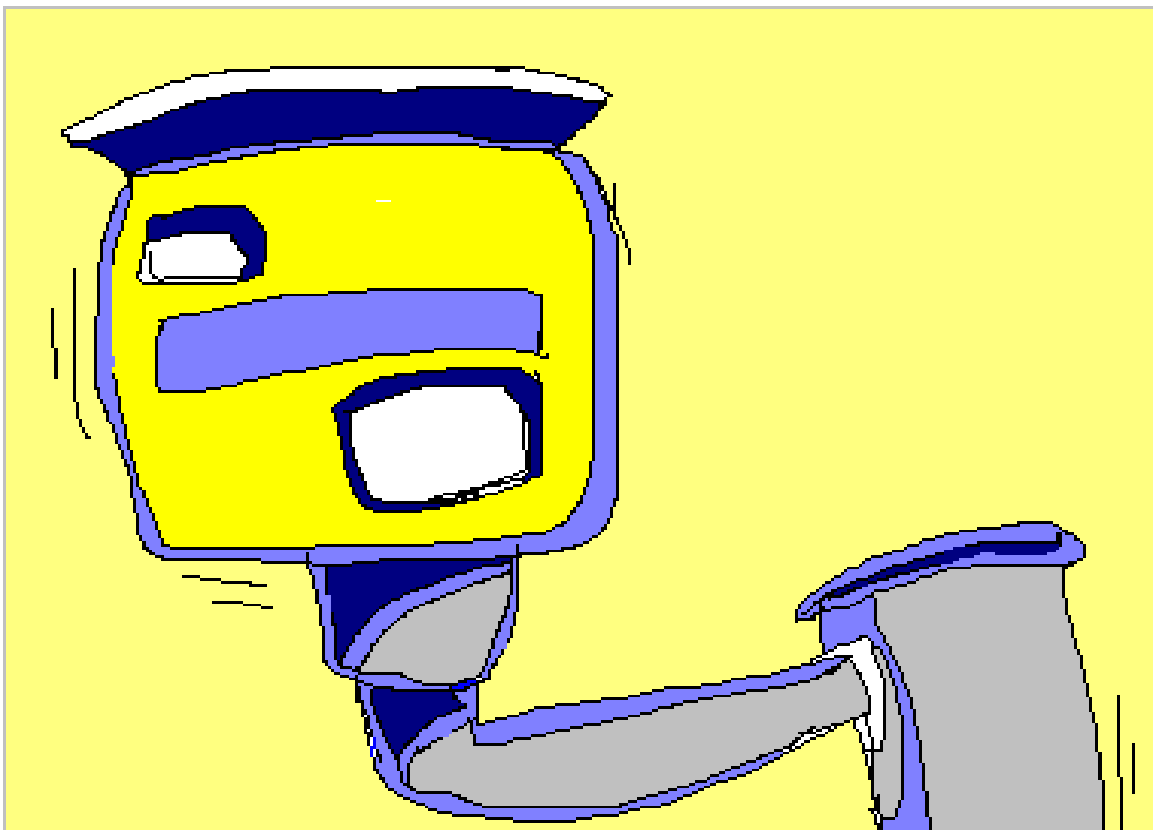


Safety Camera Partnership Guidance (HA involvement and ‘Netting - Off’) 2005/6



“ Helping to meet the 2010 target for reducing road casualties through partnerships”

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Executive Summary

The Highways Agency is committed to the objective of improving road safety and specifically the reduction of killed/seriously injured casualties, slight casualties and road workers killed on the strategic road network, which contributes to the Government 2010 targets for casualty reduction.

Enforcement is an essential tool in achieving these objectives and has traditionally been carried out by the police. Although it remains their responsibility, police speed enforcement is increasingly being carried out through their participation in Safety Camera Partnerships. These were initially created through Department for Transport sponsored cost recovery pilots and have now expanded to cover nearly the entire country. The achievement of the Highways Agency objectives will be greatly assisted by becoming fully integrated members of the Safety Camera Partnerships (SCP).

The Highways Agency has always been a member of the National Safety Camera Programme Board and can now be involved with the cost recovery process, also known as 'Netting - Off'. This should allow the Highways Agency to provide in full the support to Safety Camera Partnerships that was expected by Department for Transport.

This guidance note has been prepared in liaison with Area Team representatives, other interested parts of the Highways Agency and The Department for Transport. It seeks to support the involvement with safety camera partnerships of any HA staff along with those of managing agents and their contractors as well as striving to achieve a consistent approach across the Strategic Road Network. It provides guidance on camera sites, communications, finance, administration and technical issues and outlines procedures that should be followed when dealing with safety camera partnerships. Guidance complies in full with the Handbook of rules and guidance for the operation of the National Safety Camera Programme for England and Wales 2005/6 as published by DfT.

This is a live document and it is the intention of SSR/Operational Policy Division, the owners of the document, that this guidance note will be reviewed and reissued on an annual basis. If necessary, interim guidance on specific subjects may be issued. This will allow operational experience to augment the existing guidance.

1. Background

Speed and red-light enforcement cameras (referred to collectively as “safety cameras”) were first deployed in the early 1990s. A large number of research studies have been conducted both in the UK and abroad. These have proved that cameras can be an effective means of reducing speed and casualties. One research study, conducted by the Home Office in 1996, concluded that, whilst cameras were effective at reducing casualties, budgetary constraints were preventing the full benefits from being realised.

In 1998, Department for Transport (DfT then the DETR) and other Government Departments took a policy decision to allow local partnerships, subject to strict Treasury criteria, to recover the costs of speed and red light camera enforcement from fine income.

In order to understand fully the policy implications of this decision, DfT decided to pilot the system in eight areas. The pilots were launched in April 2000 and were originally envisaged to run for two years. However, results from the first year were so encouraging that the Government took the decision to extend the system nationally, subject to meeting certain criteria. Legislation was introduced to allow this in the form of the Vehicles (Crime) Act 2001. In 1999, a national project board was set up to oversee the introduction of the cost recovery system. This included representatives from the Association of Chief Police Officers (ACPO), the Home Office, Department for Transport (DfT), Lord Chancellor’s Department (LCD), the Scottish Executive, National Assembly for Wales, Crown Prosecution Service (CPS), Her Majesty’s Treasury (HMT), the Highways Agency, the County Surveyors Society (CSS) and the Local Government Technical Advisors Group (TAG).

In February 2003 Department for Transport published a research paper ‘A cost recovery system for speed and red-light cameras ~ two year pilot evaluation’. The report found that speed was down, casualties were down and that public reaction had been positive. The report recommended the current national roll-out, which has resulted in an expansion from the eight original pilot areas to cover almost all of England & Wales.

