation and delivery of the SEE business plan objectives.

3. Key Skills

- **Communication**
 - Communicate the interests of their councils to SEE
 - Communicate the interests of SEE to their councils
- **Scrutiny and Challenge**
 - Consider and investigate broad policy issues as members of SEE
 - Challenge processes, people and decisions in an objective and constructive manner

To see the full benefits of membership of South East Employers please visit our website at www.seemp.co.uk/benefits

- 3 Executive Committee meetings
- 3 Management Committee meetings
- Regional Joint Committee meetings (only convened if required)

In addition, those appointed from the full body will attend:

- 3 full meetings including the Annual Meeting
- 3 South East Regional Councils including 2 run as seminars and the Annual Meeting

All representatives are invited to attend:

Meetings are usually held at venues in London and last from 10.30am to 3.00pm. They have a formal agenda followed by speakers on matters of current interest.

4. Meetings

- **Leadership**
 - Act as the public face and ambassador of SEE
 - Encourage co-operation and communication across political, council, regional and national boundaries
- **Working in Partnership**
 - Assist in the implementation of processes to identify and tackle, in partnership with SEE, issues of council and other organisations that affect the community.
 - Represent the interests of SEE as the appointed representative and provide two-way communication between SEE and the council.
 - Develop a knowledge of SEE rules and procedures and develop a good working relationship with the staff of SEE.
- **Political Understanding**
 - Represent your groups' views and values through decisions and actions
 - Understand and adhere to the rules and procedures of SEE
- **Manage Performance**
 - Develop knowledge of the role of SEE as a regional employers' organisation, and input individual council views and expectations at SEE meetings
 - Encourage and support the scrutiny process and respond positively to feedback, challenge and ideas
- **Provide Vision**
 - Demonstrate openness to new ideas
 - Broaden perspective and enhance effectiveness by learning from others and sharing learning and good practice

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 become 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: l Hutchinson@patrol-uk.info

www.patrol-uk.info

July 2009