

## DEVON AND CORNWALL CONSTABULARY

### STEERING GROUP MEETING

Held at: Moorland Links Hotel, Yelverton, Plymouth on 4 July 2005

Chairman: Superintendent Tim SWARBRICK

Secretary: \*\*\*\*\*

Attended by:	Jon FARR	Devon & Cornwall Safety Camera Partnership
	Natalie HATSWELL	Devon & Cornwall Safety Camera Partnership
	*****	Devon & Cornwall Safety Camera Partnership
	*****	Devon & Cornwall Safety Camera Partnership
	Christopher EASTWOOD	Devon & Cornwall Constabulary
	Richard PRYCE	Devon & Cornwall Constabulary
	Patrick CARNEY	Torbay Council
	Peter GIMBER	Devon County Council
	Karen BLAKEY	Devon & Cornwall Magistrates
	Adrian TRIM	Plymouth City Council
	Peter MOORE	Cornwall County Council
	Ian PEARNE	Cornwall County Council
	Alan CONIBERE	Highways Agency
	Andy HOHL	Highways Agency
	Peter EDWARDS	HM Court Services
Apologies:	William THOMAS	Council for the Isles of Scilly
	Danny BATTEN	Devon & Cornwall Magistrates
	Kathy TAYLOR	Crown Prosecution Service
	Russell ASHMAN	Cornwall County Council
	Ian TEARLE	Royal Devon & Exeter Hospital

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Item No	Discussion	For Action By
1.	<b><u>Welcome</u></b> Supt. Tim SWARBRICK opened the meeting and welcomed everyone present. As there were several new members, a brief introduction was given from each member.	
2.	<b><u>Minutes of the last meeting</u></b> Minutes of the previous meeting were agreed.	
3.	<b><u>Matters Arising</u></b> Staffing Issues The Communications Assistant post will be advertised in the next few weeks.	
	<b><u>Accommodation</u></b> The SCP unit is still waiting to move. The Magistrates	J. FARR

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	Court Services are hoping to move to the Combined Courts in the Civic Centre.	
	<u>Motorcycles</u> Devon and Cornwall have recently had a poor weekend with regard to motorcycle fatalities. The SCP will look into steps they can take to help alleviate the problem.	J. FARR
	<u>Audit &amp; Mitigation Risks</u> A Devon County Council Audit activity has highlighted some project risks. Legacy (exception) sites are in the process of being reviewed. The Service Agreement between partners is also due to be reviewed. A small working group is to be established.	J. FARR
	<u>NHS</u> Jon FARR has made contact with the NHS via the Strategic Health Authority to review the role the NHS has and can play within the SCP. A meeting has been arranged and more information will be available at the next meeting.	J. FARR
	<u>Speed Awareness</u> It was reported that the aim is for the course to be live in October. Service providers have been appointed. SCP will monitor on how the Speed Awareness will impact on its operation.	
4.	<b><u>Project Managers Report</u></b> Jon FARR presented his report to the meeting, the following main points were discussed:-	
	<u>Accommodation</u> Slow progress is being made and it is hoped that a move in September will be possible. This has taken up a lot of time and energy so the Standard Operating Procedures have been put on hold. No new staff are to be taken on, other than to replace leavers, due to the lack of space.	
	<u>Correspondence</u> There has been a marked rise in the number of letters to deal with from the public, particularly regarding legality of signs and location of where the SCP vans park.	

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	<p><u>Operational Case</u></p> <p>The authorisation to operate at 2004/05 levels still applies. There are discussions with the DfT regarding the new sites. An announcement is due later this week regarding the operational case. Any works done on new sites that do not come into fruition can still be invoiced for. Currently the problem is if the new sites get approval later in the year, there will not be time to install and invoice for them before the end of the financial year. New sites can be enforced under the exception site rules. Jon FARR is already looking at the next operational case with the intention of having 2 events between now and September</p> <ol style="list-style-type: none"><li>1) What are the alternative enforcement technologies we have available?</li><li>2) What do we want to put into the operational case?</li></ol>	J. FARR
	<p><u>Quarterly Reviews</u></p> <p>These are proving to be lengthy meetings due to the number of sites. The Highways Agency said they find the quarterly reviews very useful as they give an input to the Statement Of Works and helps to provide a casualty focus. Notes of the meetings would be beneficial. Adrian TRIM brought up the problem in Plymouth, relating to red light jumping. He also thought having data available would be very useful in dealing with enquiries in the approach to local elections.</p>	
	<p><u>2004/05 Financial Outcome</u></p> <p>The Partnership is awaiting the accounts from the auditor.</p>	
	<p><u>FOI</u></p> <p>The Department for Transport had previously requested we publish the operational case but it is not yet approved by the Department for Transport. It was suggested that an explanation should be put on the website.</p>	N. HATSWELL
	<p><u>Vehicle Activated Signs</u></p> <p>Vehicle Activated Signs, including a trailer-mounted sign are now available for use. Cornwall County Council are looking into getting a quote for installing 'Powered Poles' for use with these signs. It is anticipated that the signs will be deployed for longer periods than initially thought. They can be deployed</p>	

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at camera sites where existing enforcement levels may need additional measures.

