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## **ACCESS DISPUTES COMMITTEE**

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### **MINUTES of MEETING No. 63** held via videoconference on 28 July 2022

#### **Present:**

Andy Wylie (Committee Chair)  
Jonathan James  
Chris Matthews  
Chris Meadows  
Richard Parsons  
Raj Patel

#### **Apologies:**

Ian Kapur, John Czyrko

#### **In attendance:**

Tamzin Cloke (Secretary)

It was noted that the meeting was quorate.

#### **63/1 Matters determined in correspondence since March 2022**

It was noted that two matters had been determined since the last meeting: the minutes of Meeting #62 had been approved to facilitate banking changes (Action 62-02); all advisor and Hearing Chair contracts had been extended, on the same terms, to 30 September 2022, pending the July meeting.

#### **63/2 Matters and actions arising from Minutes of the 62nd meeting, held on 17.03.22**

Updates were provided on open actions - separate spreadsheet refers.

#### **63/3 Position on references**

The Committee noted a report from the Secretary setting out the current position regarding dispute references. The Committee noted, again, that the recent trend towards TTP references being escalated to a hearing, due to short notice timescales, and then cancelled at late notice when the Parties were able to settle, continues. No hearings had so far taken place in 2022, which was noted as unusual, in large part due to this trend.

#### **63/4 Update on website**

The Secretary provided an update on the website, which is up to date.

#### **63/5 Recommendations arising from Determinations - update**

A separate spreadsheet refers. With the last batch of suggestions having gone through the PFC process, there were no items outstanding.

#### **63/6 Financial matters**

**a) Accounts 2021/22**

The Committee noted a paper from the Secretary and approved the accounts.

**b) Current financial position**

The Committee noted a report from the Secretary on this topic, and Chris Meadows offered to obtain alternative details for some Resolution Service Parties that it was proving difficult to contact (**Action 63-01**).

**c) CAHA Registrar's accounts for 2021/22**

The Committee noted the CAHA Registrar's accounts for 2021/22. Noting recent rail reform discussion the Secretary was asked to obtain a caseload update from the Registrar, to help with conversations taking place with GBRTT (**Action 63-02**).

**d) Financial check**

Due to workload issues Ian Kapur had been unable to provide a formal update, but the recent financial check had gone well, with one action (see item 6(e)). Raj Patel volunteered to conduct the next financial check, in advance of December's meeting (**Action 63-03**).

**e) Financial processes paper**

The Committee noted the above paper, which formally documents all the Committee's financial processes in one place, should the Secretary become incapacitated, closing an action from the financial check.

**63/7 Updated on employment matters**

**a) HMRC update**

The Committee noted an update from the Secretary advising HMRC had allocated a case officer, and asked for some additional information, but to date no further progress had been made.

**b) Hearing Chair and Industry Advisor contracts**

The Committee approved - by majority vote - a paper from the Secretary proposing an extension to existing contracts, with a small (4%) uplift in fees, for Hearing Chairs and Industry Advisors. The Secretary was remitted to write to the Chairs and Advisors with the proposed changes (**Action 63-04**).

**c) Secretariat pay review**

The Secretary was absent for this item. The Committee discussed and agreed a small (5%) uplift to the Secretariat's salaries, in line with current industry offers.

**63/8 Update following Hearing Chairs' meeting**

The Secretary provided a brief verbal update on general matters discussed, for those Committee Members unable to attend the above annual meeting, held under the Chatham House Rule.

**63/9 Industry reform and ADC**

The Committee had a discussion regarding ADC's response to the DfT consultation and outlined general themes for the Secretary to include in a draft letter. The Secretary was asked to circulate the draft for comments and approval, to be submitted by the 04 August deadline (**Action 63-05**). The Secretary was remitted to contact Matthew Blackwell at GBRTT and request a meeting to discuss industry reform (**Action 63-06**).

#### **63/10 Election of Chair**

ADR Rule J19 required election of a Committee Chair at the first meeting after 01 April each year. The members present decided unanimously to re-elect Andy Wylie as Chair for the forthcoming year.

#### **63/11 Christmas meal**

The Secretary was asked to book the same venue as in 2019 for the Christmas meal, to be held after the December meeting (**Action 63-07**).

A handwritten signature in brown ink, appearing to be 'Andy Wylie', with a long horizontal stroke extending to the right.

Approved at Meet #64 on 08.12.22