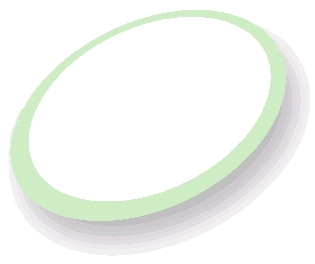
**Warwickshire County Council**



**Warwickshire Road Safety Partnership –**

**Strategic Board**

Minutes

**Friday 20th November 2020**

**3:00pm**

Virtual Meeting via MS Teams

Present:

Philip Seccombe (Chair)

Fay Wileman

David Ayton-Hill

Scott Tompkins

Darren Webster

Andy Crump

Scott Tompkins

Garry Palmer

Jeff Clarke

Barnaby Briggs

Christopher Lewis

Martin Jelley

Philippa Young

Steve Wheaton

Jem Mountford

Duncan Vernon

Shae Agboola

Hazel Nicholas

Faz Chisty

Fiona McKenzie

Karen Lee (Note Taker)

Apologies:

Mark Ryder

Marie Biddulph

**Opening Notes**

* PS: Stated that he was very pleased with the way the WRSP is forming up.
* Conveyed his congratulations to PY on being asked to Chair RSGB for the next year.
* Chris Lewis & Neil Tipton congratulated on the Road Victim memorial video.
* Commercial Vehicle Unit, congratulated on work they have been doing

**1. Minutes of Last Meeting / Matters Arising**

* Agreed that they were a true and accurate record.
* Actions were for Chris to link in with Tim Sergeant, Terms of Reference, Logo, Funding & Evaluation which were in this meeting’s agenda.

**2. WRSP Terms of Reference**

* Comments were asked for. PY – WCC are happy to agree the Terms of Reference. PS in agreement.
* **The Terms of Reference were officially agreed and adopted by the Board**.

**3. Local Collision Data & Gap Analysis Presentation**

* Presented to the Board by FW.
* Agreed that FW will share her presentation with Board Members after the meeting
* BB – Made some comments and observations on cyclists, following the presentation.
* CL – Questioning on how stats and data are gathered and obtained.
* PY – The only issue WCC has is a time-delay in receiving data, however, analysts now working closely together to alleviate this delay.
* AC – The incident in Southam that took place on 18th November 2020 was mentioned where a young child was knocked down outside of school. We need a legacy and agree that we need to particularly target cyclists and pedestrians. Driver behaviour was spoken about by AC. AC also stated that we need to be more pro-active in informing of our successes and work is needed on that.

**4. WRSP Vision, Objectives, Priority Groups**

* The Vision has been through the Operational Board and PS asked if there were any comments from Board Members.
* PY – agree aims and objectives as a starting point, now need to look to develop a Strategy. If Board support Strategy Development, to give the Operational Board a piece of work.
* BB – Priority Groups were discussed
* Chris – Report out from the Parliamentary Advisory Group and this is a good Report to look at. Endorses the Vision and PY’s comments about Strategy Development.
* PS – Put to the Board to adopt the Vision and draw up a Strategy and Action Plan.
* PY – Commission a Consultancy Agency to work with FW and bring the proposal to the next meeting. Ceiling for this would be £30k.
* **Vision, Objectives, Priority Groups and Strategy document to Instruct an Agency – all agreed by Board.**
* **Action- FW to commission a consultancy agency regarding the Partnership strategy and feedback at the next meeting.**

**5. WRSP Finances**

* PY – NDORS courses were jointly funded by WCC and Warwickshire Police. Once finances split, left with a reserve which can be used to fund this Board.
* WCC put a one-off funding of £500k into the Partnership. Suggest that this Board approves a delegated amount to the Operational Board of £150k to be able to focus their work on those key priorities over the next 12 months
* PS – Suggest that we do not ask WFRS or Warwickshire Police to fund this project.
* PS - Department put £100k into this pot to bring the total to £600k.
* PS – suggests that PY holds the £500k from NDORS and ensures that it is spent correctly, and the Board will assess and evaluate and ensure the funds are being spent appropriately.
* PY – make sure that we are keeping a record of the funding of posts.
* CL – Very happy with these decisions.
* PY – The £150k will be from next Financial year but will be able to pump-prime funds from elsewhere if required so as not to hold anything up.
* AC – If something comes up that takes us over £150k, would like this to be discussed at this Strategic Board. Anything single item of £25k+ would need to come to Strategic Board for approval.
* Figures were discussed by Board Members and board agreed to these figures.
* **Action: £150k is delegated to Operational Board from the start of the financial year and any single item over £25k to come through Strategic Board**

**6. WRSP Logo & Branding**

* PS : Was pleased with the logo, but not the strapline being blank.
* Hazel – wanted to leave strapline blank and use as appropriate. Looking for approval from the Board today with regards to the Logo. More thought is needed as to where the Logo will be used, and will report back to Strategic Board further on, with regards to where the Logo might be used.
* **Board Members approved the Logo**.

**7. WRSP Website**

* A website is required but it needs to be populated with current material. The updating of the content of any potential website would need to be discussed further down the line.
* HN, asking the Board for a budget to be able to progress this. Asking for £2,000 to go to tender. PS, Require proper quotes for this and then this can be discussed at a further Board Mtg.
* HN, would still like a small budget to process a template and does not want this held up.
* PS – Is HN going to manage all communications for the WRSP? HN confirmed that this will be done as a group and divided appropriately.
* PS – However, there is a need for a coordinator for this Board and asks that HN co-ordinates it for this Board. HN agreed to this.
* HN than requested a budget for photography to build a photo library for the WRSP. A day’s photography for each agency. This would come to £2,000 in total.
* CL – requests that HN continues her work with regards to a Memorial Website, and this would be funded by the OPCC.
* FMcK – Highways England have a big photograph library so HN to speak to FMcK to see if there are images that can be used by the WRSP.
* BB – HN to speak to TS from WFRS who also have a large photograph library and again, may have images that the WRSP can use
* **Board agreed to these requests for the website and photo library.**
* **Action- HN, to obtain quotes for the website and bring to a future Strategic Board.**

**8. Updates on Current Road Safety Initiative and Priorities**

* PY – Significant investment in ANPR Cameras with a view to putting them into our towns, this will be available from next year. Asked who the best person in the Police to speak to about this. MJ – Advised PY to speak to Jem in the first instance and progress it from there. ST – Good to get out GDPR tied up with the ANPR technology.
* Jem – Significant investment in office training in road safety. Unmarked Police Bike been purchased. NPPC Campaigns (One Road, One Week). Road was A5, to join with other forces. November, - vulnerable road users month.
* Operation tramline was discussed, and the number of vehicles stopped. Jem informed the Board of some of those vehicles stopped and the reasons why.
* E-Scooters have been looked at and have started to put out some publicity around this.
* BB – WFRS are running virtual programmes due to Covid-19.
* PY – WCC Road safety education team have worked hard in moving their school offer on-line, now running virtual assemblies.
* CL – Speed watch - Current advert out to recruit to the Back-Office function. Need to push this forward in 2021.
* PS – Thanked all for all their valuable time and expertise that has been put into this Board.

**9. Actions for Operating Board**

* PS – Thanked FW for her presentation and asked that she circulates notes from the meeting along with her presentation in the next few days. KL to pass meeting notes over to FW for circulation.
* PS – Asked FW to set up the next meeting for mid-March 2021. FW will speak to Mark Ryder’s PA with regards to this.
* MJ – asked if the quarterly meetings could be setup for the next 12 months.

**10. Any Other Business**

None.

Date of next meeting: TBC