In 2004, an independent report updated the outcomes using data collected from 3 years of partnership operation. 24 partnerships were operating for at least a year in the period April 2000 to March 2003¹. The observations produced the following high level conclusions:

Vehicle speeds were down - surveys showed that vehicle speeds at speed camera sites had dropped by around 7% following the introduction of cameras. At new sites, there was a 32% reduction in vehicles breaking the speed limit. At fixed sites, there was a 71% reduction and at mobile sites there was a 21% reduction. Overall, the proportion of vehicles speeding excessively (ie 15mph more than the speed limit) fell by 80% at fixed camera sites, and 28% at mobile camera sites

Both casualties and deaths were down - after allowing for the long-term trend there was a 33% reduction in personal injury collisions (PICs) at sites where cameras were introduced. Overall, this meant that 40% fewer people were killed or seriously injured. At camera sites,

¹ The National Safety Camera Programme: Three year evaluation report (pub. 15/6/04, see www.dft.gov.uk)

there was also a reduction of over 100 fatalities per annum (40% fewer). There were 870 fewer people killed or seriously injured and 4,030 fewer personal injury collisions per annum. There was a clear correlation between reductions in speed and reductions in PICs

There was a positive cost-benefit of around 4:1. In the third year, the benefits to society from the avoided injuries were in excess of £221million compared to enforcement costs of around £54million

The public supported the use of safety cameras for targeted enforcement. This was evidenced by public attitude surveys, both locally and at a national level.

Overall, this report concludes that safety cameras have reduced collisions, casualties and deaths

2. Objectives

Involvement in the SCP is a key element in assisting the Highways Agency in achieving its overall objective of 'Improving Safety'.

Full membership of the partnerships and the 'netting-off' arrangements will be a major contributor to meeting the Key performance measures relating to the reduction of casualties on the Strategic Road Network (SRN). From the Highways Agency Business Plan 2005-06 we see that:

We have been set casualty reduction targets by the Government and by 2010, compared with the 1994-98 average, we expect to see:

- ***33% reduction in the number of killed or seriously injured (KSI) casualties;***
- ***10% reduction in the rate of slight casualties; and***
- ***contribution to the national target of a 50% reduction in child casualties.***

There is scope for the setting of more localised targets through the SCP and the Highways Agency Safety Action Plan (SAP), managed by Safety, Standards & Research Directorate. These can be used to measure success with the aim of continuous improvement. Although no target has been set within the HA Business Plan, it is understood that achieving a reduction in the number of road worker casualties, in addition to other road user casualties, is a priority.

A softer objective is that of improved relationships with existing partners and stakeholders whilst giving full support to a DfT sponsored initiative. As the number of SCP increase it will become increasingly difficult for the Highways Agency to ensure enforcement on the SRN without being a fully integrated member.

The HA Strategic Safety Action Plan for the Core Trunk Road Network (Version 1.5 October 2004) better informs and raises awareness of progress towards the 2010 casualty reduction targets. The Strategic Safety Action Plan reflects the new role given to the Highways Agency in the Integrated Transport White Paper. Also, it is available to external Stakeholders and Partners as the Agency continues to develop and support safety initiatives to meet the common goals on casualty reduction. The Strategic Safety Action Plan sets out how and what the Agency intends to do and achieve in the next five years, providing a clear and structured environment within which the Agency can communicate the approaches it adopts, demonstrating the progress made. To achieve its targets, the Agency will therefore need to adopt a number of new approaches, including an increased emphasis on driver education and information, and working with others, such as the Police, Local Highway Authorities, Road Safety Partnerships and Key Stakeholders, as well as involving road users. The Strategic Safety Action Plan document can be found on the Highways Agency portal under Communities/Road Safety in the Safety Action Plan folder. Or, if more information is required, contact stuart.lovatt@highways.gsi.gov.uk .

3. Policy

3.1 Introduction

SSR/Operational Policy Division is currently developing the Highways Agency Enforcement Policy. However, elements of operational activity cannot wait for this work to be completed and therefore it has been decided to issue guidance on specific subjects, such as Safety Camera Partnerships and 'Netting-Off'. All specific guidance issued will be incorporated within the policy framework that is under development.

This guidance should be read in conjunction with the Handbook of Rules and Guidance for the National Safety Camera Programme for England and Wales for 2005/06 issued by DfT. The Highways Agency was involved in the preparation of this key document.

Policy towards safety camera partnerships falls comfortably within Highways Agency aims of "Safe Roads, Reliable Journeys, Informed Travellers" and follows the traditional road safety principles of:

- **Engineering**
- **Education**
- **Enforcement**

3.2 Site Selection

The Highways Agency has no authority on roads that do not form part of the Strategic Road Network. This should be considered by HA representatives (i.e. safety camera partnership liaison officers (SCPLO), Major Projects Division project sponsors) when attending local or regional partnership meetings. Additionally, a very robust safety case, demonstrating that **all** alternatives to camera enforcement have been explored, must be presented for the location of camera sites within national speed limits and on motorways. The future use of camera enforcement on motorways is currently under debate with a review of criteria likely. Consideration of any motorway sites requires programme office involvement at an early stage.

The Highways Agency shall consider enforcement through Safety Cameras on the Strategic Road Network at sites as follows:

3.2.1 Compliant Sites

Sites that meet fully the criteria described within Chapter 6 Section 1 of the 2005/6 DfT handbook, also known as core sites.

In summary

1	Site lengths 0.4-1.5km (fixed) and 0.4-5.0km (mobile)
2	At least 4 KSI per km in a 3 year period (2KSI for mobile, red light sites)
3	Speed survey shows free-flow 85 th percentile speed > ACPO threshold
4	At least 20% of drivers exceeding speed limit excluding congested periods
5	Loading and unloading of camera can take place safely
6	Site survey concludes no other cost effective engineering solution

3.2.2 Road Works Sites

Road works sites are extremely important in meeting the Highways Agency casualty reduction targets stated in section 2 of this document.

An initial review of this subject concluded that to achieve maximum safety benefit for road workers and road users, there is a great deal of effort still required to provide comprehensive guidance covering safety camera enforcement in road works. A process of consultation has begun to develop this guidance, which may have an effect on or draw upon existing HA standards and guidance.

The development of a model for camera procurement for use in road works on HA roads is also being considered. The need for improved enforcement data collection in road works will also be addressed. This may result in a change to contracts to insist on specific requirements for enforcement data collection at road works sites.

All progress will be incorporated into the 2006/7 version of this document (draft version planned January 2006 with final publication March 2006).

In the mean time the following interim guidance should be taken into account (some of which is over and above that already included in TASCAR).

- The use of temporary speed cameras should be seriously considered at any type A (major) road works site on the strategic road network. *Type A works are those which are allowed to remain in operation in all traffic flow and visibility conditions.*
- As long as all current guidance is met and agreement is reached with the SCP, costs of road works enforcement could be recoverable through the netting off process.
- A process for assessing the need for temporary speed cameras at road works is summarised in the flow chart below (figure 2), originally developed in Area 8.

