



Operational Plan 2008/09 to 2010/11

**MAKING SOUTH YORKSHIRE
ROADS SAFER**

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GLOSSARY

DfT	means the Department for Transport or such other Government department which may replace it in the future.
KSI	Killed and Seriously Injured
Lead Financial Authority	is the Local Authority acting in the capacity as local treasurer for the Partnership (currently Sheffield City Council).
LTP	means the Local Transport Plan for South Yorkshire.
Operations Centre	means the camera operations centre currently based at Waterside Court, Sheffield.
Partner	means each party in this Partnership ie Barnsley MBC, Doncaster MBC, Rotherham MBC, Sheffield City Council, South Yorkshire Police, Highways Agency and Her Majesty's Courts Service.
Partnership	means the South Yorkshire Safety Camera Partnership.
Partnership Agreement	means the legal agreement signed by the Partners.
Operational Plan	means the most recent version of the Operational Plan for the Partnership as approved by the South Yorkshire Planning and Transportation Steering Group.
Partnership Manager	means the person responsible for day-to-day management of the Partnership on behalf of the Steering Group.
Partnership Team	means the Partnership Manager, Communications Manager, Data Manager and Treasurer.
Recovery Strategy	means the strategy developed by the Partnership Manager to minimise the impact of any loss or failure of resources or infrastructure.
SAC	Speed Awareness Course
Safety Camera	means a fixed or mobile speed or red light camera.
SCC	Sheffield City Council
SYP	South Yorkshire Police
SYSCP	South Yorkshire Safety Camera Partnership.
Steering Group	means a group consisting of a senior representative from each Partner, plus the Partnership Manager and the Chair of the Working Group.
Treasurer	means Sheffield City Council or such other local authority as may subsequently be agreed by all the Partners (following recommendation by the Steering Group), who will perform the duties of local treasurer as set out in this agreement.
Working Group	means a group consisting of a representative from each Partner, plus the Partnership Team.

EXECUTIVE SUMMARY

ES1 What this Document is About

- ES1.1 This document is the Operational Plan for the South Yorkshire Safety Camera Partnership (SYSCP) for the period 2008/9 to 2010/11.
- ES1.2 It has been produced to set out how the SYSCP intends to operate over the 3 year period. At this stage only the budget for 2008/9 has been formally approved and therefore this Plan includes a more detailed evaluation of how the Partnership will operate in 2008/9 than the following 2 years.
- ES1.3 The document details:-
- (i) The history of camera enforcement;
 - (ii) How SYSCP will operate, its aims and strategy;
 - (iii) Details of the Partnership and its links with other partnerships;
 - (iv) How SYSCP is funded and the arrangements for its funding;
 - (v) How SYSCP will communicate with Partners, the public etc. and how it will raise awareness of the effects of vehicle speeds on road casualties;
 - (vi) How SYSCP will perform and how performance will be monitored and managed;
 - (vii) Risks that SYSCP has to consider and manage; and
 - (viii) How SYSCP will function and if funding is not forthcoming how it will be "wound up".

ES2 What are the Challenges?

- ES2.1 The need to work towards reducing road casualties is well established and has been a feature of Transport Plans (both previous Transport Policies and Programmes – TPP's and now Local Transport Plans – LTP's) for many years.
- ES2.2 Whilst traffic volumes have increased year-on-year, fortunately road casualties have reduced. It is vitally important that we continue to proactively work towards reducing road casualties as much as is possible.
- ES2.3 Since 2000 road casualties in South Yorkshire have reduced:-

	Fatalities	Serious Injured	Slightly Injured	Total
2000	62	623	5979	6665
2007	48	591	5313	5952

Whilst casualties have reduced over this period the rate of progress has not been as great as was hoped and planned, and much more needs to be done.

- ES2.4 It is well documented that speed plays a part in many collisions on our roads and that if speeds can be reduced the severity of injuries sustained by people involved in collisions will be substantially reduced.

ES2.5 Safety cameras have played an important role in reducing road casualties. They will remain an important mechanism within our overall road safety plans and strategies.

ES3 Where are we now?

ES3.1 The table below shows that there has been a major reduction in KSI's at camera sites and that this reduction contributes a considerable part of the overall reduction achieved in South Yorkshire. The length of road covered by safety cameras has increased by about 11% since the main group of new sites were established in 2002. The KSI reduction achieved at new camera sites represents over 80% of the overall reduction achieved countywide.

	Average 2000 - 2002	2003	2004	2005	2006	2007	Average 2003 - 2007
KSI's countywide	714	748	705	658	626	639	675
KSI's at new camera sites	135	108	108	99	82	111	102

ES3.2 Despite what many people may have read in local and national newspapers, safety cameras are supported by the majority of people and research has shown at the local and national levels that safety cameras have reduced speeds, improved road safety and reduced the severity of casualties.

ES3.3 The method of funding safety cameras changed nationally from 1 April 2007. The previous system allowed Safety Camera Partnerships to recover the costs of operations ("net off") from camera offence fine revenue paid to HM Treasury. The new regime pays a Road Safety Grant to the local authorities in Safety Camera Partnerships to fund camera operations within wider road safety strategies. The budget for 2008/9 is over £500k less than the level of the budget previously received under the "Netting Off" scheme. The SYSCP has recognised the need to work to a reduced budget without compromising service levels and has embraced the challenge of introducing efficiency savings.

ES3.4 The SYSCP operates within a wider road safety context through its links with the South Yorkshire Casualty Reduction Partnership. This "umbrella" partnership provides the mechanism to co-ordinate camera activity with other road safety programmes such as casualty remedial measures and education and awareness raising initiatives. The SYSCP is broadening its contribution to casualty reduction through wider partnership working with the South Yorkshire Casualty Reduction Tactical Group, Road Safety Officers Group and Communications Group. The Communication Manager's role has been broadened from having a speed related focus to providing a communications lead for the Casualty Reduction Partnership. The SYSCP's communications budget is now being used to fund a wide range of countywide casualty reduction campaigns.

ES3.5 Speed reprimand letters and speed awareness courses for offences at the lower end of the enforcement bandwidth committed after 1 September 2007 have been implemented in an attempt to better influence driver attitude and behaviour. The impact will need to be fully assessed in 2008 but early indications are very positive.

- ES3.6 A major review of the Enforcement Strategy is being undertaken to ensure that maximum benefit is achieved from targeting resources and each site receives the appropriate level of enforcement. It will also lead to the identification of the less effective sites and the need to consider what to do with sites with a low level problem or sites where cameras haven't improved the situation.
- ES3.7 The South Yorkshire LTP partners, who are now responsible for deciding upon how the Road Safety Grant should be allocated, remain convinced that safety cameras play an important and vital role in reducing road casualties. Therefore safety cameras will remain an important means of reducing traffic speeds and red light violations and hence reducing the number and severity of road casualties on the roads in South Yorkshire.

ES4 Where do we want to be?

- ES4.1 We want to continue to contribute towards the development of an overall casualty reduction strategy for South Yorkshire which:-
- (i) uses a common method of accident assessment;
 - (ii) improves the effectiveness of casualty monitoring via a Countywide Road Safety Analyst;
 - (iii) co-ordinates the work of SYSCP with that of SY Police on speed enforcement at sites outside the scope of SYSCP;
 - (iv) develops and improves linkages with key stakeholders to collectively work towards reducing road casualties;
 - (v) raises awareness of speed and other road safety issues at the local level;
 - (vi) concentrates and focuses on those road users who are vulnerable in terms of the number and percentage of road casualties;
 - (vii) raises the awareness of road safety matters for those whilst at work; and
 - (viii) contributes to, develops and informs the SY Speed Management Strategy.
- ES4.2 The SYSCP will continue to broaden its contribution to casualty reduction, target its resources to maximise its effectiveness and continue to provide increasing value for money without compromising service levels.
- ES4.3 The Key Issues for the SYSCP in 2008/9 include:
- The need to develop a programme to upgrade to digital camera equipment
 - The need to improve the quality of speed data by installing automatic traffic counters at camera sites
 - The implementation of a new Enforcement Strategy and development of a Decommissioning Strategy
 - A full review of the success of Speed Awareness Courses
 - The development of a new Communications Strategy
 - The development of a robust set of Performance Indicators
 - A full review of operations and implementation of further efficiency savings
- ES4.4 Our progress will be measured by a number of performance indicators which look at SYSCP's contribution to reducing casualties on the roads of South Yorkshire and its contribution to the overall aims of improving road safety throughout the County.

1. HISTORY OF ENFORCEMENT CAMERA TECHNOLOGY

1.1 The National Picture

1.1.1 Safety cameras were first used on the UK's roads in 1992. Since then, the use of cameras to detect speed and red-light violations has increased. Nationally speed & aggressive driving is a causal factor in 27.6% of collisions (DfT Road Safety Research Report No. 80 – February 2008). Research shows that reducing speed has a significant effect on the severity of the resulting road casualties. Cameras have played their part in reducing traffic speeds.

1.1.2 Whilst cameras were clearly effective in reducing speeding and red light running, research indicated that the full benefits of cameras were not being realised because of budgetary constraints. In 1998 the Government decided to allow local road safety partnerships to recover their enforcement costs from penalty charges incurred by offenders – a system called “Netting Off”. In 2000, the Safety Camera Partnerships were piloted in eight areas. It then followed that the Vehicles (Crime) Act 2001 allowed the system to be extended nationally.

1.1.3 Evaluation of the Safety Camera Partnerships over the four year period from April 2000 to March 2004 identified their success in reducing speeding and the resultant casualties. The evaluation found that vehicle speeds had been reduced nationally by 70% at new fixed camera sites and by 18% at new mobile sites. Overall, 42% fewer people were killed or seriously injured. After allowing for both regression-to-mean and long-term trends in collision frequencies, the average effect of a sample of 216 cameras was a reduction of 19% in both personal injury collisions and fatal and serious collisions.

1.1.4 Despite the impression sometimes given by the media, there is no doubt that safety camera enforcement is very strongly supported by the public.

1.1.5 The method of funding safety cameras changed on 1 April 2007. Under the new arrangements, penalty charge revenue from offenders now goes to the Treasury and is no longer ring-fenced for safety camera enforcement operations. However, the Treasury now makes funding available to local authorities through the LTP system, in the form of a Road Safety Grant. The grant can be spent on any road safety initiatives and is not therefore restricted to camera operations, however, there is a high expectation by Government that the grant will be used to ensure continuation of Safety Camera operations.

1.1.6 The Home Office and the Department for Transport (DfT) have indicated that the new system is designed to encourage a greater mixture of road safety measures.

1.2 The South Yorkshire Picture

1.2.1 Safety cameras have been in operation in South Yorkshire since 1993 when the local authorities within the county believed that speeding vehicles and red light violations were a major causation factor in many collisions. In those early days, the cameras and street equipment were all provided and paid for by the local authorities out of their own budgets. South Yorkshire Police operated the cameras. The cost of this operation was funded out of the general police budget, and officers were abstracted

from other police duties to carry out 'speed reduction' duties. All fines imposed were paid through the Courts and retained by the Government.

1.2.2 In April 2002, the South Yorkshire Safety Camera Partnership commenced in line with the new national policy outlined in Section 1.1.2. Both fixed and mobile cameras operated in accordance with national rules issued by the Department for Transport. These included painting all fixed speed camera housings yellow to make them more conspicuous, positioning them so that they could be more easily seen and improved and additional signage.

