

**NETTING OFF PROJECT
Project Board Meeting
The Coach House, Shotteswell
Thursday 1st April 2004 – 11.00am**

Present:

Project Board Members
Graham Choldcroft (Chair)
Ian Duncan
Neil Olney
Lyn Sheppard
Paul Smith

Also present:

Chris Scropton (Project Manager)

1. Apologies / Not in Attendance:

Kevin Delaney (RAC)

2. Minutes of the Last Meeting

Agreed as a true record

3. Action Points and updates

GC advised that he had written to MK Auditors requesting a meeting on 26th April and he was still awaiting a response.

[REDACTED]

[REDACTED]

CJS expressed concern at the requirement under 'Freedom of Information' and the lack of clear guidance. GC is to write to DfT for a clear lead, CJS will draft a

suitable letter.

CJS will submit a business case should we wish additional staff

Action: CJS to draft letter to DfT

Action: CJS to circulate current staff structure

Action point item 3; Kevin Delaney has been unable to attend and also feels it will be difficult to attend future meetings

Action: ID to write to KD to ask for suitable colleague to substitute

Action point item 3; Crime Stoppers not complete due to workload, will be actioned in due course

Action point item 3: re-house police enforcement vehicles still in hand

Action: CJS to continue looking at alternatives with Sgt Ken Antell

Action point item 3; Prosecution Policy Group still in hand

Action: GC to form working group on Prosecution Policy

Action point item 4; Terms of reference non-voting members

Action point: ID to draft Terms of reference and circulate to all Board members

Action point item 5; housing painting, maintenance contracts

Action point: CJS, RO to look at system of replacing housing from stock items

Action point: ID to send copy contract to CJS

Action point item 10; research status

Action point: CJS to ask FMc to present an update at the next board meeting

4. Year 2004/5 bid

ID, CJS, DC and BF visited DfT on 30th March and met with Steve Gooding, Leslie Packer, Adrian Waddams, Lucy Carpenter (PA)
ID gave overview of meeting, BF notes attached
The caveats were discussed copy of comment attached
Lucy Carpenter is to visit Shotteswell to discuss caveats 6th April

5. Activity reports

CJS advised that Theresa May MP intended to visit Shotteswell on 14th April
PS to attend

CJS advised that DfT intend to introduce new financial arrangements, which may cause us problem with cash flows etc. There is also a possibility that this will incur financial

6. Freedom of Information

Covered in previous items

7. item 10 moved forward – Any Other Business

Next meeting 12th May 14.00hr

8. Governance

The Board agreed that only the conclusion of discussion should be minuted for this section

- a. Employing Authority rules apply to the personnel procedures
- b. Employing Authority rules apply to the Project team and consumables
- c. Expenditure limits; Overall cost of project team covered by costs approved by DfT, Project manager does not need any further board approvals for this expenditure within budget. For items outside of approved budget the Project manager has a limit of £2k before referral to the board, in urgent cases approval from 2 board members is required preferably one being the chair (if available) confirmation will be then at the following Board meeting.

Action: CJS to establish expense and subsistence levels from MK

Action: GC to send Audit papers to MK Audit and request meeting with David Hackforth, Finance, Personnel and Audit representative who are able to make decisions on behalf of their department.

Date of Next Meeting

12 th May	2.00pm start
7 th July	10.00am start
13 th October	10.00am start
24 th November	10.00am

Attachments:

1. Audit Action Plan
2. Team Structure
3. DfT meeting notes
4. Bid Caveats