Speed Awareness

The Project Manager of Speed Awareness is putting together an approach for a pilot programme for delivery in October. This includes looking at criteria for offenders. There is still some confusion with regard to the national Model, which is to be rolled out. The issue of how to manage the course in the long term has been raised, as the Project Manager may be moved to other duties. Chief Inspector Ian ASPINALL is to be asked to give a briefing.

Supt. T.  
SWARBRICK /  
Insp. R. PRYCE

Data and Analysis

A meeting has been held to look at common trends and also different problems within the two counties. The main problems identified were:-

- The increase in motorcyclist fatalities and personal injury collisions
- Moped drivers
- Residents from socially deprived areas suffering higher than normal collision rates

On the positive side a significant reduction in serious injuries had also been observed. A NHS data report is due out in late August.

Superintendent Tim SWARBRICK gave an update on the Buchanan computer system and the possibility of the SCP linking with the Constabulary to have use of this system.

Enquiry Team

This team is achieving good results. They are pursuing high profile cases and getting coverage by the press. There are many potential cases, a system of prioritising workloads is under consideration. The DCSCP is now represented nationally via PC Duncan RUSSELL to set up national guidelines for enquiry officers.

Saltash Tunnel

The SCP will have limited ability to enforce at the Saltash Tunnel until the unit has moved, as the unit will need to accommodate a SPEC's computer system. Andy HOHL is awaiting an updated risk review report

A. CONIBERE

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on the Tunnel. Data from the Tunnel cameras is to be looked at, following reports from the bridge operator of increased speeds.

Back Office Systems

Many of the system problems have now been sorted. The new accommodation will help in co-location and document handling will improve efficiency.

Payments Office

Peter EDWARDS reported there are still accommodation problems to resolve. The workload is currently being managed but if the Saltash Tunnel comes on stream as an enforcement site, then there could be a capacity problem.

Staffing

The Job Evaluation impact has now stabilised. Currently the unit has two positions to fill,

- Data Analyst
- Communications Assistant

The unit also has two staff leaving over the next month so replacements may need to be sought, but will be subject of a review against new requirements.

CPS

There are no significant issues at present. The File Preparation Clerk input seems to be working well.

Highways Authorities

Two sites, one in \*\*\*\*\*and one in \*\*\*\*\*are to be “bagged” for a trial period to assess impact on speeds prior to potential decommissioning.

The national press carried an article questioning if “Street lit Speed Zones are signed correctly?” following a recent case, the SCP has requested copies of all traffic orders.

The issue of the legality of parking our vans has been raised. It was suggested that a blanket agreement from each local authority allowing the Partnership to park is written up, such as Plymouth City Council has done. Legal advice may need to be sought, where there may be a variety of interpretations of the nature of a parking location.

J. FARR

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	<p>Site surveys need to be carried out. Cornwall County Council have offered to produce a guideline/checklist for this. SDO's will review sites against these guidelines as part of site commissioning and the enforcement cycle.</p>	
	<p><b><u>Communications Report</u></b> Natalie HATSWELL presented her report to the meeting, the following main points were discussed:-</p>	
5.	<p><u>DfT</u> The lack of notice from the Department for Transport to advise what communications are due to come out has been discussed and briefings are being issued, the situation will continue to be monitored.</p>	
	<p><u>Media</u> We are still receiving many enquiries from the press. A case involving our Enquiry Officers and a Solicitor was heard in Court recently and attracted wide media coverage. The SCU has been tasked to carry out enforcement at Kelly College, Tavistock, this has had media coverage due to the camera signs being stolen. The AA recently published a road atlas with all static camera sites included. The MOD project is on going with dialogue between the SCP and the MOD proving to be very positive and useful.</p>	
	<p><u>Speed Awareness Scheme</u> It has been suggested that the SCP is involved with the launch of this project – albeit a Police led initiative. One suggestion is to ask reporters to go on the course. Natalie is to ask Chief inspector Ian ASPINAL if he would support this approach.</p>	N.HATSWELL
	<p><u>Annual Results</u> A News Release is to be put out in October, to coincide with the third anniversary of the Partnerships formation.</p>	N. HATSWELL
	<p><u>FOI</u> The quantity of FOI requests has stabilised. There is now a FOI FAQ (Freedom of Information Frequently Asked Questions) now on the website.</p>	