2. OPERATION OF SOUTH YORKSHIRE SAFETY CAMERA PARTNERSHIP

2.1 Aims

The overall aims of the SYSCP are:-

- to actively contribute to the casualty reduction strategy set out in the South Yorkshire LTP;
- to raise the awareness of the dangers of speed and how they affect road users and to concentrate activity on those groups which have disproportionately high incidence of collisions involving road casualties;
- to prioritise enforcement activity of those sites where excessive speed and road casualties are occurring;
- to offer speed awareness courses to those motorists at the 'low end' of speed limit offences as an alternative to processing them through the fixed penalty system.

2.1.1 The Partnership operates in line with the DfT's national objectives and South Yorkshire's LTP to reduce speeding, collisions and road deaths by preventing, detecting and enforcing speed and red-light offences. The Partnership is working within the context of the casualty reduction targets set by the South Yorkshire LTP - these are that by 2010, compared with the average for the years 2001-2004, the aim is to achieve:

- a 20% reduction in the number of people killed or seriously injured in road collisions
- a 25% reduction in the number of children killed or seriously injured
- a 5% reduction in the slight injury casualty rate.

2.1.2 In addition, the Partnership works closely with South Yorkshire Police who conduct speed reduction duties at sites outside the scope of the Safety Camera Partnership arrangements. South Yorkshire Police Roads Policing Group Officers are focused on 5 key areas, designed to complement the high volumes of speed enforcement undertaken by the Safety Camera Partnership.

These areas are drink-driving, drug-driving, removal of uninsured vehicles, mobile phones and seat belts.

Speed enforcement is undertaken as part of general patrols and as a result of direct tasking to specific problems requiring overt or covert techniques. The Police are working closely with local authorities in innovative educational activities at schools, shopping centres and other areas to promote road safety and raise awareness of the effects of speed on road casualties.

2.2 Strategy

2.2.1 Enforcement Strategy

The aim of the Partnership is to maximise the deterrent effect of mobile and fixed speed enforcement to induce a reduction in average vehicle speeds at high risk locations on the South Yorkshire road network to realise a reduction in the severity and frequency of injury collisions.

A major review of the enforcement strategy is being undertaken to ensure that maximum benefit is achieved from targeting resources and that each camera site receives the appropriate level of enforcement. It will also lead to the identification of the less effective camera sites and the need to consider what to do with the camera sites with a low level problem or sites where cameras haven't improved the situation.

Current Method - Pure Casualty Reduction Potential

1. Each of our core sites is ranked according to the collision/casualty weightings originally supplied in the DfT quarterly reporting model.
2. 75% enforcement activity directed towards the top 25 Fixed core sites and the top 25 Mobile core sites.
3. 25% enforcement activity targeted at remaining core and community concern sites.
4. A 6-month minimum enforcement rule is applied.

Proposed Method - Injury Collision Reduction through Speed Enforcement

1. Each of our sites will be 'scored' according to the DfT guidelines for selection of new sites (the 5:1 KSI:Slight collision scoring system).
2. The speed profile for each site will also be scored using the standard measures (percentage of drivers exceeding the speed limit and the 85th percentile speed).
3. The 'worst first' and 'bare minimum' principles will persist, but it is envisaged that a more fluid approach to resource allocation will emerge.

The enforcement parameter for speed offences will be in accordance with the ACPO guidelines on speed enforcement which is: speed limit + 10% + 2mph, eg 35mph and above in a 30mph area, 46mph or above in a 40mph area, etc.

2.2.2 Speed Reprimand Letters

Speed reprimand letters were introduced in August 2007. These are issued to the drivers of vehicles who admit speed offences within the first enforcement 'bandwidth' of 10% + ----. The letters provide drivers who have admitted the offence with a

reprimand and an encouragement to change their driver behaviour and give greater attention to the speed at which they travel. The system will be monitored to detect and possibly address any issues involving repeat offenders.

2.2.3 Speed Awareness Courses

Speed Awareness Courses were introduced in September 2007. Drivers who admit speed offences within the second bandwidth of 10% + ---- are offered the opportunity of attending a Speed Awareness Course as an alternative to prosecution by Fixed Penalty. Eligible drivers are referred to the course provider by the Safety Camera Partnership.

These courses are provided at sites in Barnsley, Doncaster and Sheffield for local offenders. Non-local offenders are given the opportunity, where similar schemes are in operation, to attend courses in their home area. A reciprocal arrangement allows people who commit offences outside South Yorkshire to attend a course here. Courses are offered to offenders only once in a 3 year period. A database is maintained by the course provider to monitor this.

The success of Speed Awareness Courses and Reprimand Letters, and the effectiveness of the current speed thresholds will be assessed in 2008, but early indications are very positive.

2.2.4 Core Sites

Currently the Partnership operates a total of 57 fixed speed camera sites, 22 red-light camera sites, and a digital "average speed" system on the A616(T) Stocksbridge Bypass. A team of technicians are responsible for all of this site equipment. The Partnership also operates six mobile enforcement units equipped with laser video speed detection equipment and mobile Gatso Speed Camera equipment. In addition to these, a laser video equipped motorcycle is also now in operation. These units operate on a total of 70 mobile sites. Mobile units also attend with portable speed detection equipment to address 'exceptional' sites, such as areas of community concern, or in areas where equipment at fixed sites has been vandalised.

At 1 April 2007 the Partnership has the following numbers of authorised safety camera core sites:

- Red-light – Gatso 21
- Red-light – RedSpeed Digital 1
- Fixed Speed – Gatso and Truvelo 57
- Mobile Sites 69
- Digital Average Speed System – SPECS 1

Details of these sites are contained in **Appendix A**.

All of the existing sites in South Yorkshire are monitored on a regular basis for casualty and speed data. Casualty data from the South Yorkshire Police Road Traffic Collisions database is fed into the 'AccsMap' collision mapping system, which is managed centrally by a data analyst employed by the South Yorkshire LTP Partnership. SYSCP contributes a percentage towards the wages of the South Yorkshire Data Analyst. Sites are monitored for local changes such as traffic calming, road engineering, environmental changes etc.

2.2.5 Exceptional Sites

The Partnership operates a number of 'exceptional' speed reduction sites as follows:-

Community Concern Sites

Many requests are received from local Councils, Parish Councils, members of the public and community groups for the Partnership to carry out speed enforcement on many roads where cameras in accordance with current casualty reduction criteria are not justified.

A protocol for selecting these exceptional sites is applied which includes:

- Assessing the road/location to see if there is any evidence of collisions of any kind having taken place
- Assessing the number of vehicles travelling along that road/location within a 24 hour period – this should exceed 1000
- Assessing if there are any environmental factors to be taken into consideration, eg bad bends, schools, care homes, hospitals etc.

The concerns of the public will be properly documented and recorded and, if 2 of the 3 points above are met, speed surveys are carried out to confirm that there is a real, rather than a perceived, problem with speeding vehicles. The speed criteria used are in line with the site selection criteria specified in the DfT guidelines: free-flow 85th percentile speed is at or above the ACPO enforcement threshold in built-up areas (up to 40mph limit) and 5 mph over maximum speed limit in non-built-up areas (over 40mph limit). If approved, a site will be enforced at random intervals using mobile equipment. Enforcement Officers ensure that the required camera signing is in use and that the required conspicuity of vehicles, equipment and operators is in accordance with the conspicuity guidelines.

It should be remembered, however, that speed enforcement is still the responsibility of the Chief Constable through the Roads Policing Group and that core safety camera operations are intended to address specific casualty reduction, not merely speed reduction, on the county's roads.

Partnership Concern Sites

These are sites or locations that, following speed surveys, have been identified as having a high incidence of speeding traffic and a potential for collisions and, if action is not taken to reduce speeds, serious collisions are likely to occur.

Roadworks Sites

These are sites operated where major roadworks are taking place, usually on motorways or main roads and where a temporary lower speed limit is in force for the protection of the workforce and of the travelling public. In this respect arrangements will be agreed between the Partnership Manager and the contractor responsible for the roadworks. A charge for operating safety cameras on the roadworks site will be levied to the contractor. A standard charge on a regional basis has been agreed between the Highways Agency and Safety Camera Partnerships within the Yorkshire and Humber Region, although this is subject to review.

2.2.6 Parking of Enforcement Vehicles

In order to assist the mobile enforcement vehicles to carry out speed and casualty reduction duties on roads that may be subject to parking restrictions, the Local Authorities have included in their Orders exemptions that cover the placing of such vehicles on restricted roads. Irrespective of this, mobile units should not be parked where such an action would cause danger, obstruction or inconvenience to other road users.

2.2.7 Digital Cameras

As speed enforcement technology progresses and manufacturers' support systems change there is ongoing pressure to upgrade from 'wet film' photography to using digital equipment. Indeed manufacturing changes alone could necessitate such change in the near future. The Camera Partnership will therefore review the use of their existing equipment and enforcement options and evaluate whether upgrading of existing equipment is sufficient or whether a longer term programme of changes to enforcement techniques is appropriate.

2.2.8 Programmed Introduction of Automatic Traffic Counters

As part of the continuing enforcement strategy review, it is desired that the Partnership adopt a data led approach to that strategy. A programme is to be set in place where speed data around fixed and mobile camera sites is gathered by means of Automatic Traffic Counters. These will be deployed by the camera partnership, in conjunction with those already placed by local authority partners. The information gathered from these devices will provide a more comprehensive picture of the speed profile before and after fixed sites and will provide enforcement impact data on mobile sites regarding speed behaviour before, during and after enforcement. All information gathered will be available for use by all the partnership members.

2.2.9 Partnership Staff

South Yorkshire Police is responsible for the management and employment of 38 permanent staff members at the Operations Centre on behalf of the Partnership. In addition, up to a total of 6 temporary agency staff are employed for clerical work to deal with fluctuating workloads.

Her Majesty's Courts Service employs up to 4 permanent staff members whose responsibility it is to accept payment in relation to Conditional Offer Fixed Penalty Notices and endorse driving licences etc.

Sheffield City Council as lead Partner for Finance employs one member of staff to take responsibility for the role as Treasurer to the Partnership.

The Local Authorities and Highways Agency employ a number of staff who spend a proportion of their time on Partnership issues.

All of the fixed cameras, both speed and red light, are serviced by a team of 4 civilian operators. 6 civilian enforcement officers operate the mobile units. A shift pattern is operated giving speed reduction cover at various times between 06.00am and 11.30pm. In addition to these, a civilian rider is employed to operate the speed laser equipped motorcycle.

2.2.10 Partnership Vehicles

The Partnership operates a total of 11 vehicles through the Operations Centre. These include 6 mobile enforcement vans, 1 mobile enforcement motorcycle, 2 service vans (for fixed sites) and 2 unmarked cars for the Enquiry Section. The enforcement vehicles are fully marked for both safety of operation and to provide a high profile for the Partnership.

All of the vehicles are procured, serviced and repaired for the Partnership by SYP Fleet Management Dept. Fuel and insurance etc is also provided by the force, at the expense of the Partnership. A programme of vehicle replacement has commenced. This will include a change of livery to all vehicles in order to incorporate the Casualty Reduction Partnership boilerplate, [Making South Yorkshire Roads Safer](#).

