



EXECUTIVE BOARD
MINUTES OF MEETING

Date: 11 September 2007
Time: 14h00
Location: Marwell Conference Centre, Colden Common, Hampshire

Attendees	Councillor Alex Bentley, Portsmouth City Council	[AB]
	Councillor Gavin Dick, Southampton City Council	[JB]
	Councillor Mel Kendal, Hampshire County Council	[MK]
	Councillor Ian Ward, Isle of Wight County Council	[IW]
Supported by	Peter Bayless, Hampshire County Council	[PB]
	Supt Mark Bradford, Hampshire Constabulary RPU	[MB]
	(Chair)	
	Errol Hay, Safer Roads Partnership	[EH]
	HC Hii, Southampton City Council	[HH]
	Insp. Peter Hughes, Hampshire Constabulary RPU	[PH]
	Simon Moon, Portsmouth City Council	[SM]
	Brian Mould, Mott Macdonald for HA	[BM]
	Gerry Sharp, Mott Macdonald for HA	[GS]
	Marion Sinclair, Safer Roads Partnership	[MS]
	Peter Taylor, IOW County Council	[PT]
	Tim Turner, Hampshire County Council	[TT]

Apologies

Guy Berresford [GB], Highways Agency; Tom Niedrum [TN], Hampshire County Council, Charlie Stunell [CS] Portsmouth City Council.

Minutes of the last meeting

The minutes of the first meeting of the Safer Roads Partnership Executive Board which was held on the 3rd April 2007 were tabled. These were accepted as being an accurate record of the meeting.

Matters Arising from Minutes of Meeting held on the 3rd April 2007

See attached Actions sheet (p5).

Item 1: Finance

All financial contributions have been received except the IoW which has been approved and payment is pending.

The costs to date were circulated for information and discussed. The Partnership is currently well within budget.

It was agreed that a profile of actual expenditure against expected expenditure be provided for each meeting.

Item 2: Operating Proposals

Operational Case

After previous consultation minor changes to the current operational case have been made. The amended Operational Case will be circulated as necessary within each Highway Authority. The four Councillors present signed the Operational Case for 2007/08. The Highways Agency representative was absent from the meeting and will sign separately.

Preparations for the development of the 2008/09 operational case will soon be underway. This will be circulated for comment in early December and should be finalised in advance of capital budgets approvals in February.

Terms of reference

The question of deputies was raised. It was agreed that wherever possible (given the operating rules of each Highways Authority) a deputy will be nominated to stand in for the Executive member if they are unable to attend future meetings. It was agreed that this would be included in the Terms of Reference. Copies of documents due for discussion will be forwarded to members prior to the meetings to allow a full briefing of a deputy in advance of a meeting.

Provision of Expert Witnesses

The Board agreed that costs applicable to expert witnesses should be recovered from the operational budget wherever possible, or failing that from the interest monies held in reserve.

Home Working – Programme Manager

The Board agreed that the trial had been successful and that they were satisfied with the Home Working arrangement of the Programme Manager.

Item 3: Partnership Update

Education

The Board was informed that the major educational initiative for the year is the development and presentation of a Safe Drive Stay Alive production aimed at high school children and young drivers. This is based on a re-enactment of an actual Hampshire accident, using members of the family as well as the personnel from the Emergency Services who attended to outline the impact of serious accidents on the lives of a large number of people. This has involved planning and coordination by representatives from all highways authorities as well as Fire and Rescue and Ambulance Services and is a significant collective achievement.

Eleven Education and Enforcement days have been carried out in Hampshire, Portsmouth, Southampton and the Isle of Wight since June this year, and more are planned in each area over the next months. These have been very successful and have educated a large number of people about the risks of speed, mobile phone use and non-wearing of seatbelts. The media has publicised these successes very effectively.

The Partnership display vehicle has been in use at a number of events including the Garlic Festival on the Isle of Wight, launch of the Air Ambulance Helicopter and E & E days.

A radio campaign will be organised for Road Safety Week in November across the Partnership force area.

Enforcement

Both mobile and fixed camera enforcement is working effectively.