Guidance for use of TASCAR to reinforce temporary speed limits on Motorways and Trunk Roads

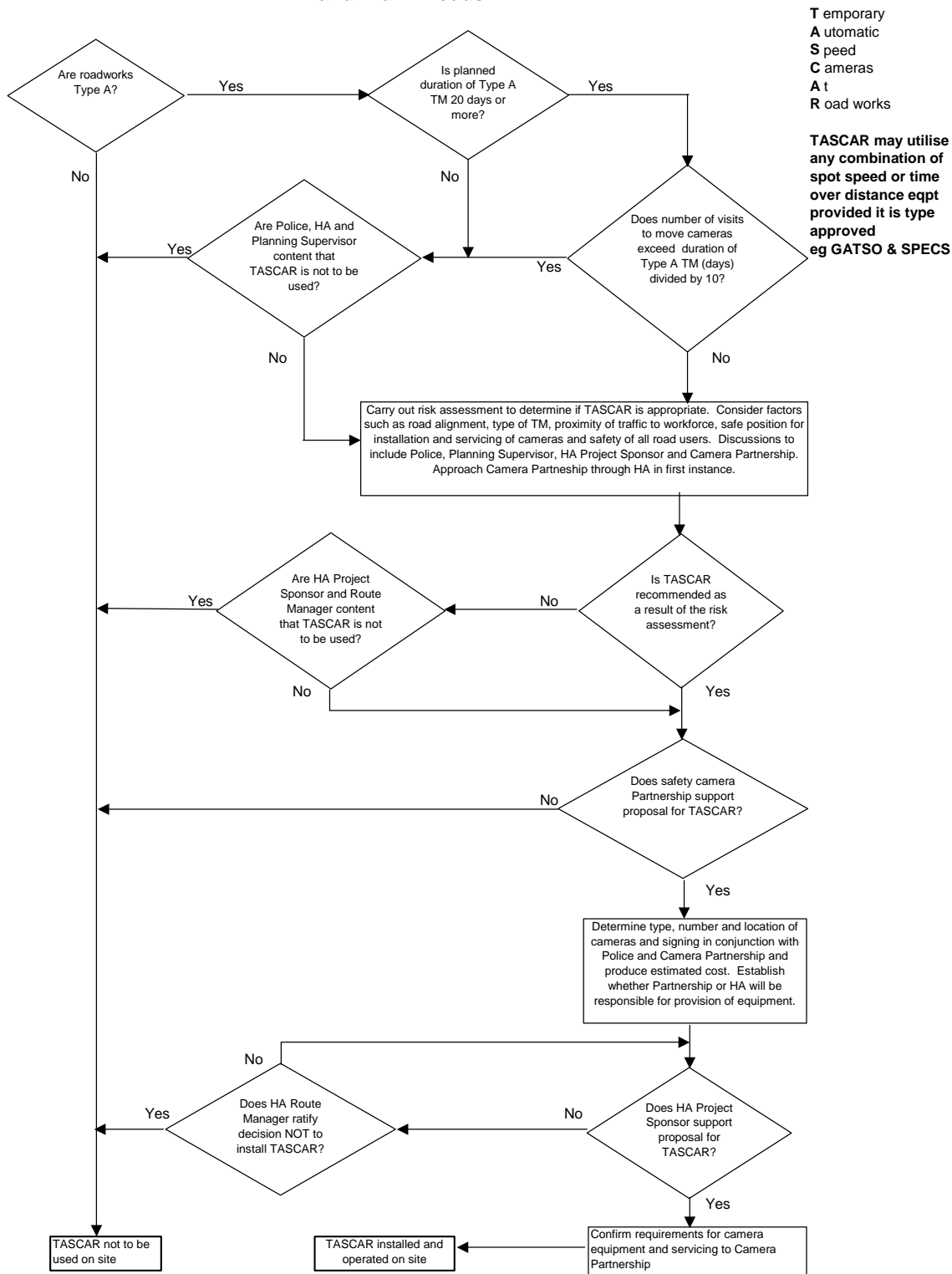


Figure 2

When considering enforcement at road works you must:

- **Seek approval on behalf of the Chief Officer of Police.** The police are always the enforcement agency.
- **Ensure a temporary traffic regulation order is in place.** This can take approximately 8 weeks in total. In view of the fact this formal process (which includes publicity) must take place that ensures the speed limits applied are mandatory in law, there is no need necessarily to publicise the fact that limits will be enforced. NB The order may be required in court many months after the road works have ceased.
- **Ensure signing for enforcement is installed and maintained in accordance with TSRGD, Chapter 8 of the Traffic Signs manual and the relevant DfT rules (currently the Safety Camera Programme handbook).** A useful addition is to ensure that speed limit and camera repeater signs are co-located and if possible lie within the photographed area. This adds weight to any challenged prosecution. Recording a video while driving through the works can also confirm all equipment was originally in place. Particular attention must be taken in ensuring that any movements are logged and that enforcement only takes place when the prosecuting authority (the police) authorise that the site meets the requirement as set out in the traffic order.
- **Ensure a log confirming all signs in place, ideally updated a minimum of every 2 hours, is maintained.** Under your instructions, it is the contractor or managing agent's responsibility to ensure this is done. The logs must be retained securely at the end of the works and then the originals signed over to the police for retention and court use. In the event of a contested case, all material logs, videos etc are fully disclosable. Persons maintaining these logs could be required to attend court and produce such articles.
- **Ensure a log of works suspension times is maintained.** Where road works are suspended, it is recommended cameras be bagged. But even if this is not possible, maintenance of this log will facilitate police decisions not to enforce within suspension periods.
- **Inform the SCP of planned road works requiring enforcement as early as possible.** Wherever possible road works enforcement should be detailed in partnerships' operational cases (submitted in November for an operational year starting the following April). Late modification to operational cases is possible although not necessarily desirable. Roles and responsibilities of all parties should be clarified at the earliest opportunity including which is the most appropriate party (SCP or HA alone) to fund camera equipment. For short notice works it may be more appropriate that the HA fund equipment without recovering costs. Particular attention should be given to the potential increase in offence processing that may result from the temporary camera system. This possible restriction can often be overcome as long as sufficient notice is given.
- **Agree the most appropriate type of enforcement technology with the SCP before designing a solution.** Both spot speed and 'time over distance' solutions are acceptable, as are fixed or mobile camera installations. Consider the extra risks introduced by the presence of mobile enforcement staff. Existing roadside monitoring locations may not always be suitable when traffic flow has been altered for the benefit of road works. Additional barriers may be required. Decisions may also be influenced by availability of interfaces to back office systems and the cost of ongoing maintenance.

Also you should:

- **Ensure timely removal of the camera system upon completion of the road works.** Secondary road markings should also be removed unless they are certain to be required again in the future. Continued speed restriction when cones have been moved to the side of the carriageway should be avoided unless absolutely necessary.
- **Ensure a checklist is developed to assist in ensuring all aspects of road works enforcement are in place.** The establishment of best practice to support a consistent approach will be addressed as part of the longer term investigation into this subject.