2.3 **Achievements to Date**

The Data Manager constantly assesses the SYSCP's progress towards achieving casualty and speed reduction at camera sites. For example, in the last five years, 176 fewer people have been killed or seriously injured at new camera enforcement sites in South Yorkshire and nearly 1000 casualties saved in total. Achievements so far are detailed in **Appendix B**.

2.4 **Links to LTP Casualty Reduction & Road Safety Strategy**

2.4.1 Speed Management Strategy

A speed management strategy has been developed for South Yorkshire, which aims to:

- Establish a consistent highway hierarchy and assessment methodology to ensure that appropriate speed limits are set.
- Ensure that speed limits are evidence led and self-explaining, in order to achieve better voluntary compliance.
- Engineer the environment where necessary to match the speed limit in force.

- Encourage, educate and require road users to comply with speed limits where necessary.
- Monitor and evaluate the effectiveness of changes in existing speed limits.

The strategy will develop a system of consistent speed limits across South Yorkshire, which are:

- Accepted and respected by the community.
- Clearly understood and naturally enforced by the road environment.
- Designed to reduce the number and severity of speed related collisions.

The Partners note the recent publication by the Department for Transport, of revised guidance on the setting of local speed limits (Circular Roads 01/2006). This advice forms the basis of the Speed Management Strategy, and will be used in the review of the speed limits on all 'A' and 'B' classified roads in the county by 2011, in accordance with the announcement by the Secretary of State for Transport in December 2005 relating to the four-year evaluation report on the national safety camera programme.

The objectives of the strategy will be:

- To contribute towards the achievement of local and national casualty reduction targets.
- To achieve compliance with speed limits, which will be set at levels appropriate to the road hierarchy and in accordance with a consistent assessment methodology.
- To contribute to a reduction in road traffic casualties with specific reference to the vulnerable groups and activities below:

Pedestrians
 Young People
 Motorcyclists
 Disadvantaged areas
 Rural areas
 Workplace road safety

The above headings are expanded at **Appendix C**.

- To contribute towards the achievement of other LTP targets.

3. DETAILS OF PARTNERSHIP

3.1 Composition of the South Yorkshire Safety Camera Partnership

3.1.1 The South Yorkshire Safety Camera Partnership comprises the three Metropolitan Borough Councils of Barnsley, Doncaster and Rotherham, Sheffield City Council, the Highways Agency, Her Majesty's Courts Service, and South Yorkshire Police. A Partnership Agreement has been agreed and signed by a senior executive of each Partner. This is a separate document.

3.1.2 The Roles and Responsibilities of each Partner are detailed in **Appendix D**

- 3.1.3 The Highways Agency is responsible for the motorway network within the county and trunk roads including the A631 lower deck of M1 Junction 34 Tinsley Viaduct, the A1(T) and the A616(T) - locally known as the 'Stocksbridge Bypass'.
- 3.1.4 Her Majesty's Courts Service is the Partner with the responsibility of accepting fines and endorsing driving licences for submission to the Department of Constitutional Affairs.
- 3.1.5 The strategic direction and overall running of the Partnership is overseen by the **Steering Group**. This is made up of senior representatives of each of the Partners with a remit to agree the strategy of the Partnership and ensuring that this is aligned with the broader road safety targets of the county. The chairperson of the Steering Group has the responsibility for ensuring the effective management of the Partnership towards meeting its objectives. The position of Chair of the Steering Group is rotated around the Partners annually.
- 3.1.6 The day-to-day working of the Partnership is the responsibility of the **Working Group** through the Partnership Manager. The Working Group is responsible for ensuring that all functional teams across the Partnership work cohesively to achieve its objectives by resolving any issue that might hinder its progress. The Working Group comprises one representative from each of the Partners, and includes key members of the Partnership Office. The position of Chair of the Working Group is rotated around the Partners annually.
- 3.1.7 The hub of the Partnership is the **Operations Centre** and management of this is the responsibility of the **Partnership Manager** assisted by a **Data Manager** and a **Communications Manager**. This group is called the **Management Team**. The Data Manager is responsible for the collation of casualty and speed data at camera sites and liaising with the LTP Analyst to co-ordinate the efforts of the Partnership within the wider casualty reduction strategy. The Communications Manager deals with media enquiries and press releases and also organises publicity campaigns, advertising etc, to raise the profile of the Partnership and publicise its objectives. The Partnership Manager has full responsibility for managing all activities and ensuring the effective operation of the Partnership. This includes analysing and advising on proposed sites of operation, monitoring the impact of camera activity and monitoring budgets.
- 3.1.8 The Operations Centre is where most of the processes involved in Partnership activity are conducted. Photographic evidence of alleged offences is viewed and processed, an enquiry section deals with in-force and out-of-force enquiries, and prosecution files are prepared for submission to the Courts. An administration team deals with correspondence and telephone calls from the public. The management structure of the Partnership is shown at **Appendix E**.

3.2 South Yorkshire LTP Casualty Reduction Organisation

- 3.2.1 The Partnership Steering Group reports to the South Yorkshire Casualty Reduction Partnership (CRP) which is responsible for co-ordinating all casualty reduction and road safety work across the County in accordance with road safety practices and procedures required by DfT.

- 3.2.2 The following excerpt from the CRP's Business Plan sets out its relationship with the SYSCP:
'The CRP will commission regular progress and exception reports from the SYSCP which explain the progress of the SYSCP and highlight what areas of activity are working well in terms of casualty reduction. In addition the CRP will ask for information relating to any emerging issues or problems that the SYSCP has to deal with in order to make judgements about the future operations of the partnership and its priorities. These reports will assist the CRP to adopt a longer-term view of the activities and role of the SYSCP and ensure the most efficient and effective strategies are being adopted in reducing KSI's through the use of safety cameras. In particular it will enable the CRP to offer the SYSCP a clear steer on future annual budgets along with a clear steer on the priorities for the location of safety cameras.'
- 3.2.3 Other road safety groups linked to the LTP also report to the Casualty Reduction Partnership to enable integrated and comprehensive road safety programmes to be implemented and monitored.
- 3.2.4 The actions and performance of the SYSCP will be reported to the South Yorkshire Planning and Transportation Steering Group through the Casualty Reduction Partnership.
- 3.2.5 The diagram at **Appendix F** shows the relationship of the SYSCP with other road safety bodies and groups in South Yorkshire.

4. FINANCIAL ARRANGEMENTS

This section needs to be read in conjunction with **Appendix G** which includes detailed arrangements on the Partnership Finances.

4.1 Funding

- 4.1.1 The funding for safety camera operations was integrated into the LTP system from 1 April 2007. It is allocated in the form of a specific Road Safety grant and although not ring-fenced by Government for the sole use of safety camera partnerships, the South Yorkshire Planning and Transportation Steering Group have agreed that because of the valuable contribution made to road safety by the SYSCP in previous years, the Partnership will continue to operate and be funded through this source. The full allocation of grant in 2007/8 was transferred to the SYSCP, it has also been agreed that 100% of the 2008/9 allocation will be ring-fenced locally.
- 4.1.2 The grant approved for South Yorkshire for 2008/9 is £2,339,054. This is made up of £425,708 capital and £1,913,346 revenue funding. The DfT have also supplied figures for the following 2 years.
- 4.1.3 DfT has stated that allocations to local authorities have been made in accordance with their road safety needs (using the existing LTP road safety formula based upon the number of casualties over the 1994-98 period) and the quality of their second round LTP submissions, delivery record and future progress reports. To help deliver a smooth transition to the needs based formula, DfT will restrict the amount by which allocations increase or reduce each year. The allocations for the next 3 years

decrease by an average of 4% per year to an allocation of £2,236,266 for the year 2010/2011. These reductions in funding place a particular responsibility on the SYSCP Steering Group to financially plan their expenditure to ensure that each year finances are balanced.

- 4.1.4 The introduction of Speed Awareness Courses in South Yorkshire in 2007/8 allows SYP to charge the service provider an administration fee for each course attended. SYP Safety Camera Partnership staff administer the SAC scheme on behalf of the South Yorkshire Casualty Reduction Partnership (SYCRP). SYP invoices the service provider on a monthly basis and holds the income in a separate account within SYP's financial accounting system. The SYCRP then decide how to invest this money on future Road Safety initiatives in South Yorkshire. Due to the uncertainty into the uptake of the scheme, this source of income cannot be viewed as guaranteed funding in each financial year. The SYSCP Treasurer is informed of income received, and a future profile, on a monthly basis to be incorporated into financial reports to the SCP Steering Group.
- 4.1.5 From 1 April 2007, the SYSCP are able to charge the Highways Agency for servicing any temporary cameras at roadwork sites on motorways or trunk roads. SYP are also responsible for administering these arrangements and invoice the HA for work carried out. They receive and hold the income on behalf of the SYCRP to be invested, at their discretion, on Road Safety initiatives in South Yorkshire.
- 4.1.6 The DfT has made a separate allocation of funding to the Highways Agency to enable them to continue to participate in local road safety partnerships.

4.2 Budgets

- 4.2.1 SYSCP have compiled budget plans for the next 3 years of operation. The plan for 2008/9 reflects the continuation of operations at similar levels of enforcement whilst allowing for the impact of the revised enforcement strategy, SAC and any work carried out on behalf of the HA. The budgets for the following 2 years are draft proposals which will be reviewed in detail each year. This Operational Plan assumes that the full allocation of grant funding for these years will be earmarked for Safety Camera Operations.
- 4.2.2 Eligibility rules for new cameras and the deployment of all cameras will be in accordance with guidance issued by DfT (Circular 01/2007).
- 4.2.3 SYSCP finances are monitored on a monthly basis and reported to the Working Group and Steering Group meetings. The Treasurer and the Partnership Manager have overall responsibility for budget monitoring, approving variances and financial planning.

4.3 Procurement

All Partners will be responsible for procuring items within their own budget. South Yorkshire Police are responsible for the Communications and Public Relations budget, however, Sheffield City Council act as procuring authority for capital purchases of new camera equipment. All Partners will strictly adhere to EU procurement directives and their own organisation's financial regulations. Partners must demonstrate that their

expenditure meets the requirements of Best Value at all times. Records to substantiate procurement procedures will be kept by each Partner and will be made available to the Treasurer on request. Such records must be kept for 7 years.

4.4 Budget Virements/Variations, Over and Underspends

4.4.1 Partners will be responsible for monitoring and managing their own expenditure, working within their own approved annual budget in accordance with the agreed monitoring procedures.

4.4.2 Partners must report any anticipated variances on their monthly claims so that the impact on the Partnership's accounts can be addressed by the Partnership Manager and the Treasurer. Partners will be allowed to vire between their own budget headings, but they must be mindful that overall the Partnership cannot vire capital funding to revenue, so must receive written approval from the Treasurer and the Partnership Manager for each virement. Significant variances in expenditure, and contentious issues, will be reported to the Steering Group for approval when necessary.

4.4.3 The ways that the Partnership will deal with overspends and underspends are detailed in **Appendix G**.

4.5 Audit

4.5.1 There is no specific external audit requirement, therefore the Treasurer will carry out monitoring and audit inspections at each Partner during the year. The Treasurer will carry out sufficient checks to enable him/her to verify the costs claimed in the year and will also ensure that adequate financial protocols are in place. The Treasurer will then produce a final account for the Partnership which will be independently reviewed before being certified by the Chief Finance Officer for the Development, Environment and Leisure Directorate of Sheffield City Council.

