

**West Midlands Casualty Reduction Partnership**

**An Agreement Between**

Birmingham City Council  
Coventry City Council  
Dudley Metropolitan Borough Council  
Highways Agency  
Sandwell Metropolitan Borough Council  
Solihull Metropolitan Borough Council  
Walsall Metropolitan Borough Council  
Wolverhampton City Council  
West Midlands Magistrates Courts Committee  
West Midlands Police

**Whereas**

The Authorities and Agencies listed above have agreed to enter into a partnership to reduce the number of people killed and seriously injured in road collisions in the West Midlands by at least 300 in the next five years through the deployment of additional resources for the enforcement of speed limits and traffic signals using camera technology

**and**

The Department for Transport has approved the submission made by the Partnership for the funding of the costs of the Partnership through the cost recovery system for speed and red light camera enforcement to commence on 1st October 2002

The Authorities and Agencies which form the Partnership hereby agree to undertake the roles and responsibilities and to operate in accordance with the protocols attached to this agreement in order to assist in achieving the objectives of the Partnership

Authorised Signatory .....

On Behalf Of

Dated 30th September 2002

## **OPERATING PROTOCOL**

### **1.0 INTRODUCTION**

- 1.1 This Operating Protocol forms the basis of the working arrangements for the West Midlands Casualty Reduction Partnership.

### **2.0 PARTNERSHIP MEMBERS**

#### **2.1 The Core Partners are:**

Birmingham City Council  
Coventry City Council  
Dudley Metropolitan Borough Council  
Highways Agency  
Sandwell Metropolitan Borough Council  
Solihull Metropolitan Borough Council  
Walsall Metropolitan Borough Council  
Wolverhampton City Council  
West Midlands Magistrates Courts Committee  
West Midlands Police

#### **2.2 The Non-Core Partners are:**

National Health Service  
Crown Prosecution Service  
Royal Society for the Prevention of Accidents

### **3.0 STEERING ARRANGEMENTS**

#### ***The Partnership Steering Group***

- 3.1 The Partnership will be managed by a Steering Group which will consist of representatives of the partner authorities and will operate the scheme in the West Midlands area. Its prime responsibilities are:

- ◆ To decide on which fixed sites are introduced into, decommissioned from and remain within the Casualty Reduction scheme.
- ◆ To oversee progress of the scheme in relation to casualty reduction targets in the West Midlands area.
- ◆ To institute and monitor the scheme of issuing fixed penalty notices via West Midlands Police and the Magistrates Courts.
- ◆ To receive appropriate periodic reports on the financial aspects of the scheme.
- ◆ To provide Government Departments with information on the scheme in a timely and accurate fashion.

- ◆ To instigate a PR strategy appropriate to the scheme and in support of national safety camera campaigns
- ◆ Promote speed awareness and, where possible, driver education schemes

#### **4.0 PRINCIPAL ROLES AND RESPONSIBILITIES**

4.1 The Partnership will make suitable arrangements to operate the scheme in accordance with Government guidelines. A lead partner will be designated to co-ordinate the main elements of the scheme. However, individual partner organisations will also have responsibilities to provide operating aspects of the scheme within the agreed financial framework.

##### ***Local Authorities and the Highways Agency***

- ◆ To provide relevant information to the Partnership on casualty and other figures.
- ◆ To provide local consultation on priority sites within the Authority's area.
- ◆ To maintain existing fixed sites to an agreed specification.
- ◆ To make arrangements, to install new sites and/or the associated road marking, signage and electricity connection.

##### ***West Midlands Police***

- ◆ To carry out the processing of offences in accordance with legislative requirements.
- ◆ To ensure that all enforcement and offence processing equipment is used appropriately
- ◆ To make sure that camera enforcement equipment is maintained properly.
- ◆ To ensure that offence processing equipment is maintained to minimise the chance of delay in serving FPNs.

##### ***West Midlands Magistrates Courts Committee***

- ◆ To process the FPNs in the court system within agreed timescales.
- ◆ To ensure that the processing of FPN's meets the standards required by the Department for Constitutional Affairs, Management Assurance Programme (MAP) and the relevant audit guidelines.