Additionally:

- Enforcement at unplanned road works can be considered even if the HA will be unable to recover the costs through the netting off process. The safety case is likely to outweigh the additional expense.
- The use of vehicle-activated signs (VAS) is acceptable to complement safety cameras. Where used, sensible thresholds for activation should be agreed with the enforcing authority.
- References to further detailed guidance for "Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Road works" (TASCAR) can be found in the Procedures/Technical section of this document.
- Information on speeds to be set within road works can be found in 'interim Advice Note 57/04 which specifically refers to high-speed roads.

3.2.3 Exceptional Sites

These are sites that do not meet the criteria to be 'compliant' sites, but where the Partnership considers there are other conditions, which may warrant camera enforcement:

- Community concern - where there is a local concern for road safety due to speeding
- Collision Frequency - where there are not enough serious casualties but there is a high incidence of personal injury collisions and a well founded concern that failure to reduce speeds may result in future increases in KSI collisions.
- Engineering Factors - where roads do not meet minimum engineering requirements. Here, enforcement should be a short-term measure only until the highway authority rectifies the problem.

Max number of hours enforced at exceptional sites must not exceed 15% of the live camera hours within the partnership. **Enforcement at road works is excluded from this calculation.**

Very careful consideration should be given to the strategy and implementation of enforcement at Exceptional sites on the SRN, as inappropriate speed thresholds resulting in large numbers of offences may not achieve the desired effect.

It should be noted that along side visible camera enforcement, the police may choose to use covert enforcement to deal with exceptional situations. Any fine revenue raised through covert operations is not recoverable².

3.3 Site Commissioning

When commissioning sites, consider:

- The requirement that sites comply with all Highways Agency standards and all sites must meet the requirements of IRRRS for safety barriers. More recent improved standards do not necessarily need to be applied to existing installations.
- The procedures of our managing agents etc must also be followed.
- Timescales for site commissioning can be significant and require early investigation.
- Further investigation into the 'risk-ranking' of sites is to continue.
- General maintenance can create some problems with Health and Safety, Training, Road space booking etc. Maintenance must be planned carefully.
- Frequent liaison with SCP to ensure they are aware of HA requirements and any changes to the agreed programme of works.

It should be noted that DBFO projects are not currently covered by this guidance. Further discussions are planned with the DBFO team in 2005.

² Handbook of Rules and Guidance for the National Safety Camera Programme for England and Wales for 2005/06 section 3.4

3.4 Site De-Commissioning

Although criteria are yet to be agreed to determine the case for decommissioning:

- The HA supports such a process provided evidence confirms benefits achieved through camera installation will not be reversed upon decommissioning. It is expected that the initiation of this process would be dependant on the circumstances of each individual site and the decision to go ahead would be the responsibility of the local partnership.
- A process is required to monitor where Highways Agency improvements affect the requirement for an existing camera site, which can make a case for de-commissioning (i.e. road improvements that make speeding very unlikely or impossible, a new roundabout on what was previously a bend with a junction etc.). SCPLO **must** monitor where this is happening and inform the partnership.
- If casualties have not reduced after 3 years of operation at a particular site, de-commissioning should be considered. It may be that an alternative solution (e.g. traffic calming) may be more appropriate. Note however, the cost of alternative solutions are not recoverable.
- When de-trunking a route, contact the SCP to discuss how affected camera sites will be handed over, thus removing them from HA responsibility
- More information can be found in Chapter 5 of the DfT Handbook.

3.5 Communications

The Highways Agency is the single national organisation represented on the safety camera partnerships and a consistent approach should be adopted at local and national level.

All safety camera partnerships now have a communications representative in post. These officers represent and speak on behalf of the operational safety camera partnership in their area. They do not necessarily speak on behalf of the local Chief Officer of Police.

From April 2005 a revised communications role at the national level is proposed which will only involve coordination of partnership communication activities thus bringing this process within the new programme office. Media contact at a national level will be carried out through the DfT press office.

- HA Safety Camera Liaison Officers (SCPLO) **must** present a consistent view across all partnerships on behalf of the Agency. Where clarification is required they should approach the Enforcement Policy Team.
- Any operational camera related questions from the media and public **must** be referred to the appropriate Safety Camera Partnership.
- Any press releases **must** pass through the HA regional press officers and GNN. A list of Press Officers used by Liaison officers has been circulated to all. Regional press officers will clear press releases and statements with the national press office³.
- HA Liaison Officers **must not** speak directly to the press⁴.

GNN or HA South East press office should deal with any regional media enquiries and any issues to do with local roads. If it becomes apparent that a national view is required, the Media Team Manager in the HA Press Office should be contacted.

The HA press Office will liaise closely with the DfT Press Office.

Any issues encountered by a SCPLO should be raised with their normal Press Office contact or if in any doubt with the national HA Press Office. The HA Press Office will decide if it is necessary to escalate to the DfT Press Office.

Staff involved with the programme should be aware of Freedom of Information Act 2000 document 'Policy of Compliance for Safety Camera Partnerships in England and Wales, including SCP Publication Scheme'⁵.

³ Press releases relating to road works where safety cameras are to be utilised should be issued by the HA following consultation with the relevant SCP. Subsequent enquiries about such works should only be passed to the SCP if the question relates specifically to camera activity.

⁴ See Guidance from HA Press Office on Talking to the Media (available on HA Portal)

⁵ Document available from Enforcement Policy Team

3.6 Signing

All enforcement installations included within the cost recovery scheme have to meet strict rules, which are detailed in the relevant section of the current DfT handbook (which is available on the DfT website). These should be taken into account both when selecting sites for enforcement and during other works in the vicinity of an installed site. This may require the installation of temporary or permanent signing on all-purpose trunk roads and on motorway trunk roads. All temporary and permanent signing shall comply with the Traffic Signs Regulations and General Directions 2002 as amended (TSRGD). Where signs are not prescribed in the TSRGD, they must be authorised, prior to installation, by the HA SSR Traffic Signs Team (Dorking). Safety camera signs must not be installed at locations where no camera enforcement will take place. All light emitting signs shall have HA Type Approval, by the HA SSR Signs and Signals Team (Bristol) prior to installation. It is recommended that these issues should be investigated thoroughly prior to the HA or the SCP purchasing any signs. It should be noted that spot speed cameras require calibration/secondary check markings that are not authorised signs but agreed between the manufacturer and the police. HA guidance on these can be found by searching the HA Portal for 'TASCAR'.

Speed Indicative Devices (SIDS) are not traffic signs and are not allowable for cost recovery within the Safety Camera Programme. They must not look like official signs in whole or in part. If used they must be funded separately and only if agreement is received from the route manager.

Vehicle Activated Signs (VAS) are acceptable, as described in TSRGD. The aim is to use these signs sparingly where they are most needed and can achieve good results. More details can be found in DfT Traffic Advisory Leaflet 1/03.