4.6 Financial Assets and Liabilities

4.6.1 The loss of, or any reduction in the funding available for SYSCP operations would have serious financial implications for all Partners. SYSCP does, however, hold a number of assets which, at such time, would be sold to offset any liabilities. An evaluation of Partnership assets has been undertaken, these are contained in the Asset Register/ Equipment Inventory, which is retained by the Partnership Manager.

5. COMMUNICATIONS STRATEGY

5.1 The Partnership employs a Communications Manager whose responsibilities historically included developing the communications and public relations strategy for the Safety Camera Partnership. The Communications Manager's role has now been broadened from having a speed related focus to providing a communications lead for the Casualty Reduction Partnership. The Safety Camera Partnership's communications budget is now being used to fund a wide range of countywide initiatives including campaigns targeting elderly pedestrians, drink/drive, mobile phone use, driving for work and young drivers.

5.2 A new Communications Manager will be recruited in 2008. He/she will provide leadership for the South Yorkshire Communications Group that co-ordinates casualty reduction publicity across the county and agrees a programme of campaigns, events etc under the 'boilerplate' of 'Making South Yorkshire Roads Safer'. The Communications Manager will develop a new Communications Strategy which on completion will be included at **Appendix H**.

6. VALUE FOR MONEY AND PERFORMANCE MANAGEMENT

6.1 Contribution to Casualty Reduction

6.1.1 The table below shows that there has been a major reduction in KSI's at camera sites and that this reduction contributes a considerable part of the overall reduction achieved in South Yorkshire. The length of road covered by safety cameras has increased by about 11% since the main group of new sites were established in 2002. The KSI reduction achieved at new camera sites represents over 80% of the overall reduction achieved countywide.

	Average 2000 - 2002	2003	2004	2005	2006	2007	Average 2003 - 2007
KSI's countywide	714	748	705	658	626	639	675
KSI's at new camera sites	135	108	108	99	82	111	102

6.2 Comparison with other Camera Partnerships

6.2.1 Benchmarking data provided by the DfT showed that, despite some large variations across the country, in 2005/06 South Yorkshire was close to the average for England and Wales in terms of the number of casualties on our roads, the number and types of safety cameras and the level of enforcement. The SY Safety Camera Partnership's operational costs were lower than the average, at a time when the annual spend was £3.1m.

6.3 Efficiency Savings

6.3.1 The Safety Camera Partnership has recognised the need to work to a reduced budget without compromising service levels and has embraced the challenge of introducing efficiency savings. During 2007/8 the staff structure at Waterside Court has been reduced from 43 to 38 permanent posts and the number of agency support staff reduced from 10 to 6.

6.4 Performance Management

6.4.1 Monitoring and management of the performance of the Partnership is a vital part of justifying that our actions respond proactively to the overall aim of reducing road casualties in South Yorkshire.

6.4.2 From performance and achievements already reported, the actions of continued support for safety cameras is totally justified. It is necessary to ensure that the activities of the Partnership not only provide value for money but also include a performance management regime which shows that the Partnership is continuously improving.

6.4.3 A number of performance indicators (PI's) are proposed which show that:-

- (i) safety cameras are achieving actual reductions in road casualties;
- (ii) speed reductions are being achieved at camera site locations;
- (iii) the operation of the Partnership is customer focussed and deals with operational matters as quickly as possible.

Performance indicators are currently being developed.

7. FREEDOM OF INFORMATION ACT 2000

7.1 The Freedom of Information Act (FOI) took effect from 1 January 2005. The Partnership Manager has attended national conferences where a national protocol has been agreed for dealing with all information held by the Partnerships. A publication scheme document has been prepared and circulated. The Partnership website (www.safetycamera.org) will be updated and it is intended that all possible information and data within the scope of the Act will be included. The information contained in the website is duplicated in hard copy and made available at public libraries in the county. It is intended that all information that is eligible for disclosure is easily available in the public domain and thereby reduces the number of enquiries that require individual replies.

7.2 The Operations Centre works closely with the SYP FOI Department who will assist with FOI requests to the Partnership and with the Partnership publication scheme.

8. RISK MANAGEMENT

8.1 Funding

The main financial risk to the Partnership is the loss of the grant funding for Safety Camera operations. This could be either due to the withdrawal of the funding by DfT, or from one or more of the local authorities not fully transferring their portion of the grant to SCC. Over the next 3 years there is a reduction in the grant being allocated to South Yorkshire and some costs will naturally increase annually because of inflation / pay awards etc. The Steering Group has implemented a strategy which looks to reduce costs through efficiency savings without compromising service levels. The Exit Strategy at Section 9 describes how the Partnership plans to deal with any reduction or loss of funding.

8.2 Business Continuity Plan

The SYSCP has undertaken risk assessments and put in place mitigation measures. These include failures of or to computer systems, camera and site equipment,

buildings, staff etc and the possible consequences of such failures as well as a number of assessments relating to the operations of the Partnership. A Business Continuity Plan will be developed during 2008.

- 8.3 SCC will continue to act as procuring authority for new capital camera equipment on behalf of the Partnership. When purchases are made, SCC is to ensure that within the condition of purchase, the contractual agreement will be made with the supplier and the local authority in which the equipment is to be installed.

9. EXIT STRATEGY OF PARTNERSHIP

- 9.1 In the event of the Partnership discontinuing due to the loss of funding, all Partnership assets as detailed in the Asset Register and Inventory will be sold off at best price to help settle essential liabilities eg redundancy costs. (Assets are defined as any item of equipment purchased with Partnership funding.) The Steering Group will appoint an experienced and suitably qualified person to dispose of all agreed assets. The Treasurer will be responsible for pooling any monies so raised.
- 9.2 Any assets that are currently used by SYSCP but already belonged to a partner organisation prior to the formation of the Partnership would revert to the ownership of that Partner. These items are identified within the Asset Register.
- 9.3 If any assets cannot be sold, these would, in the first instance, be transferred to the ownership of the Partner using them (eg office furniture and computers). Street furniture, housings and poles would transfer to the ownership of the Local Authority in which it lies.
- 9.4 At this time only police officers and police staff may use the automated enforcement equipment and, unless there is a change to Regulations, it therefore makes sense that if this equipment cannot be sold, it should be retained by the Police.
- 9.5 As soon as it becomes apparent that the funding is to be withdrawn, Partners with rental agreements for equipment and licences will give immediate notice to terminate the agreements to minimise any additional costs.
- 9.6 Associated redeployment and/or redundancy costs resulting from the withdrawal of funding will form part of the liabilities to be met from the proceeds of asset sales.
- 9.7 Should the proceeds from the sale of assets fail to meet the Partnership's liabilities, the deficit will be shared between the 4 Local Authorities and SYP. SYP will fund 50% of the total, the remaining 50% will be apportioned between the 4 Local Authorities based on population.
- 9.8 If any Partner decides to withdraw from the Partnership, 12 months' notice is required (as detailed in the Partnership Agreement). If that Partner was either SYP or HMCS the Partnership could not continue to operate legally and therefore would have to wind down. If the Partner was a Local Authority and this Partner also intended to withdraw future years' funding, the Steering Group would implement measures to effectively scale down operations and deal with reduced funding. If the Partner withdrawing was

the Highways Agency, the Partnership could continue to operate but would simply no longer service nor operate the cameras on the trunk roads and motorways.

9.9

If the Partnership received advanced notification from DfT that future years' funding was being withdrawn, the Steering Group would implement measures to wind down the Partnership within the current year and the grant funding would be used to help meet any liabilities. If there was a need the Partnership would approach SYP&TSG to utilise the following year's DfT grant to meet any liabilities.

APPENDIX A List of Core Sites

Fixed Sites (57)	
Ref	Site Name / District
BF01	A629/ Huddersfield Road/ Ingbirchworth, Barnsley
BF02	A628/ Manchester Road/ Thurlstone, Barnsley
BF03	A629/ Halifax Road/ Thurgoland, Barnsley
BF04	Highgate Lane, Thurnscoe Road/ Goldthorpe & Bolton-upon-Dearne, Barnsley
BF05	B6098/ Furlong Road/ Bolton-upon-Dearne, Barnsley
BF06	A635/ Doncaster Road/ Ardsley, Barnsley
BF07	A633/ Wombwell Lane/ Stairfoot, Barnsley
BF08	A6133/ Park Road/ Locke Park, Barnsley
BF09	A61/ Park Road/ Worsbrough, Barnsley
BF10	B6096/ Wood Walk/ Wombwell, Barnsley
BF11	A628/ Pontefract Road/ Oakwell, Barnsley
BF12	A633/ Rotherham Road/ Cundy Cross, Barnsley
BF13	A61/ Wakefield Road/ Smithies, Barnsley
BF14	Windhill Lane/ Staincross, Barnsley
BF15	A61/ Harborough Hill Road/ Barnsley
BF16	A628/ Barnsley Road/ Brierley, Barnsley
BF17	Fish Dam Lane/ Carlton, Barnsley
BF18	B6132/ Carlton Road/ Athersley South, Barnsley
BF19	A61/ Wakefield Road/ Barnsley Municipal Golf Course, Barnsley
BF20	B6132/ Laithes Lane/ Barnsley
DF01	A638/ Great North Road/ Adwick-le-Street, Doncaster
DF02	A638/ York Road/ Sunnyfields, Doncaster
DF03	A18/ Carr House Road/ Doncaster
HF01	A616(T)/ 1.7 kilometre stretch/ Langsett, Barnsley
HF02	A616(T)/ 1.7 kilometre stretch/ Midhopestones, Barnsley
RF01	A618/ Aughton Road/ Aughton, Rotherham
RF02	A631/ Bawtry Road/ Wickersley, Rotherham
RF03	A630/ Doncaster Road/ Whinney Hill, Thrybergh, Rotherham
RF04	Fenton Road/ Rotherham
RF05	A633/ Sandygate/ Wath upon Dearne, Rotherham
RF06	A633/ High Street/ Rawmarsh, Rotherham
RF07	Barnsley Road/ West Melton, Wath upon Dearne, Rotherham
RF08	A631/ East Bawtry Road/ Rotherham
RF09	A629/ Wortley Road/ Rotherham
RF10	A631/ Bawtry Road/ Brinsworth, Rotherham
RF11	A631/ Bawtry Road, Rotherham Road/ Hellaby, Rotherham
RF12	A618/ Mansfield Road/ Wales, Rotherham
RF13	A6123/ Herringthorpe Valley Road/ Rotherham
RF14	B6089/ Greasbrough Street/ Thorn Hill, Rotherham
RF15	A630/ Doncaster Road/ Hooton Roberts, Rotherham
SF01	A57/ Sheffield Parkway/ Sheffield
SF03	A6135/ Birley Moor Road/ Sheffield
SF04	A61/ Penistone Road/ Grenoside, Sheffield
SF05	A57/ Manchester Road/ Crosspool, Sheffield
SF06	A625/ Ecclesall Road South/ Banner Cross, Sheffield