A set of new criteria for the selection of routes has been discussed with the Steering Group and currently 11 new mobile routes in Hampshire and the Isle of Wight are being trialled. If these are found to be successful the criteria will be adopted and further sites taken on.

There was a discussion about the enforcement of speed limits in villages where there is no clear casualty threat. It was agreed that these will continue to be enforced predominantly by RPU, both by their Community Reassurance teams and by the new enforcement vehicles that RPU has ordered to assist with that purpose.

The Partnership will look at the casualty history of the five Speedwatch trial villages to see if there is any intervention they can offer.

Item 4: Speed Awareness

The Board was advised that the first courses will be offered from mid-November. Forces nationally are being encouraged to adopt a 'national', 6-hour model, however at this time Hampshire intends to continue with the course that has been developed internally. The contents of that course have been tailored by the team, including contributors from each of the constituent Partners, to be impactful as possible. It is believed that 3 hour course is sufficient time to achieve the educational impact, and that a six hour course would deter a large number of potential candidates and thus prevent the Partnership from delivering education to as wide a number of people as possible.

The course will begin focusing exclusively on excessive speed but modules for mobile phones, motorbikes etc will be developed in time.

An overview of the course content will be circulated to the Executive members for their information.

****Closed Session****

There were no issues discussed under the closed session.

Any Other Business

1. The Board was advised that it remains possible that Graduated penalties for speeding could be brought in. This could affect the take up rate of Driver Awareness courses.
2. The DNA team currently renting space within the SRP building will probably be moving out by early in the New Year. The options for the three offices were discussed.

The Board agreed in principle to the RPU co-locating the RPU Ops team to work alongside the RPU IMU, already within the building, as this would assist in ensuring improved quality of collision data which is essential to the casualty reduction endeavours of all partners.

In exchange for this office space RPU are proposing that the Bikesafe initiative, in the person of PC Mick Gear plus his vehicle be brought within the Partnership management. RPU will continue to pay salary and on costs for this post.

The proposal needs to be formalised as a business case for final approval.

In addition, Driver Awareness will rent an office from SRP. These costs have been included in the DA costing exercise.

The Partnership will look at options for the renting out of the SRP conference room once it is vacated.

Date of Next Meeting

The next meeting will take place on Wednesday 23 January 2008 at 14:00.
Venue to be confirmed.

Minute Reference	Item	Title of Minute	Details of Action	Member Dealing	Date Due	In Progress / Completed
(1)	b	Confirmation from LAs re funding	IOW to confirm contribution (03-04-07)	IW	ASAP	Complete
(1)	c		Publicity team to develop business case for HA funding of publicity activity (03-04-07)	MS	30-Jun-07	In progress
(2)	c(i)	Confirmation of Financial details	All HAs to transfer LTP payment to Partnership account (03-04-07)	All	ASAP	IOW payment pending
(2)	c(iv)		Treasurer to distribute reimbursement claim forms to all funded Partners (03-04-07)	TN/DC	ASAP	Complete
(2)	c(v)		Treasurer to prepare report on the option of central payment proposal for submission to next EB meeting (03-04-07)	TN	1-Jun-07	In progress
(2)	d(i)		Treasurer to consult with District Auditor and prepare guidance for funded partners re audit requirements (03-04-07)	TN/DC	Jun-07	In progress
1		Finance report	Treasurer to prepare additional report for future meetings showing actual spend against expected spend (11-09-07)	TT/TN	Jan 2008	
(3)		Partnership Terms of Reference	Changes to text to be made and document re-circulated to all attendees (03-04-07)	MS	Apr-07	In progress
(4)		Operational Plan	More detail to be included (03-04-07)	MS	Apr-07	Complete
(5)	d	Progress re Partnership Operations	Logo to be developed further and tabled at Steering Group meeting (03-04-07)	MS	May-07	Complete
4		Speed Awareness	Course content to be circulated to Board members for information (11-09-07)	MS	ASAP	
AOB		Any other business	Business case from RPU (relocation of RPU Ops to Partnership premises) to be circulated to Board for approval (11-09-07)	MB/PH	ASAP	