

**NETTING OFF PROJECT**  
**Project Board Meeting**  
**The Clock House, Shotteswell**  
**Monday 12<sup>th</sup> May 2003 - 1000 hours**

**Present:**

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

**Also present:**

Chris Scroxton (Project Manager)  
Barbara Foster (Data Manager)  
Malcolm Collis (Police)  
Bryan Pritchard (FPSU)  
Jo Goodwin (Pjt Mgr PA)

**1. Apologies / Not in Attendance:**

No apologies received.

**2. Notes of Last Meeting 12<sup>th</sup> March 2003 (Matters arising)**

- a) CJS to send NIG report to PA. The report has not been sent as there is a problem with NIG. Procurement have raised some issues.

PA were to clarify in writing to CJS the issues outstanding. CJS sent second letter to Malcolm Newbury and awaiting reply. Still no response from PA.

- 8b) Photographs on NIP's  
Situation has changed. Difficulty in ensuring that the correct image will go on the NIPs. Currently working with the IT department to try and resolve the issue. BP informed that he is to attend a meeting with the Data Protection Officer. Under Section 29 of the Data Protection Act, we can lawfully put pictures on NIP's. BP has informed that he has received requests for calibration certificates. CJS suggested putting them on the website. Calibration certificates are to go on the TVP website, will be able to click on the equipment then can view the certificate. 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: CJS to contact National Board**
- 3a) The Partnership attended Traffex with StarTraq. There were police on suppliers stands promoting the equipment. CJS informed that PA and DFT are to deal with this issue.

**9. TRO Issues**

ID has not completed the form but will circulate it when ready.

- c) Enforcement ability  
Resolved.

## **7. TRO**

Resolved.

## **9. Any other Business**

Outsourcing – GC informed that he is looking into the cost implications and it is still an ongoing issue.

## **11. Board Issues (Board members only) see separate sheet**

- a) **Year 4 bid**
- b) **Board Chair 2003/04**
- c) **Project Staff**

## **4. Activity Reports**

**Project Update** - Year 4 bid has been accepted but with caveats. There is approx £1.5 million to be returned to the Treasury for Year 3. All Local Authorities have submitted their claims.

PD enquired about the lease for Crouch Street. CJS informed that they are setting aside £1/4 million as a bond. Trying to arrange a shorter lease but it is still not resolved.

Statistics & PR – reports were issued prior to the meeting. No issues were raised.

ID enquired whether there was any information on tickets produced for motorcycles. BP informed the members that there is only one camera that does not pick up motorcycles. MC said that an enforcement strategy has been set up and that locations have been identified. What is now needed is sites that are covert. Need to be able to pick up the front and rear view of the motorcycles. It will be labour intensive to view these images. BP suggested that perhaps StarTraQ could look into this.

## **5. Corporate Governance**

GC informed the members that there is a need to clarify what measures exist to demonstrate accountability. GC is aware that rules for the Partnerships differ.

**Action: GC and CJS to discuss and to report back to the Board**

## **6. Reading University**

CJS suggested that Reading University become a partner of TVSRP, we can fund the research but not the actual schemes. They are currently involved in the Driver Improvement Scheme and we need to be sure we collect relevant information on effectiveness and offenders. CJS feels that it is a good link, it will show we are expanding. It would be a good for Frank McKenna to attend some of the Project Board meetings to keep up to date. GC has no issue with Reading University coming on board but would like to see a full proposal before going ahead.

**Action: CJS/MC to draw up proposal and circulate to Board members for comments**

## **7. Outsourcing**

Dealt with (see point 9) earlier.

## **8. Improvement Plans**

GC explained the idea behind the improvement plans. It was suggested that Paul Smith joins PD group and takes Tom Ingram's place. ID asked whether it would be possible to circulate what each group has achieved so far.

**Action: GC to circulate new action plan**

## **9. Any other Business**

ID will remain Chairman of the Steering Group. Suggested that this be raised as an Agenda point. ID informed that time needs to be spent looking at the Steering Group, the structure, how many meetings are organised and what is actually being discussed.

BF informed the members that the meetings regarding defective sites with Local Authorities are nearly complete. The new Signage of enforcement location guidelines appear to conflict existing rules. CJS informed that DFT believed that it was worded correctly, but are going to clarify.

Paul Smith raised the issue of Freedom of Information. He has been asked for accident data by the public, could spend a lot of time on this but not sure if he should be. CJS informed that we are currently not set up to deal with this and should take the line that Freedom of Information is not in place at present. The Partnership does need to decide how it will deal with this.

## **10. Date of Next Meeting**

Next Project Board meeting agreed as follows:  
Friday 18 July, 9.00am – Clock House, Shotteswell

Future dates agreed:  
29<sup>th</sup> September  
12<sup>th</sup> November  
15<sup>th</sup> December