SF07	A6102/ Prince of Wales Road/ Darnall, Sheffield
SF08	A61/ Upper Hanover Street/ Broomhall, Sheffield
SF09	A61/ Halifax Road/ Sheffield
SF10	A61/ Penistone Road/ Sheffield
SF11	A6102/ Oowler Lane/ Grimesthorpe, Sheffield
SF12	A6135/ Burngreave Road/ Burngreave, Sheffield
SF13	A6102/ Prince of Wales Road/ Manor Estate, Sheffield
SF14	A625/ Hathersage Road/ Sheffield
SF15	A6101/ Rivelin Valley Road/ Sheffield
SF16	A6102/ Main Road/ Wharnccliffe Side, Sheffield
SF17	A6102/ Middlewood Road North/ Middlewood, Sheffield
SF18	A6135/ Ecclesfield Road, Chapeltown Road/ Chapeltown, Sheffield

Mobile Sites (69)

Ref	Site Name / District
BM01	A629/ 3 kilometre stretch/ Wortley, Barnsley
BM02	A628/ 2.5 kilometre stretch/ Dodworth, Barnsley
BM03	A633/ Rotherham Road/ Monk Bretton, Barnsley
BM04	A633/ Barnsley Road/ Wombwell, Barnsley
BM05	A635/ Doncaster Road, Saltersbrook Road/ Barnsley
BM06	A628/ Cundy Cross to Shafton Two Gates/ Barnsley
BM07	B6411/ Houghton Road/ Thurnscoe, Barnsley
BM08	Brierley Road/ Grimethorpe, Barnsley
BM09	B6096/ 2 kilometre stretch/ Wombwell to Snape Hill, Barnsley
BM10	A61/ Park Road/ Cutting Edge, Barnsley
BM11	B6100/ Ardsley Road, Hunningley Lane/ Barnsley
BM12	Dearne Road/ Bolton-upon-Deerne, Barnsley
BM13	Pogmoor Road/ Barnsley
BM14	A633/ Rotherham Road/ Athersley South, Barnsley
BM15	A628/ Barnsley Road/ Penistone, Barnsley
BM16	A628/ Barnsley Road/ Silkstone, Barnsley
DM01	A630/ Balby Flyover to Hill Top/ Doncaster
DM02	A638/ Great North Road, York Road/ Doncaster
DM03	Broomhouse Lane, Springwell Lane/ Edlington & Warmsworth, Doncaster
DM04	A18/ Carr House Road, Leger Way/ Doncaster
DM05	Hurst Lane/ Finningley, Doncaster
DM06	A18/ Epworth Road/ Slay Pits to Tudworth, Doncaster
DM07	A630/ Wheatley Hall Road/ Doncaster
DM08	Thorne Road/ Wheatley, Doncaster
DM09	A638/ Bawtry Road/ Doncaster
DM10	A60/ Doncaster Road/ Tickhill, Doncaster
DM11	Hatfield Lane, Mill Street/ Armthorpe, Doncaster
DM12	Nutwell Lane/ Armthorpe, Doncaster
DM13	Melton Road, Sprotbrough Road/ Doncaster
DM14	A614/ Selby Road/ Thorne, Doncaster
DM16	B6463/ Stripe Road/ Tickhill, Doncaster
DM17	A60/ Worksop Road/ Tickhill, Doncaster
DM18	Station Road/ Stainforth, Doncaster

DM19	Urban Road/ Doncaster
DM21	C762/ Old Road/ Conisborough
RM01	Haugh Road/ Rawmarsh, Rotherham
RM02	Kilnhurst Road/ Rawmarsh, Rotherham
RM04	A631/ Bawtry Road, Rotherham Road/ Hellaby & Maltby, Rotherham
RM05	A6123/ Herringthorpe Valley Road/ Rotherham
RM06	A6109/ Meadow Bank Road/ Rotherham
RM07	A631/ West Bawtry Road/ Rotherham
RM08	B6089/ Greasbrough Road, Greasbrough Street/ Thorn Hill & Greasbrough, Rotherham
RM09	A630/ Centenary Way/ Rotherham
RM10	A630/ Doncaster Road/ Dalton & Thrybergh, Rotherham
RM11	A629/ Wortley Road, Upper Wortley Road/ Rotherham
RM12	A57/ Worksop Road/ Aston & Todwick, Rotherham
RM13	A633/ Sandgate/ Wath upon Dearne, Rotherham
RM14	B6097/ Doncaster Road/ Wath upon Dearne, Rotherham
RM15	B6059/ School Road, Wales Road, Station Road/ Kiveton & Wales, Rotherham
RM16	A631/ Bawtry Road/ Brinsworth, Rotherham
RM17	A57/ Sheffield Road, Worksop Road/ Anston, Rotherham
RM18	Barnsley Road/ Wath upon Dearne, Rotherham
RM19	Fenton Road/ Rotherham
RM20	A618/ Mansfield Road/ Wales Bar, Rotherham
RM21	A631/ Bawtry Road/ Wickersley & Brecks, Rotherham
RM22	A6022/ Church Street, Station Street, Bridge Street, Rowms Lane/ Swinton, Rotherham
RM23	A629/ New Wortley Road/ Rotherham
SM01	A61/ Halifax Road/ Sheffield
SM02	A61/ Queens Road to Chesterfield Road South/ Sheffield
SM03	A61/ Penistone Road/ Sheffield
SM04	A6101/ Rivelin Valley Road/ Sheffield
SM05	A6102/ Manchester Road, Langsett Road/ Hillsborough to Deepcar, Sheffield
SM06	A6135/ Ecclesfield Road, Chapeltown Road/ Ecclesfield & Chapeltown, Sheffield
SM07	A629/ Hallwood Road, Burncross Road/ Burncross, Sheffield
SM08	A57/ Mosborough Parkway/ Sheffield
SM09	B6200/ Handsworth Road - Retford Road/ Sheffield
SM10	B6082/ Carlisle Street - Carlisle Street East/ Sheffield
SM11	/ Shirecliffe Road – Cookswood Road/ Sheffield
SM12	/ Wordsworth Avenue/ Sheffield

Red Light Sites (22)	
Ref	Site Name / District
DR01	A630/ Sheffield Road at Mill Lane/ Warmsworth, Doncaster
DR02	A630/ Warmsworth Road at Waverley Avenue/ Warmsworth, Doncaster
DR03	Laurel Terrace at Warmsworth Road/ Warmsworth, Doncaster
DR04	A630/ High Road at Greenfield Lane/ Balby, Doncaster
DR05	A630/ Balby Road at Belmont Avenue/ Balby, Doncaster
DR06	A630/ Balby Road at Sandford Road/ Balby, Doncaster
RR01	A631/ Bawtry Road at Cross Street, Flash Lane/ Bramley, Rotherham
RR02	Doncaster Road at St Anns Road/ Rotherham
RR03	A630/ Fitzwilliam Road near Cottenham Road/ Rotherham

RR04	A633/ Broad Street at Greasbrough Road/ Parkgate, Rotherham
RR05	A631/ Rotherham Road at Addison Road/ Maltby, Rotherham
RR06	B6053/ Chesterfield Road at Main Street/ Swallownest, Rotherham
RR07	A6109/ Wilton Gardens at Kimberworth Road/ Rotherham
RR08	A57/ Worksop Road at Ryton Road/ South Anston, Rotherham
RR09	A631/ East Bawtry Road at Pleasley Road/ Whiston, Rotherham
SR01	A6109/ Brightside Lane at Newhall Road/ Brightside, Sheffield
SR02	A61/ Queens Road at Myrtle Road/ Lowfield, Sheffield
SR03	A61/ Upper Hanover Street at Glossop Road/ Broomhall, Sheffield
SR04	A621/ Abbeydale Road at Bannerdale Road/ Carter Knowle, Sheffield
SR05	A6102/ Prince of Wales Road at Beaumont Road North/ Manor Estate, Sheffield
SR06	A61/ Halifax Road at Doe Royd Lane/ Sheffield
SR07	/ Fred Mulley Road at B6082 Sutherland Street/ Sheffield

APPENDIX B Casualty Reduction Achievements at Safety Camera Partnership Sites

B1. Casualty Reduction

B1.1 In assessing the effect of camera enforcement on casualties, our focus has been on new camera sites ie those introduced since the formation of the partnership in April 2002. Legacy sites (the 36 fixed speed sites introduced *before* the formation of the Partnership) have been discounted, as it is expected that they would have already achieved most of their casualty reduction savings prior to the formation of the partnership.

B1.2 This approach yields casualty history data for 91 sites which comprises 69 mobile speed sites, 21 fixed speed sites and the average speed SPECS system on the A616(T). These sites have been introduced (and 1 site removed) in 3 phases which means that we have to account for the varying length of coverage when calculating performance. Figures are therefore provided initially in terms of 'casualty reduction per kilometre' before any averages are calculated and extrapolated.

	2003	2004	2005	2006	2007
Coverage (km)	179.80	190.68	190.42	190.24	200.30

Effect of All New Camera Sites (91)

Fatal Casualties	Annual Change					Annual Average	Adjusted Average Change	
Baseline Average p.a.	2003	2004	2005	2006	2007		p.a.	Total
18.67	-7.00	-3.67	-11.67	-11.67	-8.67			
per km	-0.039	-0.019	-0.061	-0.061	-0.043	-0.045		
%age Change	-41.2%	-24.7%	-78.6%	-78.6%	-50.8%	-54.8%	-8.41	-42.07

Serious Casualties	Annual Change					Annual Average	Adjusted Average Change	
Baseline Average p.a.	2003	2004	2005	2006	2007		p.a.	Total
128.67	-12.33	-26.00	-27.00	-44.00	-27.67			
per km	-0.069	-0.136	-0.142	-0.231	-0.138	-0.143		
%age Change	-11.2%	-18.2%	-18.9%	-30.8%	-17.5%	-19.3%	-26.90	-134.48

KSI Casualties	Annual Change					Annual Average	Adjusted Average Change	
Baseline Average p.a.	2003	2004	2005	2006	2007		p.a.	Total
147.33	-19.33	-29.67	-38.67	-55.67	-36.33			
per km	-0.108	-0.156	-0.203	-0.293	-0.181	-0.188		
%age Change	-15.2%	-18.8%	-24.5%	-35.3%	-20.8%	-22.9%	-35.31	-176.55

In the last five years, 176 fewer people have been killed or seriously injured at new camera enforcement sites in South Yorkshire, and nearly 1000 casualties saved in total.

Slight Casualties	Annual Change					Annual Average	Adjusted Average Change	
Baseline Average p.a.	2003	2004	2005	2006	2007		p.a.	Total
1084.00	-107.00	-154.33	-169.67	-213.33	-146.00			
per km	-0.595	-0.809	-0.891	-1.121	-0.729	-0.829		
%age Change	-11.0%	-15.8%	-17.4%	-21.9%	-13.9%	-16.0%	-155.70	-778.52

ALL Casualties	Annual Change					Annual Average	Adjusted Average Change	
Baseline Average p.a.	2003	2004	2005	2006	2007		p.a.	Total
1231.33	-126.33	-184.00	-208.33	-269.00	-182.33			
per km	-0.703	-0.965	-1.094	-1.414	-0.910	-1.017		
%age Change	-11.5%	-16.2%	-18.4%	-23.7%	-14.8%	-16.9%	-191.01	-955.07

B2. Economic Benefits

B2.1 DfT's Highways Economic Note 1 (2005) allows us to estimate the value of casualties saved by particular schemes:

Table 1: Average value of prevention per casualty by severity and element of cost				
2005				£ June 2005
Injury severity	Lost output	Human costs	Medical and ambulance	TOTAL
Fatal	490,960	936,380	840	1,428,180
Serious	18,920	130,110	11,460	160,480
Slight	2,000	9,530	850	12,370
Average, all casualties	9,580	33,360	1,980	44,920

B2.2 These figures have been applied to the average annual casualty reduction figures above to gain a financial perspective on the casualty reduction achieved by the partnership.

