

SAFER ROADS PARTNERSHIP

EXECUTIVE BOARD

MINUTES OF MEETING

Date: 03 April 2007
Time: 14h00
Location: Hillier's Garden Centre, Ampfield, Hampshire

Attendees	Councillor Mel Kendal, Hampshire County Council	[MK]
	Councillor Ian Ward, Isle of Wight County Council	[IW]
	Councillor Alex Bentley, Portsmouth City Council	[AB]
	Councillor Jill Baston, Southampton City Council	[JB]
	Guy Berresford, Highways Agency	[GB]
Supported by	Supt Mark Bradford, Hampshire Constabulary RPU (Chair)	[MB]
	Peter Bayless, Hampshire County Council	[PB]
	Darren Crowfoot, Hampshire County Council	[DC]
	HC Hii, Southampton City Council	[HH]
	Peter Taylor, IOW County Council	[PT]
	Charlie Stunell, Portsmouth City Council	[CS]
	Simon Moon, Portsmouth City Council	[SM]
	Insp. Peter Hughes, Hampshire Constabulary RPU	[PH]
	Marion Sinclair, Safer Roads Partnership	[MS]

Apologies: Tom Niedrum, Hampshire County Council [TN]

MINUTES OF LAST MEETING

The minutes of the meeting of the 29th Nov 2006 were accepted as an accurate record of the meeting. It was agreed that future minutes would include an ACTIONS list.

AGENDA ITEMS

1. Confirmation from Local Authorities re supplementary LTP road safety contributions to Partnership funding.

- a) Confirmation received from Hampshire, Portsmouth and Southampton that the following contributions will be made to the SRP for 2007/08:

Hampshire: £1,449,996

SAFER ROADS PARTNERSHIP

EXECUTIVE BOARD

Portsmouth: £382,325

Southampton: £352,202

- b) IOW was unable to confirm formally at this stage but is expecting a commitment of £316,842 in the near future.
- c) The Highways Agency will consider applications for specific publicity funding. A first Business case for such funding will be developed by the Publicity Working Group and submitted to the HA around the end of June 07.
- d) The Board approved the 2007-08 budget of £2,551,365 which includes both basic operating costs for the Partnership as well as an enhanced publicity budget and an allocation of £100,000 towards the running costs of the BASICS Doctors organisation.

2 Confirmation of Partnership Financial details

A report was prepared for the Board by Tom Niedrum of Hampshire County Councils (Partnership Treasurer) which laid out proposals for the financial arrangements of the partnership. The Board agreed the following:

a) Dealing with excess income

- i. That the subsidy provided to the Partnership by Hampshire County Council would be repaid from any Partnership income and would have first call on such income until the subsidy was cleared.
- ii. Any additional money would then be spent on joint initiatives that may be suggested and agreed by the Partners.
- iii. In the event of no suggestions or a further surplus, that would be paid to the four highways authorities pro rata to their share of the costs;
- iv. Any subsidy not repaid in one financial year will be rolled forward to the following year and reclaimed if possible along with any additional subsidies that may arise.

b) Overspend and under spend situations

- i. It was agreed that overspend would not be allowed and that action should be taken to avoid overspends. If an overspend was unavoidable it was agreed that this would be carried forward into the following operational year.
- ii. Underspends would be returned to the Partnership members on a pro rata basis.

c) Payments 2007/08

- i. Payments for 2007/08 are to be made to HCC immediately on receipt of the Road Safety Grant from the DfT.
- ii. The Board was provided with banking details.
- iii. Recovery of costs incurred directly by the funded partners will follow the arrangements of the Safety Camera Partnership.
- iv. Reimbursement claims (to be distributed shortly) are to be returned to the Programme Manager at the end of every quarter, along with supporting documentation.

SAFER ROADS PARTNERSHIP

EXECUTIVE BOARD

- v. The option of having Road Safety Funds paid into a single account by the DfT was discussed. No decision was made on this at the meeting and a report on the potential benefits of this will be tabled by the Treasurer at a future meeting. This cannot, in any event, take place for the current financial year's payment.

d) Auditing

- i. The District Auditor is to be consulted on the question of annual audits for each Partnership member, and their recommendation will be relayed to the Partnership at a future meeting.
- ii. It was decided that reports to funding Partners will be made to the Executive Members of each Highway Authority through the SRP Executive Board, and will include detailed financial reports as well as reports on Partnership performance in terms of casualty reduction.