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	<p>The group were also advised that Hampshire had a site-specific FOI request but claimed it was exempt under the Act as site specific data. It was referred to the Information Commissioner who questioned the exemption. As a result, site specific data exemption was removed on completed motorway and roadwork enforcement.</p>	
	<p><u>Letters</u></p>	
	<p>A co-ordinated response to letters received needs to be adhered to especially if a member of public writes to the SCP and the Chief Constable for example. This is in light of a lot of letters being received by the partnership in relation to signage.</p>	N. HATSWELL/ J. FARR
	<p><u>Shows</u></p>	
6.	<p>To date the SCP has attended the Devon County Show and The Royal Cornwall Show. These have both had positive results with only one difficult visitor. More shows are booked over the next few months. Due to queries made at the shows, a video is to be made entitled 'A day in the life of an Enforcement Officer'. The Show exhibition vehicle is almost ready. A request to show the vehicle to the Steering Group has been made. This will be organised as soon as possible. The Steering Group need to let Natalie know of any events they feel the van should be taken to.</p>	N. HATSWELL
	<p><u>Scope for broader use of offender education</u></p>	
7.	<p>The question of 'Who should we be targeting for education with Speed Awareness?' A new initiative might allow Magistrates to send high-end speeders to training. Thames Valley is running a trial with high-end speeders although this is not yet accepted nationally. A visit to Thames Valley to see what can be learnt and information passed on to SCOTS. An update on this and the Thames Valley scheme to be given at the next meeting.</p>	J. FARR/ P. GIMBER/ T. SWARBRICK
	<p><u>Site Suspension and Policy</u></p>	
8.	<p>A Standard Operating Procedure has been written for this. When a site is suspended it can be a 'good news' story for the press but the impact on driver behaviour has to be assessed. Sites under review are those where engineering works have taken place and casualty</p>	J. FARR

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9.	<p>levels are low. The meeting were advised that it is the local authority who take the site housing out completely – not the SCP. SCP only take the camera out, not the housing. Jon FARR has proposed to the Department for Transport using the new sites by dropping/suspending the same amount of old sites. This is to be followed up.</p> <p><b><u>Partnership SLA review</u></b> The issue of how the SCP and SLA's will deal with problems was raised. The SLA's will need to be refreshed as they were originally signed off three years ago. This will need to be done for October. A small working group will look into this. The Highways Agency has a central body who deal with this nationally.</p>	J. FARR/ Insp. R. PRYCE/ A. TRIM/ P. GIMBER/ P. MOORE
10.	<p><b><u>Quarterly Reviews – feedback</u></b> Information in the new database is still being validated. There was some confusion where there is more than one camera site in a polygon. The project team will update the database. This will also link in with the site reviews referred to earlier.</p>	J. FARR
11.	<p><b><u>A. O. B.</u></b> <b><u>Red Light Cameras</u></b> A. TRIM brought up the subject of Red Light Cameras as opposed to Safety Cameras. Red Light Cameras catch red light violators and are not strictly a speed issue. The Department for Transport have stated that we can put in more Red Light Cameras so long as the site meets the criteria. However, the essential problem is not just going through a red light, so much as going through the red light, parking in the yellow hatched area on the road thus blocking the road.</p>	
12.	<p><b><u>Change of personnel</u></b> Alan CONIBERE will be representing the Highways Agency from now. The Chair thanked Andy HOHL for his endeavours over the last couple of years.</p>	
	<p><b><u>Date of next meeting</u></b> To be announced.</p>	

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Editor's Note

For the purpose of the Freedom of Information Act 2000, a small amount of information may have been redacted from these minutes where they qualify for exemption under the Act. These are denoted by the symbols \*\*\*\*\*. These exemptions include; 'Personal Data' – Section 40 – where names, or personal information relating to private individuals and non-members of the Partnership Steering Group, are withheld; 'Law Enforcement' – Section 31 – where information may prejudice the prevention and detection of crime or the apprehension and prosecution of offenders; 'Investigations and Proceedings' – Section 30 – where information relates to an ongoing investigation or criminal proceedings; 'Health and Safety' – Section 38 – where the health or safety of Partnership staff, or assets, may be endangered; 'Commercial Interests' – Section 43 – where information may prejudice the commercial interests of any person.