Severity	Reduction (number) p.a.	HEN1 (2005)	Cost Benefit p.a.
Fatal	8.41	£ 1,428,180	£ 12,016,237
Serious	26.90	£ 160,480	£ 4,316,368
KSI	35.31	KSI Saving	£16,332,604
Slight	155.70	£ 12,370	£ 1,926,057
Total	191.01	Total Saving	£18,258,661

B2.3 If we use the 2008/09 budget figure of £2.34m as an indication of annual costs and compare this to the average annual casualty reduction achievements for the last 5 years we can forecast 7.8 : 1 return on investment per annum.

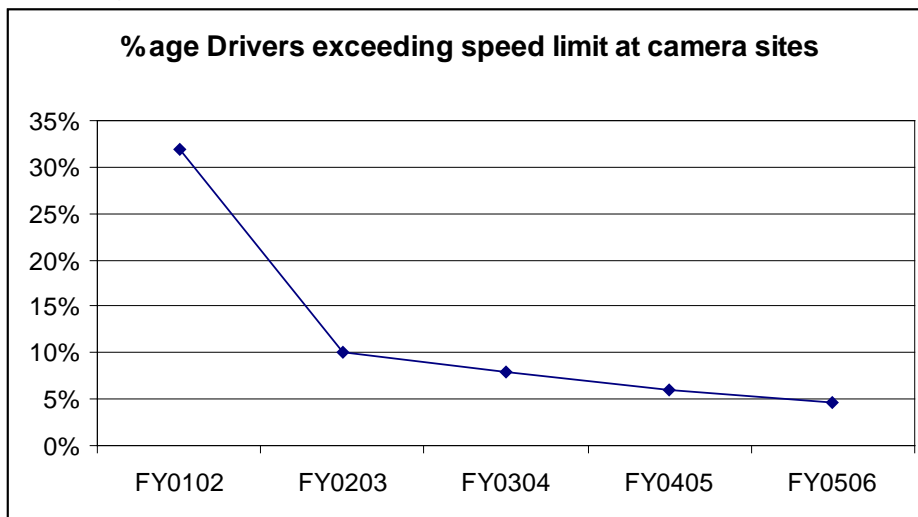
B3. Contribution towards 2010 Casualty Reduction Targets

B3.1 In the last five years, the number of people killed or seriously injured at camera enforcement sites introduced by the Partnership has fallen by an average of 35.31 per annum, or 22.9% when compared with the 'before' period.

B3.2 The target reduction in KSI casualties per annum in order to achieve the 2010 target for South Yorkshire is 24.2 per annum. Camera enforcement has therefore delivered well in excess of the reduction in KSI casualties necessary to meet the county's targets.

B4. Speed Reduction

B4.1 Early speed reductions at camera sites were impressive with average speeds falling by 3.3 mph in 2005/6 compared with those recorded before the formation of the Partnership. The percentage of drivers exceeding the speed limit at camera sites in South Yorkshire was reduced over this period from 32% to 4.7%, an 85% reduction in speeding.



B4.2 Speed measurements will be updated during 2008/9.

B5. Conclusion

B5.1 The South Yorkshire Safety Camera Partnership can continue to deliver a significant contribution to the 2010 casualty reduction targets whilst offering excellent value for money.

APPENDIX C Links to LTP Casualty Reduction and Road Safety Strategy

C.1 The Partnership aims to contribute to an overall reduction in road casualties with specific reference to the vulnerable groups and activities below:

C1.1 Pedestrians

South Yorkshire is on target to meet the 50% reduction in child KSIs by 2010. A variety of programmes are underway to assist in achieving these reductions via pedestrian skills training, school travel plans, cycling training etc. For young children and the elderly, walking is their main means of transport. It is well documented that vehicle speeds are the major factor in the severity of injuries sustained by pedestrians involved in road collisions.

C1.2 Young People

Similarly, young people aged 17 to 24 are over represented in the casualty statistics. Speed is a significant factor in many road collisions in this group. Young people form part of a series of road safety actions within LTP2.

C1.3 Motorcyclists

The use of motorcycles and other powered two-wheelers is increasing and so are road casualties involving motorcyclists. Speed is the biggest single contributory factor in such accidents. The LTP proposes action which involves the 'bikesafe' initiative, designing highway/traffic schemes to meet the needs of motorcycles, changing the road environment at sites where casualty data reveals problems.

C1.4 Disadvantaged Areas

In South Yorkshire 38% of the child population live in areas of disadvantage but almost 70% of all child KSI's and over 60% of all child road casualties occur in these areas. Clearly this road safety issue needs to be addressed and road safety campaigns and other actions through the LTP will be focused in these areas. Initially the LTP target is to reduce casualties in these areas to a level comparable with the rest of the country. Enforcement (including speed enforcement) along with engineering, education, and encouragement will play a key part in this work.

C1.5 Rural Areas

Speed is a contributory factor in many accidents in rural areas with a consequence of more severely injured casualties. The majority of injuries are to motor vehicle occupants. Road environment and its effect on speed are areas being investigated and in some cases, reductions in speed limits may result where accident numbers and causation factors suggest that a lower limit would be appropriate.

C1.6 Workplace Road Safety

It is estimated that one-third of all road traffic accidents involve somebody who is working at the time. Health and Safety legislation applies to all work activities including those where employees are driving, are vehicle passengers, or are on or adjacent to roads. Through the LTP it is proposed to offer advice to employers to enable them to manage at-work road safety. Such advice will include the dangers of speed and red-light running.

APPENDIX D Roles and Responsibilities

D1 The Partners

D1.1 All Partners

Will be responsible to the Steering Group for:

- Employing and training staff who perform duties on behalf of the Partnership.
- Ensuring that sufficient financial protocols are in place and that rules and regulations relating specifically to the new grant funding are strictly adhered to.
- Nominating a finance point of contact to liaise with the Treasurer.
- Providing monthly returns to the Treasurer detailing eligible expenditure, substantiated with a copy of the full audit trail.
- Raising monthly invoices to Sheffield City Council to reclaim expenditure, after the Treasurer has confirmed that the returns have been verified.
- Ensuring that all procurement is compliant with EU procurement directives and that Best Value is demonstrated at all times. Evidence must be passed to the Treasurer with the monthly returns.
- Identifying best practice within their own areas of responsibility and feeding information back to the Partnership Manager.
- Implementing any strategies, policies and practices as appropriate in liaison with the Partnership Manager.
- Complying fully with the SYSCP Partnership Agreement and Operational Plan.

D1.2 South Yorkshire Police

Will be responsible to the Steering Group for:

- Providing the Chief Constable's authority to process camera offences up to the point where an application for summons is made.
- Providing staff to undertake all managerial, operational and administrative functions of the Operations Centre.
- Training of Partnership staff as appropriate in connection with the above responsibilities.
- Providing buildings and utilities, IT hardware, software and infrastructure.
- Maintenance of mobile and fixed camera equipment as necessary.
- Procurement and maintenance of vehicles and associated equipment and the provision of tax and insurance.
- Setting enforcement thresholds in liaison with the SYSCP Steering Group, following a decision by the Chief Constable.
- Processing of photographic material as required
- Preparing all papers required to support a Court prosecution and providing the summons service.

- Carrying out camera post-prosecution work.
- Carrying out pre-trial administration work.
- Supporting CPS staff at court hearings.
- Authorising the level at which Speed Awareness Courses will be offered in place of a prosecution for a speeding offence.
- Preparing any necessary papers and administration to deal with the interface with the Speed Awareness Course provider.
- Administering the financial arrangements for the Speed Awareness Course initiative. Receiving and holding the income from the Training Provider in a separately identified account to be spent at the discretion of the Casualty Reduction Partnership on Road Safety Initiatives in South Yorkshire.
- Administering the financial arrangements for recovering costs from the Highways Agency for the servicing of cameras at roadworks. Invoicing the Highways Agency, receiving and holding the income in a separately identified account, to be spent at the discretion of the Casualty Reduction Partnership on Road Safety initiatives.

D1.3 Local Authorities and Highways Agency

Will be responsible to the Steering Group for:

- Ensuring that appropriate signs are erected as advised by the DfT. All signs must comply with those specified in the current *Traffic Signs Regulations and General Directions (TSRGD)* or be specifically approved by DfT.
- Ensuring that secondary check lines are laid down on carriageways in accordance with the Home Office Type Approval guidelines relating to automated photographic detection equipment.
- Carrying out maintenance of all signs and lines as required.
- Carrying out all other safety camera site maintenance in relation to conspicuity issues, eg cutting back tree branches and shrubs etc as appropriate.
- Arranging for provision and maintenance of electricity supplies to fixed camera sites.
- On-site maintenance and electrical safety testing of camera poles and cabinets.
- Making sites electrically and physically safe in the event of accidental damage or vandalism.
- Providing and maintaining suitable areas at fixed and mobile camera sites for Partnership vehicles as agreed by the Working Group. Ensuring that the appropriate traffic orders are in place to permit the parking of Partnership vehicles at enforcement locations.
- Assisting in the undertaking of local publicity and marketing in line with the Communications Strategy in liaison with the Communications Manager.
- Ensure that Traffic Regulation Orders are in place to cover all speed limits as appropriate.
- Barnsley MBC, Doncaster MBC and Rotherham MBC will ensure that they notify DfT each financial year of the amount of the additional capital and revenue grant funding

to be paid directly to Sheffield City Council as lead financial authority for the Partnership.

- Identify new sites which meet DfT guidance
- Assess sites of 'community concern' for potential camera enforcement
- Consider camera sites at roadworks.

D1.4 Lead Financial Authority – currently Sheffield City Council

Will be responsible to the Steering Group for:

- Acting as the Accountable Body and providing a Treasurer for the Partnership.
- Financial management and monitoring of the Partnership's capital and revenue budgets in conjunction with the Partnership Manager.
- Approval of budget variations and virements in conjunction with the Partnership Manager and reporting this to the Steering Group for approval when necessary.
- Receiving the capital and revenue grant funding allocations for South Yorkshire from DfT in line with approvals from the Planning and Transportation Steering Group and each Local Authority's Chief Executive.
- Receiving monthly returns from Partners, verifying that all expenditure is eligible, checking the accuracy and receiving the full audit trail.
- Ensuring that annual audit requirements are met by all Partners. Details are set out in Appendix B.
- Submitting monthly budget monitoring reports to the Working Group and Steering Group meetings.
- Liaising with the South Yorkshire LTP Partnership when appropriate on financial issues.

D1.5 Her Majesty's Courts Service

Will be responsible to the Steering Group for:

- The processing of payments for COFPNs through the Fixed Penalty Payment Office.
- Ensuring that the monthly payment returns to the Department of Constitutional Affairs (DCA) clearly identify the sum of fines resulting from such Conditional Offer Fixed Penalties.
- Ensuring that a copy of the monthly DCA return is sent regularly to the Treasurer for monitoring purposes.
- Ensuring that any offence resulting from safety camera activity which is not dealt with by way of Conditional Offer Fixed Penalty Notice or by a Speed Awareness Course is heard by the Magistrates Court.