4. Procedures

While operating as a fully integrated member of your local SCP there are suggested procedures that need to be followed.

4.1 Liaison

Under the overall control of the NSCPB, all parties involved with the safety camera programme interact as indicated in figure 1.

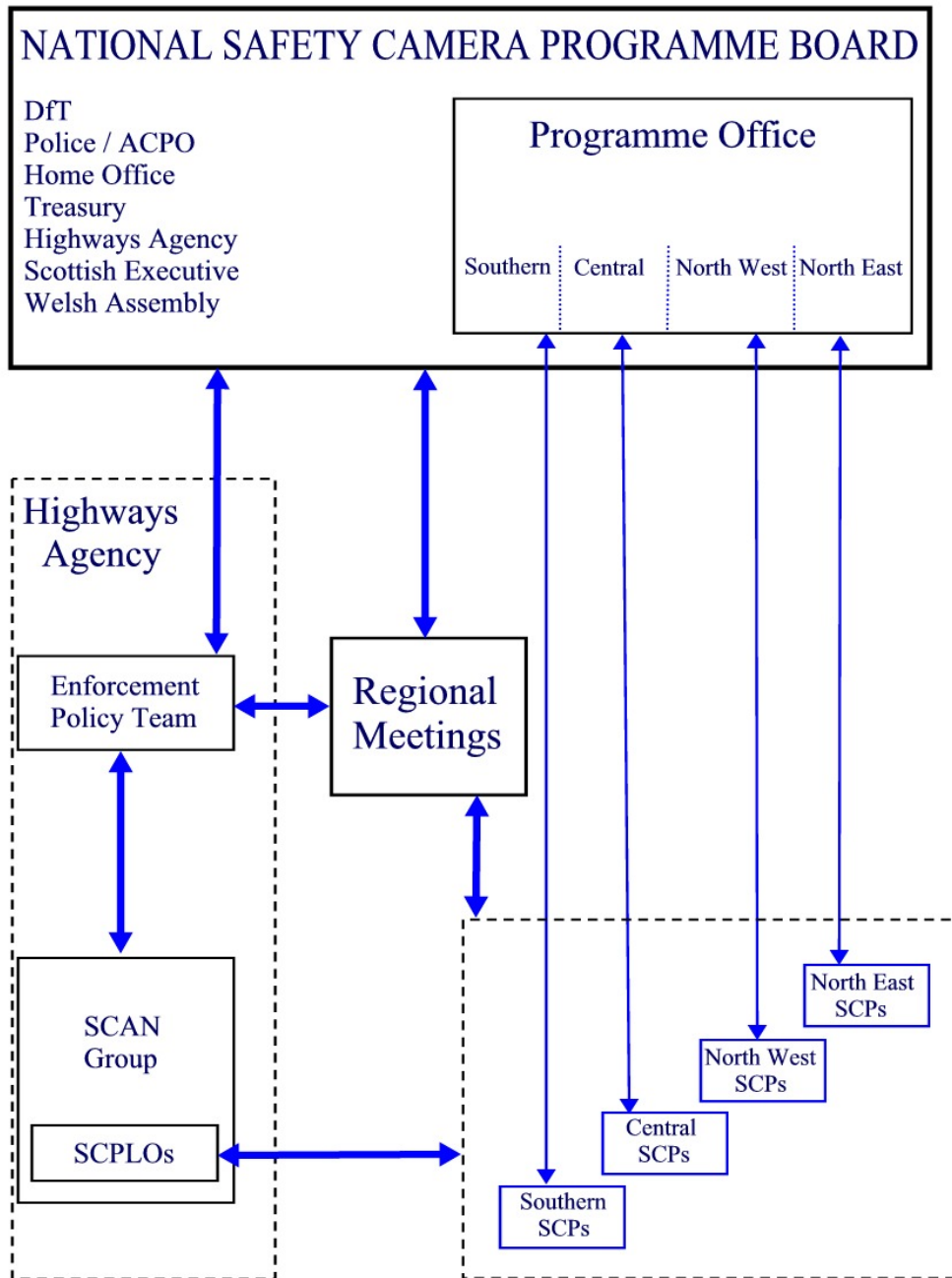


Figure 1
 SCAN Group - Safety Camera And Netting off best practice group
 SCPLO - HA Safety Camera Partnership Liaison Officer

The Board have now created a programme office, which will now carry out most of the day to day liaison with the various partnerships. A representative of the programme office has been allocated to each of 4 groups of partnerships (North East/North West/Central/Southern). Note that this does not match the existing regional grouping structure of which there are 6 (North East / North West / East & West Midlands / Eastern / London & South East / South West).

The Highways Agency needs to liaise with the SCP at three different levels: -

- a) National – through attendance at the quarterly National Safety Camera Programme Board (NSCPB);
- b) Regional – through attendance at the quarterly SCP regional meetings;
- c) Local – through attendance at SCP local meetings (strategic/steering and operational);

SSR / Operational Policy Division Enforcement Policy Team will represent the HA at the National Programme Board and Regional Meetings in order to promote good relationships and protect HA interests. SCPLO **must** attend local safety camera partnership meetings on behalf of the Highways Agency, but may (with prior arrangement) attend regional meetings.

The Enforcement Policy Team will act as spokesmen for the Area teams on both a national and regional level as well as cascading information from the NSCPB and updating this guide when necessary.

Appointed Area team representatives (SCPLO) meet regularly at a 'User group' known as the SCAN group (Safety Camera And Netting off best practice group). This will continue to be facilitated by the Enforcement Policy Team and is used as a forum for discussing operational issues and those affecting policy change. It can also deal with questions that need to be dealt with at National/Regional levels.

It is strongly suggested that each Area Team continue the role of SCPLO and appoint a representative to attend local meetings with SCP who can deal with all issues pertaining to the partnership, particularly financial issues. It may be necessary, where SCP boundaries encompass several HA Areas, to appoint a single representative who will attend local meetings on behalf of multiple Area teams. The Area team with the largest interest should represent the other Areas. This should reduce the need for multiple attendance by HA staff at local meetings but may still involve a single Area Team representative attending local meetings with several SCP. Current area representation at local meetings is shown in Appendix A of this document.

4.2 Financial

The major barrier to full membership of the SCP has been involvement in cost recovery or 'Netting-Off'. This was due to the absence of an HA process for the recovery of costs and capture of data on our systems. However, this problem has now been overcome and the following procedures have been produced to allow Area team representatives to sign up to a partnership agreement, assist the SCP in production of the operational case, forecast, manage and report on enforcement expenditure and receipts. The rules and guidelines of the cost recovery system are detailed in the DfT handbook. Area Team SCPLO should make themselves familiar with this handbook, especially the rules on allowable expenditure. Any queries can be raised with DfT through the Enforcement Policy Team.

The outline process is shown below (figure 3).

