

**NETTING OFF PROJECT
Project Board Meeting
Drayton Park, Abingdon
Monday 28th June 2004 – 10.00am**

Present:

Project Board Members
Neil Olney (Chair - Police)
Ian Duncan (BCC)
Lyn Sheppard (Magistrates Courts)
Paul Smith (RBW&M)

Also present:

Chris Scropton (Project Manager)
Richard Owen (Operations Manager)
Martin Jordison (CPS)
Neil Matthews (Bracknell Forest)
Trevor Dove (MK)

1. Apologies / Not in Attendance

Graham Choldcroft (CPS)
Mel Lay (BCC)

2. Minutes of the Last Meeting

Agreed as a true record

3. Board Membership

At an extraordinary meeting of the HA representatives at the Steering Group on the 15th of June ID resigned as Chairman of the SG and as one of the two HA representatives on the Board. This follows ID's appointment to become head of the National Programme Office. NM was appointed as the second HA representative on the board and TD has accepted the role of Steering Group Chairman. NO expressed his thanks for the hard work ID has put into the partnership and wished him best wishes in his new role. It is expected that GC will hand over the CPS seat to MJ and the Board asked for GC to clarify these arrangements.

ACTION: GC to advise the Board of CPS membership.

4. Action Points and updates

It was noted that appointing a non-voting member of the Board from the RAC was still not successful. NO has offered to consider what approach the board should take in the future.

CS updated the board on the current state of affairs regarding the Year 5 Operational Case which is in its final stages of acceptance by DfT / PA. Once again it was left to CS to chase DfT / PA to clear the outstanding caveats as this will affect the first quarter payment. It is expected that the remaining caveats will be satisfactorily negotiated within the week.

ACTION: CS to finalise caveats with DfT / PA.

CS circulated the draft expenses guidelines formulated as requested by the board, to enable reasonable day-to-day operation, and also to meet the requirements of the 2003

MKC audit. These were formally adopted by the board and it was requested that these guidelines be sent to MKC HR to ensure that all relevant departments are informed.

ACTION: CS to send the guidelines to MKC and to forward the final post-audit action plan to Board members.

CS announced that the final 2003 / 04 finances were complete and that the summary sheet would be circulated.

ACTION: Sheet attached.

5. Activity reports

CS noted that amount of fines paid in 2004 is significantly down on previous years.



The estimated fine income for this financial year is £4.3m compared to an operational budget of £6m.

The Project Team is analysing the enforcement statistics as well as the payments to determine why this is the case. It was noted that the new ultra-high visibility mobile liveries could have had some impact on the number of offences being detected.

The efficiency of the Fixed Penalty Office was mentioned in regards to the amount of work being carried out by partnership staff towards running the SAS scheme. CS has met with FPO staff in recent weeks and is keeping a close eye on the situation. ID asked CS to consider the efficiency figures in the recently published "3 Year Report" and TV's standing within it.

ACTION: Report to be circulated by CS to the Board once completed

The Project Team Data Report showed that the final Year 4 Casualty / Collision Figures for the TV area showed further reductions in line with previous years.

When TV figures are compared to the recently released UK 2003 figures, the reductions in the Serious and Slight categories show a decrease of almost double the national average.

The figures were warmly welcomed by the Board, NO noted that they offered a good PR opportunity.

6. Freedom of Information

RO gave a brief update to the board on the considerable progress made within the FOI field. A number of documents are currently in preparation including the National SCP FOI Policy.

Action: RO to forward a copy of the National Policy to the Board

7. Steering Group

TD, in his role of Steering Group Chairman asked how the next SG should be presented. ID said that it should be of a "Good News" style with positive reports from all partners and the Project Team.

ACTION: TD and Dan Campsall (TVSRP) to liaise.

8. Any Other Business

It was noted that the new venue was more suitable at present for the majority of the Board members and that Drayton Park should be booked for future meetings.

Date of Next Meeting

13 th October	10.00am start
24 th November	10.00am

Attachments:

1. GC's letter to MK regarding the Audit
2. Year 4 Financial Summary
3. FOI Draft Policy
4. Project Team Staff Expenses policy