D2 Within the Partnership

D2.1 Steering Group

- Will be made up of a senior representative from each Partner, plus the Partnership Manager, the Treasurer and the Chair of the Working Group (or their respective nominated representatives).
- Will appoint a Chair, which will rotate between Partners on an annual basis from 1st April.
- Will meet bi-monthly, or more frequently as necessary, to consider reports from the Partnership Manager and Treasurer.
- Will be responsible for the strategic direction of the Partnership through the Partnership Manager.
- Will develop and agree the key strategies of the Partnership, ensuring that these are aligned with the broader transportation and road safety objectives for South Yorkshire and in particular those within the Local Transport Plan.
- Will approve performance indicators for the Partnership.
- Will agree and sign off the annual business plan.
- Will receive minutes of Working Group meetings and advise the Working Group as required.
- Will monitor and report progress on the Operational Plan and Partnership Agreement to meetings of the SY Casualty Reduction Partnership.
- Manage relationships between the Partners.

D2.2 Working Group

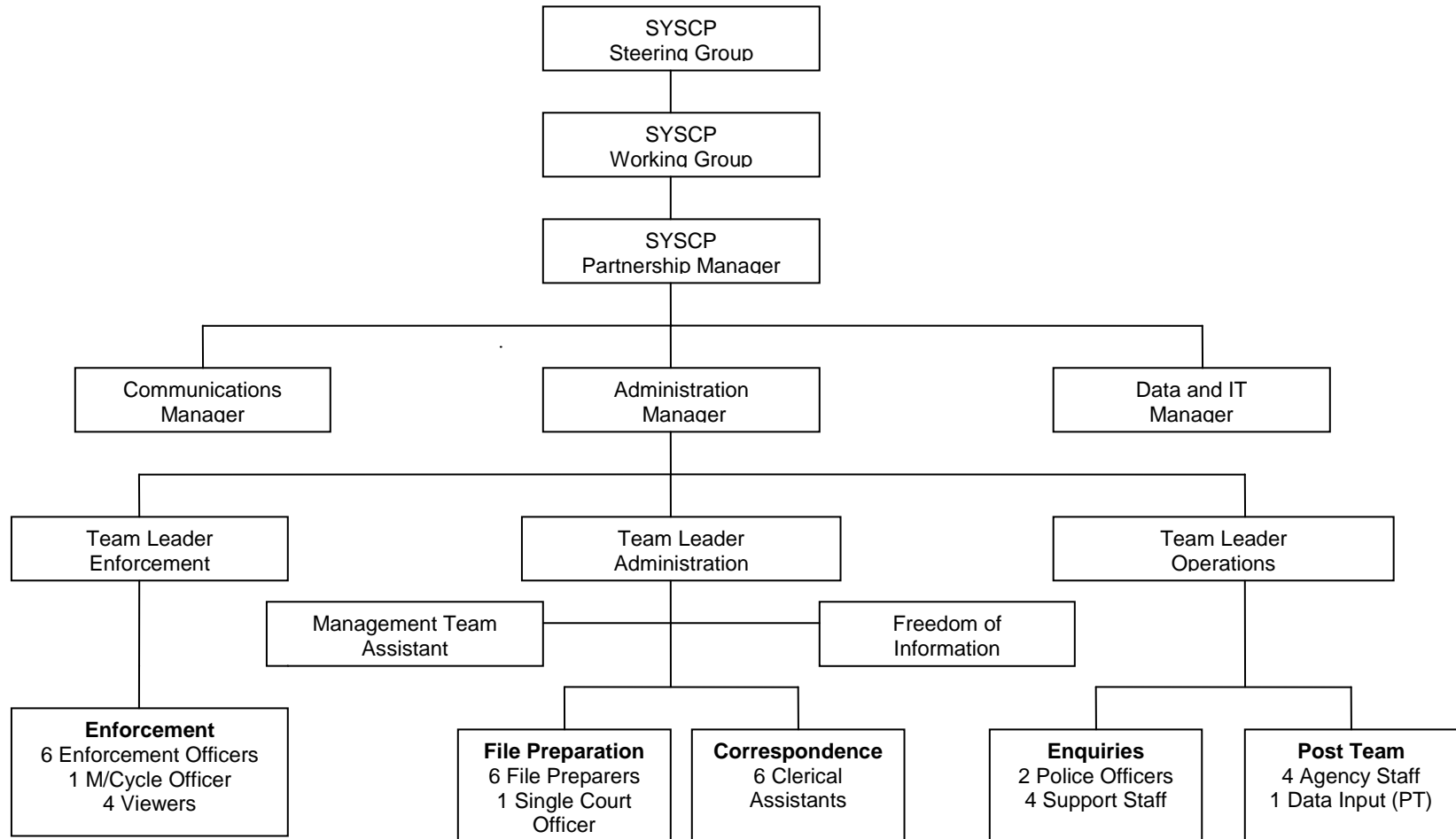
- Will be made up of a representative from each Partner, plus the Management Team.
- Will appoint a Chair, which will rotate between Partners on an annual basis from 1st April.
- Will develop performance indicators for the Partnership's key strategies in liaison with the Partnership.
- Will meet monthly or as necessary to discuss progress and review performance.
- Will agree any actions with the Partnership Manager or as directed by the Steering Group.
- Will consider any additional activity proposed by the Management Team or any of the Partners.
- Will be responsible for the management of the Partnership through the Partnership Manager.

D2.3 Partnership Manager

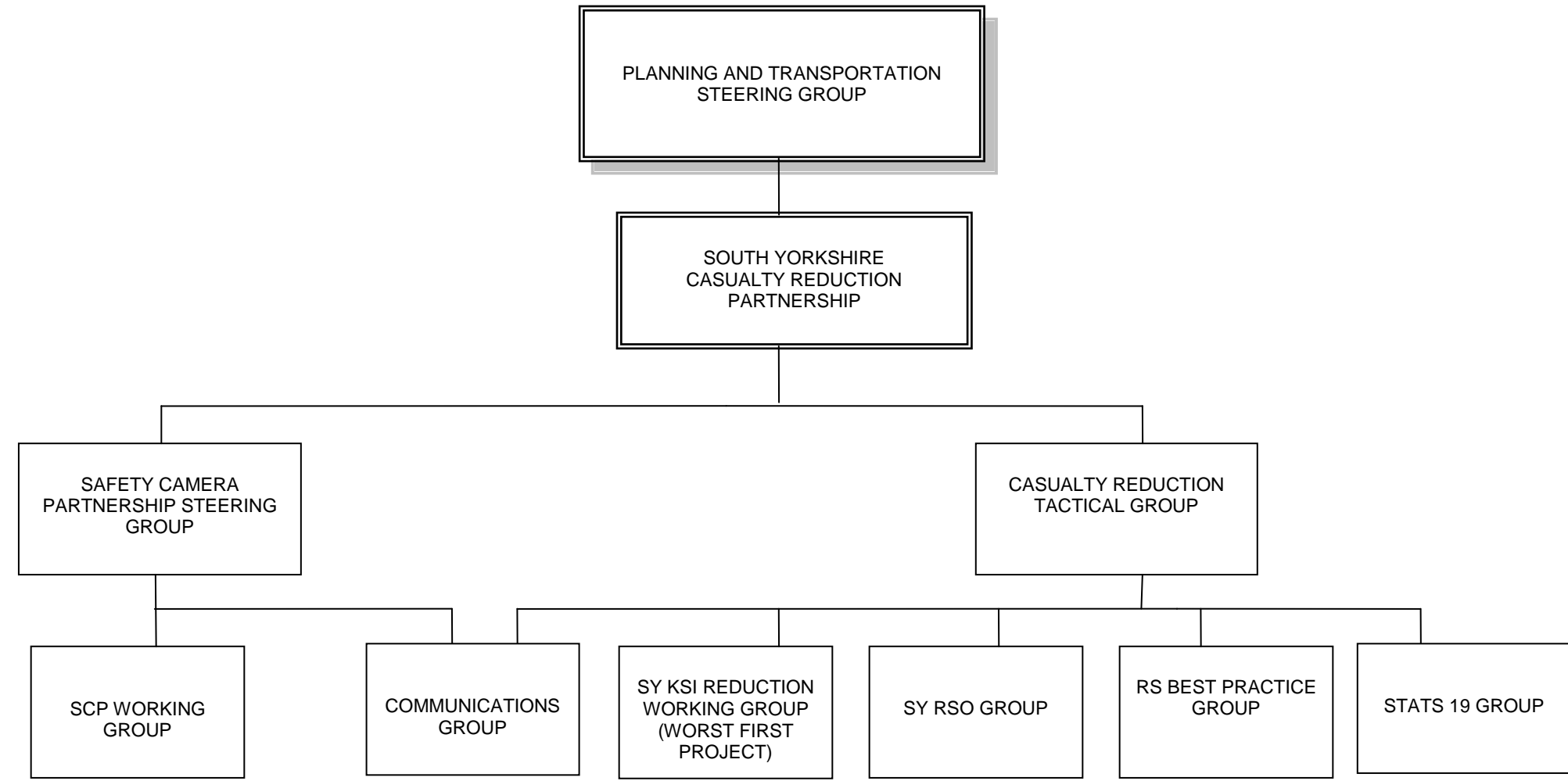
Will be responsible to the Steering Group for:

- Managing all activities and ensuring the effective operation of the Partnership, supported by the Management Team.
- The management of all Partnership staff.
- Implementing key strategies as developed with the Steering Group and in liaison with the Working Group.
- For effective planning and deployment of Operations Centre resources.
- The financial management of the Partnership, working with the Treasurer to monitor actual performance against approved budgets.
- Approval of budget variations and virements in conjunction with the Treasurer and reporting to the Steering Group for approval when necessary.
- The co-ordination of regional and local publicity and marketing, via the Communications Manager.
- The collection and reporting of Partnership monitoring data, via the Data Manager.
- The preparation of the annual Partnership Agreement and Operational Plan, in conjunction with Partners.
- Reporting progress to, and seeking approval for proposed actions from the Working Group and Steering Group as appropriate.