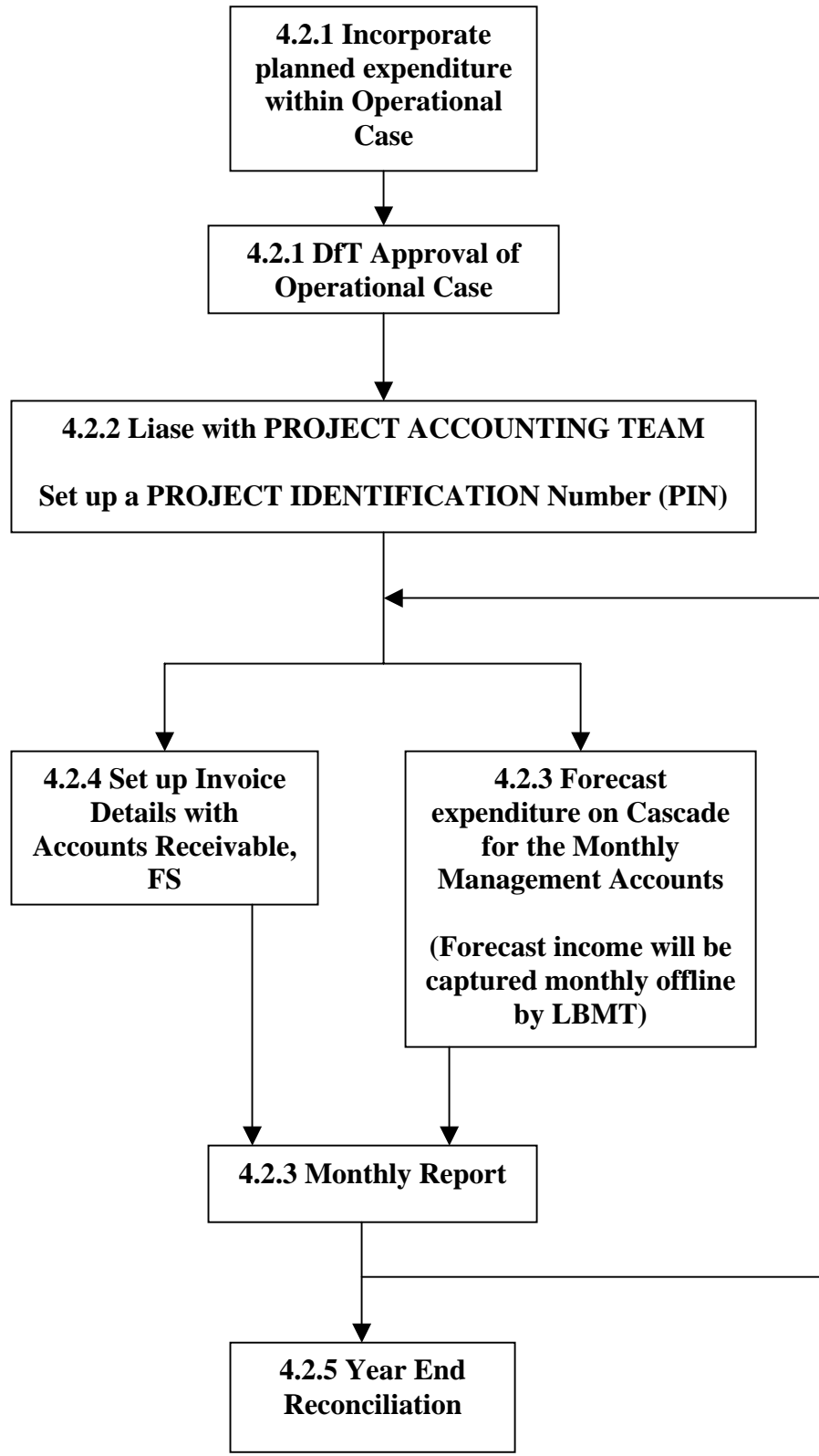


Figure 3

4.2.1 Incorporate planned expenditure within Operational Case

The partnerships can only operate if they have an operational case approved by Department for Transport. It will be necessary for each Area team SCPLO to be involved with the production of the cases for those SCP it is responsible for. Each operational case will need to separately distinguish between the capital costs and resource costs required to deliver the enforcement activities. The operational cases begin to be prepared in May with final submissions due in November and come into operation in April for the next financial year. These final submissions will inform the internal forecasting process.

In simple terms, the approval of the Operational Case will lead to the following financial process:

- The Treasurer of the Partnership will receive funding from DfT (Department for Transport)
- HA will incur expenditure
- HA will invoice the Partnership (invoice to be sent to the Treasurer of the Partnership on a quarterly basis)
- An annual Reconciliation will take place between DfT and the Partnership (Treasurer).

Bidding

The Highways Agency bidding round is designed to ensure that all Programme budgets are finalised and agreed for inclusion in the Business Plan, produced in the January of the previous financial year. However, Area Teams **should not** bid for SCP enforcement funding through this HA process.

The bid for this work is made through the SCP operational case, which is submitted for approval by DfT in November and should receive approval by January (DfT Handbook Section 11.3, Table 4). When approval of the operational case is received the SCPLO can forecast expenditure included within the operational case as HA costs.

It is essential that Income from Safety Camera Partnerships is included in the Agency's bids for funding through the Spending Review and Supplementary Estimate process. If this Income is overlooked there is a risk that the Agency may not keep the Income. SSR Enforcement Policy Team will collect this information from SCPLO and pass this to Strategic Finance when required.

4.2.2 Setting up Projects

The SCPLO should liaise with their Project Accountant (PA) to create a Project Identification Numbers (PIN) to capture expenditure associated with the operational case for each SCP they deal with. The project name will be in the format SCPEXP '*SCPNAME*' and the creation of this project will result in the production of a PIN. The PIN will be created in Cascade and transferred by the Local Project Accountant to Oracle. A project cannot incur expenditure until it is a funded PIN in Oracle. A screen print from Cascade is in figure 4 below.

