

**NETTING OFF PROJECT  
Project Board Meeting  
Drayton Park, Abingdon  
Monday 18<sup>th</sup> October 2004 – 2.00pm**

**Present:**

Project Board Members  
Neil Olney (Chair)  
Lyn Sheppard  
Paul Smith  
Neil Mathews  
Martin Jordison

**Also present:**

Chris Scropton (Project Manager)  
Richard Owen (Operations Manager)  
Dan Campsall (Communications Manager)  
Malcolm Collis  
Brian Butler (Treasurer)  
Trevor Dove (Steering Group Chairman)

**1. Apologies / Not in Attendance**

Graham Choldcroft

**2. Minutes of the Last Meeting**

Agreed as a true record

**3. Action Points & Updates**

**Item 3**

Change of CPS membership has been notified.

**Item 4**

Critical friend –many avenues have been tried but without success, it was therefore agreed that this should go on hold for a time.

Caveats finalised with DfT/PA –complete

**Item 5**

Report on Fixed Penalty Office efficiencies, still to be completed

**Action: CS to circulate report once completed**

**Item 6**

FOI policy to be circulated to Project Board – complete

**Action: CS to circulate dates for Project Board meetings in 2005**

Change of Police Representative

Neil Olney is moving on, his replacement Supt. Mick Doyle to come in from January 2005. In the interim, Malcolm Collis will help the transition process.

**4. Activity Reports**

Data report was circulated in advance of the meeting, no questions arising.

PR report was circulated in advance of the meeting.

A question was raised over the balance of Local News coverage unaccounted for. This covers articles that are deemed to be neutral in their content or conclusions.

DC reported on the results of the 2004 Public Attitude Survey (copy of the full report appended).

Conclusions from the report are that in many areas we are progressing well with the debate. The messages that cameras reduce crashes, that they catch dangerous drivers and that they are not just a way of making money all seem to be coming across. However, it does raise important questions over drivers' inability to recognise speed limits, knowledge of limits and whether local support is diminished for camera activity.

In response to questions over what we do with the data, there was a desire to compare Thames Valley data with national trends. It was also agreed that press releases should be prepared on the

key matter of Speed Limit Recognition, and that in conjunction with growing work on Community Concern the diminished local support could be addressed.

**Action: DC to provide comparison between TV results and those in other areas. DC to put out press release relating to failure to recognise speed limits.**

Enforcement strategy – new enforcement strategy matrix is now being introduced

**Action: CS/RO to circulate copy of the model to Project Board members**

An operational meeting, to take a clearer steer on the enforcement and processing operation is now meeting regularly.

#### **5. Non core sites**

Change with new handbook takes emphasis away from KSI which will allow more priority to be given to sites which have high PIC & therefore KSI waiting to happen.

Work is underway with MC on Community Concern

Other changes in the handbook

- A review of all camera sites should be conducted in advance of this year's operational case submission. CS has informed DFT that this will not be possible in the timescale.
- Communications have to be directly related to camera enforcement.
- SID's that are in use can continue to be used, but new purchases will not be supported.
- Clarification has been asked for on how SAS sits alongside the SCP programme; particularly responsibility for detection of offences.

#### **6. Freedom of Information**

Final draft of the FOI policy has been circulated by RO

Information Commissioner has stated that he has no problem with our policy and there is little chance of any contest being upheld (get statement from RO)

Information to which exemptions seem to apply under the FOI act are as follows:

Site by site data

Enforcement thresholds

Where enforcement vehicles are stored overnight.

Website changes

New development is under way in order to make the website more accessible and available with the new information.

New database under construction to work alongside Community Concern

Data Audit is under way

Disposal Policy is to be circulated by RO in advance of November meeting for further discussion

TVSRP will publish minutes of the project board on the website. The current consensus is for a 5 year disposal of project board minutes but a view will be taken at November's meeting in respect of disposal of minutes

**Action: RO to circulate FOI disposal policy to Project Board members in advance of November meeting.**

#### **7. Financial Monitoring**

Income this year is down on projections and response from partners to requests for information has been poor. The result has been a fluctuating financial position that has proved difficult to monitor, and has led to some concerns.

The current year should come in on budget providing that the first half year budget is frozen, except in exceptional circumstances, and the second half year spending does not exceed budget.

TVSRP need to know 'Spent' & 'Committed to Spend' each month.

CS has made partners aware that where expenditure is not claimed within the stated window the claim will be held until there is clear resource and timely claims have been met before these later claims can be considered.

There seems to be a training issue that is leading to the problem of late returns. TVSRP to organise a half day training.

**Action: CS to organise training for partners on financial returns process**

The impact of community concern, exceptional sites, variable fines, speed awareness and conversion rates on the financial position were also discussed.

### **8. Operational Bids for 05-06**

At the beginning of the bid process the total bid was £2m in excess of projected income. Projections for paid tickets are falling and it is important that the operational case allows for minimal risk to partners. A review of the bids by the project team, cutting costs that are no longer allowable under the new handbook, and by removing capital spend was presented to the board. New operational bid will be prepared to put before the board at their meeting on 24<sup>th</sup> November.

### **9. Workload for Magistrates Courts**

Recently there has been a noticeable increase in workload for the courts payment office. The recommendation has been made that one of the vacancies that has until now been held open should be filled

**Action: LS to proceed with appointment.**

### **10. Project Board Terms of Reference**

Questions have been raised over the responsibilities of the project board and the information that members require to be accountable for the project. Taking a fresh look at the way the group operates was welcomed and it was suggested that the Highway Authorities representatives table some questions for discussion at the November meeting.

**Action: NM/PS to table**

### **11. Steering Group**

TD advised the board that the steering group plan has been changed to accommodate a working meeting rather than the conference style approach. The following topics are to be on the agenda:

- New operational handbook
- New bid model
- Enforcement strategy
- FOI update
- Future direction of the partnership

The issues of senior representation from each partner at the Steering Group has once again been raised as an issue that is hampering the work of the partnership.

**Action: All partners should be asked to address this and that where necessary Neil Olney is prepared to write relevant authorities. All/NO**

### **12. AOB**

Bucks CC received a letter from DfT dated 8<sup>th</sup> October confirming that a payment had been made for £3.4m.

### **Closed Session**