3. Draft Partnership Terms of Reference.

A small number of changes were proposed to the text of the TOR that had been circulated earlier. These are to be incorporated into the text and distributed to the Board.

- i. In particular it was agreed that the Partnership intelligence is to include local knowledge, and intelligence around the antisocial use of vehicles.
- ii. The Roads Policing Unit has set up Community Reassurance Teams (CRT) to deal with traffic-related community concerns. CRT teams are tasked with responding to specific issues around speeding and other anti-social driving practices, and will be the first level of enforcement response for community concern complaints. The Safer Roads Partnership team will continue to focus primarily on casualty reduction sites but is committed to supporting the CRT-level community concern sites (resources permitting) and up to 15 percent of operational time.
- iii. It was agreed that the Executive Board would meet three times a year in the first instance, with meetings to be scheduled in the months of June, October and Jan/February.

4. Operational Plan

The Operational Plan was approved by the Board. The document will be amended to show more detail for staffing and accommodation costs, and re-circulated to the Board Members.

5. Progress re Partnership Operations

MS summarised the progress made by the Boards since the Extraordinary meeting in November 2006.

a) Enforcement

Is carrying on as normal, but new strategies for speed enforcement and for the enforcement of other road traffic offences are being progressed at the moment. This includes confirming the legal position of new areas of enforcement and ensuring back office ability to automate new offences to Conditional Offer.

SAFER ROADS PARTNERSHIP

EXECUTIVE BOARD

b) Staffing

- i. There is a new Sergeant in the existing post as of this month. The Partnership attempted to civilianise this role but there were no suitable candidates at the time and it was decided to continue with a Sergeant for the time being.
- ii. The Partnership has also appointed a new Data Manager who is due to start at the beginning of May.

c) Service Level Agreement

The Steering Group has been consulted over the contents of the Service Level Agreement. This is to be tabled for approval at the next SG meeting in May 07.

d) Publicity

- i. A new logo is being developed. A first draft was shown to the Board. A second version will be presented to the SG for comment.
- ii. The Partnership web address is www.saferroadspartnership.co.uk. This is under construction at the moment but a holding page with basic Partnership information is in place.
- iii. Bilateral meetings with the publicity team and Road Safety Officers from the Highways Authorities have been ongoing for some months and planning for the first Enforcement and Education campaigns is underway.
- iv. The first meeting of the Publicity Working Group will take place on the 24 May 07.

e) Driver Training

- i. A Project Manager has been in post since January developing a feasibility study and recommendations for the rollout of Driver Awareness courses. Her report will be tabled at the ACPO meeting on the 27th April for approval.
- ii. An RPU Inspector has been seconded to the project to develop appropriate course content, which shall be expanded to include a wide range of driving offences.

Any other business

a. DATE OF NEXT MEETING

Provisionally set for Wed 27th June 2007, 2 pm. Venue to be confirmed separately.

SAFER ROADS PARTNERSHIP

EXECUTIVE BOARD

ACTIONS LIST

Minute Reference	Item	Title of Minute	Details of Action	Member Dealing	Date Due	In Progress/Completed	Action Taken
1	b	Confirmation from LAs re funding	IOW to confirm contribution	IW	ASAP		
1	c	Confirmation from LAs re funding	Publicity team to develop business case for HA funding of publicity activity	MS	30-Jun-07		
2	c(i)	Confirmation of Financial details	All Has to transfer payment to Partnership account on receipt of LTI road safety grants	All	ASAP		
2	c(iv)	Confirmation of Financial details	Treasurer to distribute reimbursement claim forms to all funded Partners	TN/DC	ASAP		
2	c(v)	Confirmation of Financial details	Treasurer to prepare report on the benefits/disadvantages of central payment proposal for submission to next EB meeting	TN	1-Jun-07		
2	d(i)	Confirmation of Financial details	Treasurer to consult with District Auditor and prepare guidance for funded partners re audit requirements	TN/DC	Jun-07		
3		Partnership Terms of Reference	Changes to text to be made and document re-circulated to all attendees	MS	Apr-07		
4		Operational Plan	More detail to be included re breakdown of costs for staffing and accommodation	MS	Apr-07		
5	d	Progress re Partnership Operations	Logo to be developed further and tabled at Steering Group meeting	MS	May-07		