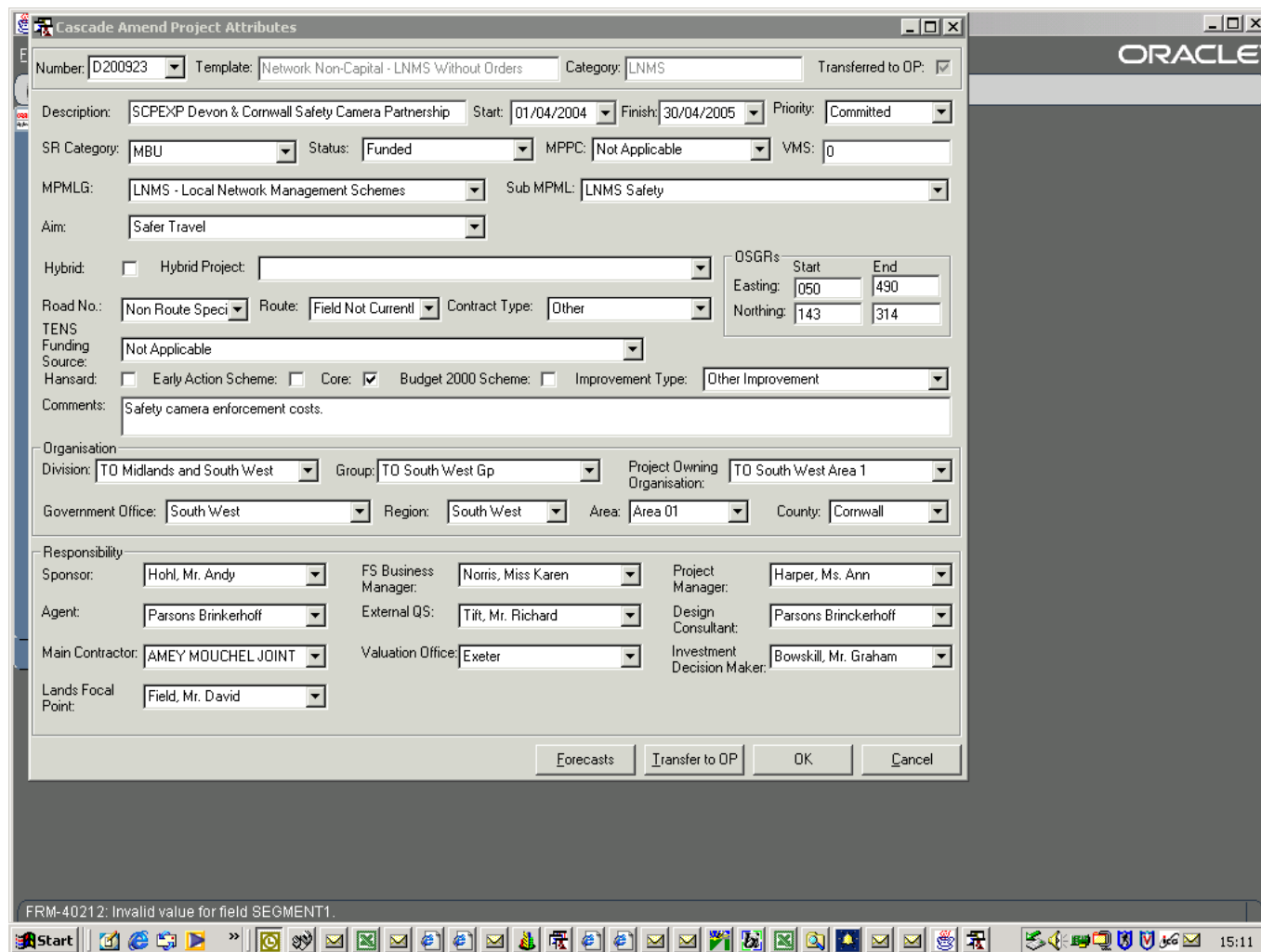


Figure 4 (Your local Project Accountant will provide Advice on this process).

4.2.3 Forecast expenditure on Cascade for the Monthly Management Accounts

Forecasting Expenditure and Income

The SCPLO should use Cascade to forecast, on accruals basis, expenditure in line with the approved operational case. This must be done in line with the Monthly Management Accounts Timetable. To obtain details of the timetable, contact your Local Business Management Team (LBMT).

The LBMT will contact the SCPLO each month to obtain details of forecast income (receipts). This process will be managed off-line from the corporate financial systems and will be included in the Monthly Management Accounts by the LBMT.

Monitoring Expenditure

This can be done via a Cascade BM02 Report or a Transaction Data Report (TDR). A copy of a TDR is in Appendix B. *{File Example TDR for D200923}* To obtain a copy of this report, contact your Local Business Management Team to obtain the information for your PIN.

The TDR has three tabs:

- Suppliers
- A pivot table (used on the main report to show the detail by Supplier)
- Year to date information.

The local Project Accounting Team or the Local Business Management Team will be able to provide assistance in running BM02 reports, which also provide details of the financial transactions for the PIN.

4.2.4 Invoicing

The SCPLO should liaise with the 'Accounts Receivable Manager in Hemel Hempstead, to arrange for the invoicing of the SCP that they are responsible for. Once the 'Customer has been set up in the Accounts Receivable Module, then invoice requests can simply be sent to the AR In-box in Outlook.

Invoicing will nominally be on a quarterly basis in line with the SCP requirements. The SCP payment will be received by the HA, but will not go back into the PIN. All Safety Camera receipts will be reconciled centrally, it is therefore vitally important that the SCPLO keeps records of invoices sent and payments received. SCP will require copies of all invoices (both paid by HA and issued by HA) to be supplied with audit information.

All invoices sent to the Treasurer of the Partnership, and receipts associated with the Invoice, will be recorded in the Accounts Receivable module of Oracle using a unique Customer Number for each Partnership. The AR records will hold details of the project in the description but you will need to Customer Number to search the AR module.

The AR module has been automatically set up to send reminder letters if an invoice remains outstanding outside of normal collection periods. If there are special circumstances as to why an invoice will remain outstanding, please advise AR when the request to raise the invoice is made or when the special circumstances become apparent.

Anyone with access to AR Enquiry will be able to view details of invoices raised and dates of payment.

Guidance on running reports from the AR Module in Oracle is in appendix C. If access to the Accounts Receivable system is required, contact Accounts Receivable Manager who will arrange Enquiry Access via BIS.

Admin Fees

There are no arrangements at present for HA to recover Admin Fee in relation to the administrative work required in relation to the Safety Camera Partnerships. This may change in the future but until further notice, Admin Fees should not be included in any invoices.

VAT will not be charged by the HA and will not be included in any invoice issued. However, any non-recoverable VAT that the HA has incurred will be included in the Cost Recovery Invoice that is sent to the partnership, but will not be identified as VAT transactions.

4.2.5 End of Year Reconciliation

At the end of the financial year each SCP is required to carry out an audit and return the details to the DfT before the end of June. The DfT will then make the relevant adjustment to payments in the second quarter of the following financial year. Payments and Recoveries following the annual reconciliation and audit will be between DfT and the Treasurer of the Safety Camera Partnership. This should be discussed with the SCP and built into forecasts.

Safety Camera Partnership fails to recover all expenditure incurred

In this situation HA may not be able to recover income to match the expenditure incurred. If such a situation is developing, you should alert the Enforcement Policy Team and the Local Project Accountant to allow FS to monitor the developing situation and provide advice.

