

**DORSET SAFETY CAMERA PARTNERSHIP  
OPERATIONAL GROUP MEETING  
10.00 HOURS, TUESDAY 5 SEPTEMBER 2006  
KINGSBERE ROOM, A30 CONFERENCE CENTRE,  
WINFRITH TECHNOLOGY SITE**



**MINUTES**

**1. Present**

P Garrett, Head of Fixed Penalties, Dorset Police (Chairman) - (PG)  
L Packer, DSCP PR Manager - (LP)  
M Armstrong, DSCP Camera Team Supervisor - (MA)  
L Evans, DSCP CTO Manager - (LE)  
G Harvey - DSCP Analyst  
J Mead, Area 3 Representative, Mott MacDonald - (JM)  
A Hunter, Fixed Penalty Officer, Her Majesty's Courts Service - (AH)  
R Dowell, Chief Inspector, Dorset Police Tactical Group - (RD)  
C Williams - Technical Engineer, Borough of Poole Council  
D Chalmers, Team Leader Traffic & Safety Management, Dorset County Council - (DC)  
J Griffiths Technical Engineer, Bournemouth Borough Council - (JG)  
R Wilson - Bournemouth Borough Council (RW)  
C Graham, Support Officer, Financial Services Bournemouth Borough Council - (CG)

**2. Apologies**

J Stephens, DSCP Operations Project Manager - (JS)  
D Rendle, DSCP Data Manager - (DJR)  
D Ryan, DSCP Camera Team Technical Supervisor - (DR)  
M Baker, Team Leader Signals & Road Safety, Borough of Poole - (MB)  
M Campkin, Group Manager Traffic, Bournemouth Borough Council - (MC)  
B Kyles, Senior Accountant Financial Services, Bournemouth Borough Council - (BK)  
J Churchill, DSCP Support Secretary - (JC)

**Non Attendees - Minute Circulation only**

B Austin, DSCP Freedom of Information Manager - (BA)  
C Giles, Finance Manager, Her Majesty's Courts Service - (CG)  
N Gough, DSCP Special Projects Manager - (NG)  
J Rogers, DSCP CTO Manager (Temp) - (JR)

**3. Minutes of the Operational Group Meeting 1 August 2006 (Matters Arising and Outstanding Actions)**

**Outstanding Actions from previous meetings**

*Action 3: 04/04/06 - MA to investigate the use of temporary signs that can be tied to signposts and lampposts for mobile enforcement throughout the county. Also confirm allowances for usage of signposts and lampposts for the display of temporary signs. Report feasibility at Operational Group meeting.*

**Action Deleted** - MA to take forward.

**Action from 01/08/06**

*Action 1: 01/08/06 - DJR and Data Team to compile a list of all TRO's available (Poole, Bmth and DCC) with assistance from RD department.*

**Action Ongoing** - Should be complete by end of October 2006.

*Action 2: 01/08/06 - All Local Authorities to give a full update on position of Serco site maintenance contract at September meeting.*

**Action Ongoing** - Poole have some issues with the contract which will not be resolved for approximately 1 month.

Correction Arising - Page 6, Item 9, 2nd to last sentence to read...and scanned documents have now been accepted..... and not as written.

The minutes of the Operational Group meeting 1 August 2006 were accepted.

**4. Public Relations**

LP reported that there had been two press releases during August. LP gave an overview of the DVD filming that was taking place which is based on the consequences of speed and would be an update of the current Sarah's story. The new Dying to Drive presentation would commence in the coming week.

**5. Post March 2007 Update**

PG reported that the Word Document and Financial Operational Case had been issued to members of the DSCP Steering Committee. He hoped to have responses to the case prior to the next Steering Committee meeting scheduled for 26 October.

**6. Data Manager Report**

Minutes taken for this section are exempt from open publication under Section 31 of the Freedom of Information Act 2000.

**7. Signage**

As reported - Nothing further to add.

**8. Camera Operations**

MA reported that DR will be retiring on 29 September 2006, and MA would like thanks note for all his hard work. PG added that a message from DR thanked everyone for their support and assistance provided to him. MA continued that the role of Camera Team Technical Supervisor had been taken over by Tony Howes from 2 October and Camera Team Supervisor by Jenny Leckenby. Both Tony and Jenny will be deployable as Camera Operators whenever possible and practicable. There is a problem with the front facing camera purchased through TSS in that the image of the number plate is not clear enough. Tony will visit TSS with all associated equipment from them to investigate and hopefully resolve the problem.

**9. CTO Operations**

LE reported that Teresa Jacob has replaced Dave Hall as CTO Supervisor. 3 Clerical Officer posts are being advertised to back fill staff promotions. StarDocs training is ongoing and should be completed by 14 September. A number of live cases will then be sent out so that areas of improvement can be identified and resolved. Workload is currently 26/08 for batches, 30/08 for inputting, 3 day backlog on Officer Issued Tickets and statements May 2006.

**10. Finance Report**

Minutes taken for this section are exempt from open publication under Section 22 of the Freedom of Information Act 2000.

**11. Her Majesty's Courts Service**

AH reported that there are no issues with regards to staff, workloads or accommodation. 4547 payments were processed for August.

**12. Highways Report**

Nothing further to report.

**13. Maintenance Contract**

Nothing further to report. As per Action 2: 01/08/06 above.

**14. Project Managers Report**

Apologies from JS given as no report produced/issued this month. PG stated that the project was on target and doing well against current plans.

**15. Any Other Business**

None raised.

**16. Date, Time and Location of Next Meetings**

10.00 Tuesday 3 October 2006 - Kingsbere Room, A30 Conference Centre

10.00 Tuesday 7 November 2006 - DSCP Board Room, A32

10.00 Tuesday 5 December 2006 - As above