

**DORSET SAFETY CAMERA PARTNERSHIP
OPERATIONAL GROUP MEETING
10.00 HOURS, TUESDAY 7 NOVEMBER 2006
DSCP BOARD ROOM, BUILDING A32,
WINFRITH TECHNOLOGY SITE**



MINUTES

1. Present

P Garrett, Head of Fixed Penalties, Dorset Police (Chairman) - (PG)
J Stephens, DSCP Operations Project Manager - (JS)
M Armstrong, DSCP Camera Team Supervisor - (MA)
D Rendle, DSCP Data Manager - (DJR)
L Evans, DSCP CTO Manager - (LE)
L Packer, DSCP PR Manager - (LP)
R Dowell, Chief Inspector, Dorset Police Tactical Group - (RD)
D Chalmers, Team Leader Traffic & Safety Management, Dorset County Council - (DC)
J Mead, Area 3 Representative, Mott MacDonald - (JM)
E Emmett, Area 3 Casualty Reduction Officer, Mott MacDonald - (EE)
C Williams - Technical Engineer, Borough of Poole (CW)
A Hunter, Fixed Penalty Officer, Her Majesty's Courts Service - (AH)
J Griffiths Technical Engineer, Bournemouth Borough Council - (JG)
C Graham, Support Officer, Financial Services Bournemouth Borough Council - (CG)
J Churchill, DSCP Support Secretary - (JC)

2. Apologies

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)

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 3 September 2006 (Matters Arising and Outstanding Actions)

Outstanding Actions from previous meetings

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 - DJR reported the TRO's received are in the process of being overlaid onto AccsMap. Still waiting for copies from Bournemouth.

JG stated that he has some copies that he will forward to DJR, but is still trying to locate the others.

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

Action Complete - CW confirmed that the issues have been resolved and the contract is signed and returned and up and running.

Actions from 03/10/06

Correction Arising - Page 4, Item 10, Variance to Plan figure to be shown as (£2,340) and not as written.

Action 4: 03/10/06 - CG to provide PG a breakdown of the Dorset Police expenditure to date.

Action Complete

The minutes of the Operational Group meeting 3 October 2006 were accepted.

4. Public Relations

The schools Dying to Drive presentations have commenced for the current academic year. One presentation has already been given to Bournemouth School for Girls and bookings have been made by approximately 12 other schools. For those schools that the DSCP are unable to present to, a DVD and information pack is being put together which LP will make appointments to deliver in order to explain more about the DSCP and the content of the DVD and packages.

Articles have been written for the Bournemouth Journal. November focuses on the Business Driver, December on the forthcoming Winter Campaign.

Preparations to the DSCP Winter Campaign are ongoing. The weather forecasts on Original 106FM have been sponsored by the DSCP. Wave 105 insight week is commencing shortly and the focus this year is on "What has the Partnership achieved for you?"

5. Post March 2007 Update

PG reported that at the DSCP Steering Committee meeting of 26 October 2006, all members agreed on the content of the Operational Case for 2007/08 and the proposals for the Partnership as a whole. It will now go for ratification to each Local Authority signatories in February 2007. The general tone of the whole committee was "If it's not broke don't fix it". A strategy was also proposed for the new Dorset Strategic Road Safety Partnership Steering Committee to meet at least twice a year with an Operational Group meeting monthly.

PG has been given the task of writing a new/updated Service Level Agreement (SLA) to be produced by December 2006. Because of the funding situation under the new Partnership through the LTP, the SLA will need to contain procedures for most possible scenarios. Capital and Revenue Expenditure monies need to be clarified with the DFT and charges for accommodation need adjusting also, but otherwise all is in place.

Overall the move forward into 2007/08 operations is in a very good position, there is a will to make it work from the Partners and to continue to work along the same lines as current.

Finally PG stated that Mr A Whiting, ACC for Dorset Police has agreed to Chair the new Dorset Strategic Road Safety Partnership Steering Committee.

Agenda Item for 5 December meeting:- Chair of Operational Group, frequency of meetings and where the meetings will be held.

6. Data Manager Report

DJR reported that validation of collision data is progressing well. Casualty analysis for year on year January to August 2005/2006, fatal injury down 2, serious injury down 35 and slight injury down 239.

Action 1: DJR to produce a 3 year Casualty Analysis report.

7. Camera Operations

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

8. CTO Operations

S Hardy has taken on the StarTraQ project and has produced a training and workflow chart. It is hoped to go live at the end of November beginning of December.

1 member of staff is leaving to become a Police Community Support Officer. Interviews are being held at the end of November for Clerical Officers/Assistants.

9. Finance Report

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

10. Her Majesty's Courts Service

PG suggested that temporary staff could be utilised as the DSCP offices if practicable and passed back to HMCS when needed, thus alleviating the training and computer access issues currently being experienced.

11. Highways Report

DC reported that DCC have introduced a new SID policy whereby Parish and Town Councils can buy and operate their own.

PG added that the matter had been discussed at the Steering Committee meeting of 26 October. It has been agreed at Steering Committee level that the use of these units will be co-ordinated with the DSCP. The Partnership will assist if possible.

CW confirmed that the site maintenance contract with Serco has been finalised, as previously reported in the meeting. RLC camera a Junction of New Inn and Fernside Road is still waiting for road surface repairs. 12 VAS signs are being purchased and will be displayed at various locations in Poole from January 2007. It is proposed that they will display the correct speed limit and messages such as slow down. Poole will be monitoring the data recorded at these sites and produce a report with regards to effectiveness. CW will keep DJR informed of the locations and times of installation. Most of the sites to be used are existing SID locations.

12. Project Managers Report

JS brought to the attention of the committee the achievement of PC N Jackson obtaining a Divisional Commanders award for a life saving act whilst off duty. PC Jackson is currently a DSCP Enquiry Officer.

13. Any Other Business

None raised.

14. Date, Time and Location of Next Meetings

10.00 Tuesday 5 December 2006 - DSCP Board Room, A32

Proposed Dates and location for 2007

2007

- 10.00 Tuesday 9 January 2007 - DSCP Board Room, Ground Floor, A32
- 10.00 Tuesday 6 February 2007 - As above
- 10.00 Tuesday 6 March 2007 - As above
- 10.00 Tuesday 3 April 2007 - As above
- 10.00 Tuesday 8 May 2007 - As above
- 10.00 Tuesday 5 June 2007 - As above
- 10.00 Tuesday 3 July 2007 - As above
- 10.00 Tuesday 7 August 2007 - As above
- 10.00 Tuesday 4 September 2007 - As above
- 10.00 Tuesday 2 October 2007 - As above
- 10.00 Tuesday 6 November 2006 - As above
- 10.00 Tuesday 4 December 2007 - As above