4.3 Administrative

Service Level Agreement (SLA)/Memorandum of Understanding (MOU)

In order to become a fully engaged member of the partnerships it will be necessary to enter into Service Level Agreements, or a Memorandum of Understanding. This document, which is not intended to create legally binding obligations, specifies the respective roles and responsibilities of each partner. Many Area teams may already have entered into an SLA but with the new financial involvement this should be reviewed to see if any changes are necessary. It should be noted that the HA, as an Executive Agency of DfT, has no separate legal personality and can only enter into a legally binding agreement on behalf of the Secretary of State. Normally the HA would look to incorporate a proportionate risk aspect in these documents. That is the exposure to risk in the event of partnership failure should be proportionate in relation to the level of recoverable spend undertaken via the partnership. The Area Team Manager **must** sign these documents

Section 6 Agreements

Many Area teams may have entered into such an agreement with local authorities as an interim measure to ensure support to their SCP. However, as each HA area becomes fully involved in cost recovery these should not be necessary. Existing agreements should be reviewed and revoked if unnecessary.

Traffic Regulation Orders (TRO)

In order for enforcement to take place the SCP will require a copy of all applicable TRO for fixed sites and mobile enforcement routes. They will also require applicable temporary TRO for roadwork's enforcement. In many cases these have already been copied to the police, but this does not guarantee that the SCP will have access to them. It is recommended that the Area team confirm with the SCP how they wish to receive this information.

Access Arrangements

In the past some SCP have had difficulties understanding the HA requirements for access to sites for installation, maintenance and enforcement. It is recommended that the access arrangements, including safety audits and any 'permit to work' system, are discussed and agreed during production of the Partnership Agreement. On mobile enforcement routes it would be sensible to identify works necessary to enable safe parking of enforcement vehicles at or within safe reach of an enforcement site.

It should be emphasised that the SCP should not have to inform the HA or their agents of where they are carrying out enforcement activities apart from roadwork's sites.

Highways Agency Time Recording System (HATS)

It will be necessary for SCPLO and any support staff to log their time under the new HATS code for SCP Enforcement. As soon as PINS for projects under SCP have been created on the HA systems, they will automatically appear in HATS to enable staff to record their time accordingly. There is also a general Enforcement category that can be used to record time whilst projects are not established. Local HATS administrators will be able to resolve any residual problems. This will assist the HA in establishing how much effort is being expended and may be used as the basis of future recharging.

Maintenance of HA Network Camera Data

During 2005 effort will be applied to improving the quality and maintenance of HA network camera data. This may involve new data maintenance procedures. New sites, existing sites, decommissioning of sites all need to be reviewed. It has been agreed with the Safety Camera Programme Office that the HA will be able help specify and have to access reports from the new DfT Camera database, due to be available later in 2005. This will ensure consistent reporting of camera site data.

4.4 Technical

Existing Advice and Standards

The only current direct reference to Safety Cameras within HA documentation is within the Specification for Highway Works (SHW), Series 100 (Preliminaries) and Speclib clauses. The relevant appendices deal with roadwork's enforcement and are:-

Appendix 1/17	Traffic Safety & Management
Appendix 1/26	Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Roadworks (TASCAR)
Appendix 1/27	Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Roadworks (TASCAR) – Particular Requirements
Appendix 12/1	Traffic Signs: General

Other applicable documents include:

IAN 57/04	The use of Temporary Speed Limits at Road Works on High Speed Roads
IAN 64/05	Driver Information Signs at Road Works

The TASCAR appendices (listed above) describe the detailed activities the contractor has to carry out with regard to supply, installation and maintenance of enforcement cameras in conjunction with the Safety Camera (Casualty Reduction) Partnership/Chief Officer of Police. They can be found by searching the HA Portal for 'TASCAR'. It should be noted that these appendices are under review and may change from time to time.

Enforcement Equipment

All enforcement equipment must have achieved Home Office type approved, a process currently managed by the Police Scientific & Development Branch (PSDB). There are four main types of equipment currently approved:-

- (i) 'Spot Speed' & 'Red Light' wet film cameras;
- (ii) Digital 'Time over Distance Cameras' (eg SPECS);
- (iii) Digital 'Spot Speed' & 'Red Light' cameras;
- (iv) Mobile Variants of (i) and (iii) 'Spot Speed' cameras.

The traditional equipment mentioned in (i) has been in use since the mid-nineties and usually employs radar detection of speed at a discreet location or site. The SPECS system, item (ii) in the list, has been in use since 2000 and utilises Automatic Number Plate Recognition (ANPR) technology to calculate the average speed of a vehicle along a chosen route. Digital cameras, item (iii), are relatively new first being given approval in 2003. It is likely that all the existing competitors will be producing a digital version of their cameras in the near future as they have distinct advantages over the traditional cameras in terms of offence processing costs. Item (iv) cameras are utilised by the SCP from suitably liveried vehicles as an alternative to fixed sites.

It should be noted that the HA is developing its own digital 'spot speed' camera system, Highways Agency Digital Enforcement Camera System (HADECS), which will have the capability of working with variable speed limits such as those on the 'Controlled Motorways' section of the M25.

Advice on Choice of Equipment

All equipment variants have strengths and weaknesses dependent on the application. The choice of equipment must be made in conjunction with the SCP and, in the case of road works enforcement, the contractor and the police. Further guidance for selection of cameras in road works will be given as part of the longer-term consultation being carried out throughout 2005. Consideration should be given to compatibility with integral SCP 'back-office' systems.

GLOSSARY OF ABBREVIATIONS

ACPO	Association of Chief Police Officers	NSCP	National Safety Camera Programme Board
ANPR	Automatic Number Plate Recognition	SAP	HA Safety Action Plan
CPS	Crown Prosecution Service	SCAN	Safety Camera And Netting off Best Practice group
CSS	County Surveyors Society	SCP	Safety Camera Partnership/Casualty Reduction Partnership(s)
DfT	Department for Transport	SCPLO	Safety Camera Partnership Liaison Officer(s)
DCA	Department for Constitutional Affairs (formerly LCD)	SE	Scottish Executive
HA	Highways Agency	SHW	HA Specification for Highway Works
HADECS	Highways Agency Digital Enforcement Camera System	SLA	Service Level Agreement
HAMIS	Highways Agency Management Information System	SPECS	Speed Check Services Ltd Point to Point Speed Camera System
HMT	Her Majesty's Treasury	SRN	Strategic Road Network
HO	Home Office	TAG	Local Government Technical Advisors Group
IRRRS	Interim requirements for road restraint systems	TRO	Traffic Regulation Order(s)
LBMT	HA Local Business Management Team	TPI	Targeted Programme of Improvements
LCD	Lord Chancellor's Department (now DCA)	TSRGD	Traffic Signs Regulations and General Directions
NAW	National Assembly for Wales		

LINKS TO USEFUL SOURCES OF INFORMATION

**DfT Web Site –
Safety
Cameras
National
Safety Camera
Website**

http://www.dft.gov.uk/stellent/groups/dft_rdsafety/documents/divisionhomepage/030766.hcsp

<http://www.nationalsafetycameras.co.uk/>

(nb this site's data
may be merged into
the DfT site during
2005)