APPENDIX E SYSCP Operations Centre Structure



APPENDIX F South Yorkshire LTP Road Safety Casualty Reduction Organisation 07/08



APPENDIX G Finance

G1. Funding

- G1.1 Further to Section 4 (Financial Arrangements). To ensure effective financial management of operations within South Yorkshire, DfT have agreed that the grant may be paid directly to one lead local authority. The nominated lead local authority for finance in South Yorkshire is Sheffield City Council who will continue to provide a finance officer in the Treasurer's role.
- G1.2 Agreement has been made between SCC, the LTP Partnership and the DfT, that the annual Specific Road Safety Grant for South Yorkshire is paid directly to SCC.
- G1.3 The Treasurer will liaise with the South Yorkshire Local Transport Plan Directorate to ensure that appropriate information is reported to the LTP Board for information and approval.
- G1.4 Grant is received in one lump sum in May of each year.
- G1.5 The South Yorkshire Treasurer's Group have been made aware of the changes to the funding of safety camera operations from 2007/8. Their involvement will help ensure that the Chief Executives and Councillors of each Authority are aware of the agreement to locally ring-fence the funding.
- G1.6 Sheffield City Council operate a separate holding account to safeguard and ring-fence the use of the grant each year. This account is used for receiving payment of the grant and reimbursing Partners during the year.
- G1.7 If the Partnership underspends in any one year, the carry forward of grant will be considered as part of the budget setting process for the following year. The Casualty Reduction Partnership would ultimately approve this carry forward when agreeing the budgets for future years. The grant will be held in SCC's established holding account until it is required as funding by the Partnership.
- G1.8 The funding approved for 2007/8 and 2008/9, plus indicative allocations for 2009/10 and 2010/11 is detailed below:-

	2007/8	2008/9	2009/10	2010/11
Capital	444,998	425,708	423,047	407,001
Revenue	2,000,042	1,913,346	1,901,385	1,829,265
Total	2,445,040	2,339,054	2,324,432	2,236,266

- G1.9 Following the introduction of Speed Awareness Courses (SAC), the administrative work required is carried out by SYSCP staff at Waterside Court. The course service provider pay an administration fee per course provided, per offender, which is received directly by SYP. Due to uncertainty into the uptake of SAC's in South Yorkshire, this revenue cannot be viewed as a guaranteed source of annual income. The income is held in a separate account in SYP's financial accounting system to be spent at the discretion of the Casualty Reduction Partnership. The SYSCP Treasurer is informed of income received on a monthly basis to be incorporated into financial reports to the SCP Steering Group.
- G1.10 From 1 April, 2007, the servicing of safety cameras at roadworks on the HA's motorways and trunk roads continues to be carried out by SYSCP. However, it has

been agreed on a regional basis that HA will be charged for this work either on a cost per offence basis or on an agreed hourly rate basis. Time records are maintained by staff to provide an audit trail to support all charges made on the hourly rate basis. Specific Offence Data will support the charges to the HA based on any cost per offence agreements. SYP will invoice the HA on a monthly basis for the relevant income. The SYSCP Treasurer is informed of any income received by SYP on a monthly basis to incorporate into reports to the SCP Steering Group.

G2. Budget Summary

The budget for 2008/9 reflects the continued operation of the Partnership in line with the new enforcement strategy. Capital investments are planned into upgrading the existing camera equipment to digital, commencing the first phase of the installation of permanent Automatic Traffic Counters at all our camera sites, as well as the purchase of CCTV surveillance equipment to try to prevent rather than react to the frequent bouts of vandalism in South Yorkshire. Staffing numbers at SYP and HMCS will be reviewed continuously as efficiencies in processing of offences become apparent following the implementation of the StarTraQ system, and the impact from the success of the SAC initiative.

G3. Financial Monitoring Procedures

- G3.1 Partners' individual budgets are agreed before each financial year commences and are approved by the SCP Steering Group and the Casualty Reduction Partnership.
- G3.2 Each Partner will account for capital and revenue expenditure correctly within their financial accounts and will identify specific cost centres/project codes for SYSCP expenditure and income. This will ensure that eligible spend is transparent in the accounts and safeguards are in place against double-funding.
- G3.3 Each Partner will nominate a finance officer to liaise with the Treasurer on all financial issues.
- G3.4 All costs are net of VAT except for HMCS who are no longer a section 33 body, so cannot reclaim VAT from HM Customs and Excise. HMCS are allowed to claim gross costs, but not as business expenditure (ie no VAT will appear on the invoice to SCC).
- G3.5 Capital and Revenue expenditure will be claimed on a defrayed basis in arrears in line with standard grant funding practices.
- G3.6 Each Partner will submit monthly claims to the Treasurer by the 15th of the following month. Claims will detail eligible expenditure to date and will also forecast expenditure for the remainder of the year. All claims will be supported by the full audit trail (eg copies of invoices, payroll, journals etc) and a detailed financial ledger report reconciled to the claim. All claims will be certified by each Partner's Chief Finance Officer (or by any such other person with delegated authority). Reimbursements will not be made by SCC until all signatures and audit trail documents are submitted.
- G3.7 The Treasurer will aim to verify all claims within 10 working days of receipt. Following checking and verification of each claim by the Treasurer, each Partner will be responsible for sending an invoice to SCC to reclaim the costs from the grant allocation. Invoices will be paid by BACS within 30 days of receipt in accordance with SCC's Financial Procedures. Invoices should be addressed as follows:-

FAO Joanne Agus
Sheffield City Council
DEL Finance
5th Floor Howden House
1 Union Street
Sheffield
S1 2SH

G3.8 The Partnership Manager, the Treasurer and the Chair of the Steering Group meet on a monthly basis to discuss budget monitoring and forecast outturn.

G4. Virements, Over and Underspends

G4.1 Any variances against the budget must be explained with each month's claim. If Partners anticipate a year-end overspend or underspend, they should report this as soon as possible. The Partnership Manager and the Treasurer will consider all variances and ensure that the overall finances are still within budget, implementing remedial measures to cope with any overspends where possible. Any variances or virements will need to be approved in writing by the Treasurer and Partnership Manager.

Significant variances against the budget will be reported to the Steering Group for approval.

G4.2 Underspends

An overall Partnership underspend will be considered as part of the budget setting process for the following year and carried forward to the next financial year following approval by the Casualty Reduction Partnership. It will be necessary to identify what the carry forward will be spent on in the following year.

There may be a need to ring-fence the underspend to one or more Partner if there was a valid reason for slipping the funding to the following year (eg delays in work being completed in the financial year).

If the underspending Partner(s) do not specifically need the grant in the following year, the slippage would either be added to the total grant for South Yorkshire and be made available to all Partners, or alternatively, the Steering Group may wish to consider spending proposals on wider road safety measures to utilise the grant within the year of approval.

If one or more Partners underspend, and more than one Partner overspends, the combined underspend may be apportioned between the overspending Partners, then any remaining overspends on individual Partner budgets will have to be funded by that Partner. Such matters will be agreed and approved by the Steering Group.

G4.3 Overspends

Initially, each Partner will be expected to work within their approved annual budget. If any Partner has an unapproved overspend, and all other Partners keep within budget, the overspending Partner will have to fund their own overspend.

If there is an overall capital overspend and overall revenue underspend, the Treasurer and Partnership Manager will agree to vire revenue funding to cover the capital overspend in year.

An unavoidable Partnership overspend, previously agreed and approved by the Steering Group will be funded by the 4 Local Authorities and South Yorkshire Police or, for capital only, by virement of funding from next financial year. This will be dealt with as part of year end accounting procedures by the Partner overspending.

If individual Partners continually overspend each year, reasons for this will need explaining to the Steering Group. If it is found that this is because of poor financial management, there is a possibility that their budget could be capped in future years.

G5. Audit

- G5.1 There is no requirement for a formal external audit certificate, therefore SCC will carry out monitoring and audit visits to each Partner during the year. The dates of the visits will be agreed by the Treasurer and the Finance Officer of each Partner organisation in advance. The format of the audit visits will follow a structure similar to that previously carried out at SCC by the Audit Commission for the 2002/3 – 2006/7 accounts. (Copies of this Grant Instruction are available from the Treasurer for reference if necessary.)

The Treasurer will prepare a final account on behalf of the Partnership, which will be independently reviewed by SCC Finance staff, before being certified by the Chief Finance Officer for the Development, Environment and Leisure Directorate of Sheffield City Council.

G6. Year End

- G6.1 At the end of each financial year, Partner organisations will provide annual cumulative financial ledger reports reconciled to their total spend identified on their monthly claims. Any unclaimed items will be clearly marked and explained to the Treasurer. As the final month's grant reimbursement will not be made by the Treasurer until the following financial year, Partners will need to make a provision at year end for the grant due but not received. Similarly, SCC will take a provision for the grant due to each Partner. The actual deadline for year end claims and any additional related year end procedures will be agreed on an annual basis after Sheffield City Council's closedown timetable has been issued by the Chief Executive. Year end adjustments for dealing with over and underspends are covered at G4.

G7. Financial Assets and Liabilities

The Partnership assets are detailed in an Asset Register/Equipment Inventory retained by the Partnership Manager/Treasurer. If there is a reduction or loss in the funding available for SYSCP, all assets would be sold, at best price, to offset any liabilities.

The financial liabilities of each Partner, which would need to be met if there was a reduction in funding, or if SYSCP was wound up, are detailed below.

G7.1 South Yorkshire Police

Buildings

The Operations Centre of SYSCP is based at Waterside Court and this is currently leased until August 2012. SYP Central Ticket Office also has a number of staff located in these premises and 20% of the premises' costs are currently paid for by SYP.

- Rent - £84,500 per annum until August 2012. Total liability at least £380,250.
- Rates - £31,000 per annum full year effect. (NB: for the first 3 months after vacating there would be no charge, following which, just 50% of the rates would be payable).

Leigh Street Garage houses the Partnership's vehicles and this is currently leased until November 2010.

- Rent - £14,800 per annum until November 2010. Total liability £54,000
- Rates - £21,000 per annum full year effect. (Please see above note for reduction in rent)

Staff

SYP currently employs 38 permanent staff (both civilians and police officers) and up to 6 temporary agency staff as and when necessary. SYP's redeployment procedures would apply initially for the permanent staff, followed by redundancy procedures for the civilian staff.

- Redundancy costs are estimated at £31,300 in total.
- Redeployment procedures may incur an additional year's wages for civilians which are currently £760,000 in 2007/8.

G7.2 Her Majesty's Court Service

Staff

HMCS currently employs 4 additional full time permanent staff to process the payment of COFPNs, they would initially be eligible for redeployment. The Civil Service does not currently operate a redundancy policy, however, in the unfortunate event of not being able to redeploy staff, then a voluntary severance scheme would have to be implemented.

- Redundancy costs are estimated at £100,000.
- Redeployment procedures may incur an additional year's wages which are currently £75k.
- HMCS also employ 4 staff who spend a proportion of their time dealing with COFPNs, these staff would have to be absorbed back into the Court's structure.

G7.3 Sheffield City Council (as lead Authority for finance)

Staff

- Shortfall in income to the revenue budget of 30% of Treasurer's salary costs £10k.

G7.4 Local Authorities

Camera Sites

The Local Authorities would be expected to maintain all camera sites if they were not decommissioned, which would have to be absorbed into the Highways Maintenance Budgets.

If sites were decommissioned this would cost approximately £1k per site.

Appendix G
South Yorkshire Safety Camera Partnership Budget Summary

	2008/9	2009/10	2010/11
Capital Budget by Cost Heading			
Camera Equipment & Site Costs	465,708	318,047	297,001
Vehicles	80,000	85,000	90,000
IT and Communications	0	20,000	20,000
Refurbishments	0	0	
Other Capital Costs	0	0	
Total Capital	545,708	423,047	407,001
Capital Grant Funding	425,708	423,047	407,001
Estimated C/F from previous year	120,000	0	0
Total Capital Funding Available	545,708	423,047	407,001
Revenue Budget by Cost Heading			
Staff costs	1,073,616	1,127,217	1,183,433
Maintenance	281,483	216,253	216,302
Accommodation	143,139	147,432	151,854
Communications	200,000	200,000	200,000
Other revenue costs	284,218	278,678	286,363
Contingency	76,890		
Savings to be identified		-68,195	-208,687
Total Revenue	2,059,346	1,901,385	1,829,265
Revenue Grant Funding	1,913,346	1,901,385	1,829,265
Estimated C/F from previous year	146,000	0	0
Total Revenue Funding Available	2,059,346	1,901,385	1,829,265
Annual Total Budget	2,605,054	2,324,432	2,236,266

APPENDIX H Communication Strategy

The Communications Manager will develop a new Communications Strategy during 2008.