

NETTING OFF PROJECT
Project Board Meeting
The Clock House, Shotteswell
Friday 18th July 2003 - 1000 hours

Present:

Project Board Members
Graham Choldcroft (Chair)
Ian Duncan
Neil Olney
Phil Densham

Also present:

Chris Scroxtton (Project Manager)
Malcolm Collis (Police)
Jo Goodwin (Pjt Mgr PA)
Dan Campsall (PR Officer)
Richard Owen (Project Support)
Frank McKenna (Professor Reading University)

1. Apologies / Not in Attendance:

Paul Smith
Barbara Foster
Bryan Pritchard

2. Notes of Last Meeting 12th March 2003 (Matters arising)

8b) Photographs on NIP's

When the Freedom of Information Act comes into force BP not sure what impact this will have on us. ID said this is an issue and we need to know and have responses ready. BF suggested that we contact the National Board on this issue.

Action: Outstanding. CJS to contact National Board and report back at the next meeting

5. Corporate Governance

Still on going.

Action: GC and CJS to meet to discuss

4. Activity Reports

Project Update – CJS explained that he had received a letter from DFT giving unconditional acceptance of the Year 4 bid which is good news. Last years accounts are now closed and with the Treasurer and the audit should be complete by October.

CJS informed that the lease for Crouch Street has still not been resolved. It has been decided that we will take over the whole building and become landlord. Unfortunately we are held to a 10 year lease but arranging to have a break clause of 5 years. In year 3 of the lease need to look at moving somewhere else.

Action: CJS to respond informing that will take over building. Put note in diary to re-look at.

Statistics and PR reports had been circulated prior to the meeting. ID asked whether the Project was going to publicise the figures as they are improving. CJS suggested that it would be a good idea to produce something now.

Action: DC to produce a press release and Board to review at the end of the month



8. Customer Services

CJS informed the Board that there have been a few problems with this post. Alison Mitchell responds to letters on TVSRP headed paper, replies then come into the Project office and the Project team have to resolve the issues raised. It is difficult as we don't know what was sent out in the first instance. This is a police role and letters should be sent out on behalf of the police. MC explained that Alison Mitchell does respond by saying on behalf of the police and the Partnership. CJS feels that we may have to monitor the communication between the Project Team and this role.

9. Inappropriate Siting of Safety Camera Partnership Mobile Units

CJS read out a letter received in from Richard Brunstrom regarding the inappropriate siting of mobile units. These letters have caused a major problem. GC suggested that we should just acknowledge the letters and not take them personally. GC said he would be happy to respond to the letters on behalf of the Project Board.

10. Audit

ID informed the Board members that he had received a call from Milton Keynes Council audit section asking questions regarding the Project team spending. ID answered the questions and also sent copies of minutes from the Steering Group and Project Board meetings. ID feels that this is now sorted out and there should be no further issues.

11. Terms of Reference for Project Board & Steering Group

The Terms of Reference is to be revised. The last Steering Group meeting was not well attended so ID suggested having an annual meeting and the first one is to be held on the 8th October 2003. ID's idea for the meeting is firstly to set out the Terms of Reference, then explain what the Project Team and Project Board do. Then move into where we are, where we came from and the future. ID suggested that after lunch the meeting breaks into small groups to look at issues and then summarise at the end of the day. Need to think of someone to do the keynote. ID is put down the ideas he has for the style of meeting and will then circulate to the Board members.

Action: ID to put down ideas and then circulate

Action: CJS/JG to think of speakers

12. Frank McKenna

CJS informed the Board members that Reading University has come on board for a trial for a year. MC explained that the Speed Awareness Scheme has been set up with the help of Drivetech. Have had a trial day and there were a few glitches but hoping to go live in August.

Frank McKenna attended the meeting to explain his involvement with the scheme. His background is driver behaviour and he has done research and implementation. The idea

of the scheme is to give feedback to drivers and what their risk profile is i.e speed, aggression etc. It also gives drivers tips on how to change their behaviour. FM is not sure whether speed awareness schemes will help with casualty reduction but it will help educate the public. FM would like to get a researcher on board but it could take 3-6 months to find someone. The Board agreed this was a good idea.

MC asked whether seat belts could be covered under the scheme. CJS explained that it does fall under the Project so yes it can be covered.

ID offered help from Buckinghamshire County Council to FM if required.

Action: CJS and MC to work on Terms of Reference

Action: CJS is to report back on what impact the driver awareness scheme will have on the Project

13. Any Other Business

ID let the Board members know that there is to be an article in the Public Service Review which he has sent the proof off.

Action: ID to send copy to Dan Campsall

Dan Campsall informed that the new 'Every Week Three People are Killed' leaflets are now available.

MC asked now that Reading University has come on board what status do they have. CJS replied that they are advisory to the Project Board. MC also enquired whether we are able to use Reading University logo. Frank McKenna is to find out whether we are able to use their logo.

Action: FM to find out if able to use logo

PD informed that there is an issue with the VP/FPO system. Issues are with the IT department but they are not being resolved. CJS informed that this is an issue that needs to be re-addressed. We have the resource to manage the IT ourselves but the police will not let it go. NO suggested getting our own IT Manager as the Project could fund it.

Action: NO to talk to Terry Skinner.

14. Date of Next Meeting

Next Project Board meeting agreed as follows:

Monday 29th September, 9.30am – Clock House, Shotteswell

Future dates agreed:

12th November

15th December