- ◆ To ensure that Department for Constitutional Affairs is advised monthly of FPN payment activity using the LCD specified format.
- ◆ To ensure that performance monitoring measures are in place and are available to the Partnership Steering Group.
- ◆ To report processing problems to the West Midlands Police as soon as is practical.

### ***The Treasurer***

- ◆ To receive quarterly funding from the DfT in accordance with the rules of the scheme.
- ◆ To ensure satisfactory financial systems, invoicing procedures, and accounting procedures for the scheme.
- ◆ To complete the end of year final account.
- ◆ To provide the Partnership Steering Group with financial management advice.

## **5.0 KEY SUPPORT ROLES AND RESPONSIBILITIES**

- 5.1 The Lead partner will provide a support function for the scheme that will encompass an operational co-ordination role and publicity/ public relations. The principal responsibilities are set out below.

### ***Scheme Co-ordinator***

- ◆ To project manage activities in liaison with each core Partner at Partnership Steering Group level to ensure all tasks are undertaken within the agreed timescale and budget.
- ◆ To report all activity of the Project Working Teams to the Partnership Steering Group.
- ◆ To authorise expenditure (within agreed limits) in relation to the scheme in liaison with the Treasurer.
- ◆ To liaise with the DfT to ensure that all activities are undertaken in accordance with appropriate guidance.
- ◆ To submit data to the DfT, as and when required.
- ◆ To liaise with the relevant Partners to ensure that equipment is maintained.
- ◆ To develop appropriate monitoring models to provide forecasting data for the Partnership Steering Group.

- ◆ To develop success measurement models to provide data for the Partnership Steering Group.
- ◆ To monitor benchmarking with other Partnerships including the pilot areas.

***Public Relations Co-ordinator***

- ◆ To implement the PR Strategy agreed by the Partnership Steering Group.
- ◆ To evaluate the effectiveness of the PR Strategy by reviewing press reporting locally and nationally.
- ◆ To conduct public attitude surveys to gauge campaign awareness and changes in driver behaviour.

***Data Analyst***

- ◆ To ensure that camera activity is directed to sites where there is historical data of crashes.
- ◆ To monitor camera activity monthly and prepare regular reports to the Partnership Steering Group.
- ◆ To maintain a suitable database of road traffic collision and casualty data, and report on relevant data at least quarterly.
- ◆ To submit data to the Scheme Co-ordinator at regular intervals.

**6.0 OPERATING ARRANGEMENTS**

***Installation of new sites***

- 6.1 The Partnership Steering Group will agree each year, the number and location of fixed camera sites. This will be based on safety and other casualty reduction criteria agreed by the Steering Group
- 6.2 The Partnership will seek to arrange a contract for the installation of new sites or, if more appropriate, agree the basis of a standard cost recovery amount for individual authorities to install using their own labour.
- 6.3 A number of suitable speed/red light cameras will be purchased by West Midlands Police and held for use as part of the scheme.

### ***Maintenance of sites***

- 6.4 The maintenance of sites will be co-ordinated by the Partnership. The lead partner will arrange for maintenance to be carried out on sites within the scheme.

### ***Decommissioning of sites***

- 6.5 Where a site is no longer to be included within the scheme then options for decommissioning the site should be considered by the Partnership.

### ***Camera Process***

- 6.6 The operation of cameras will be the responsibility of West Midlands Police as part of the enforcement process.
- 6.7 West Midlands Police will provide staffing for the enforcement process. The associated costs of staffing, IT systems and running costs will form part of the eligible expenditure of the arrangement.
- 6.8 Numbers of FPNs will be monitored by WMP in relation to scheme estimates and the interface with the WMMCC.

### ***Court Process***

- 6.9 The WMMCC will be responsible for collecting FPN fines under the scheme. The staffing requirement for this will be based on estimates of workload and reviewed periodically.
- 6.10 The Courts will provide appropriate administrative systems to identify separately the relevant fine income and provide management information to the Department for Constitutional Affairs.

## **7.0 BASIS OF COST RECOVERY**

- 7.1 The Partnership will receive from the DfT a grant in arrears each quarter based on the expenditure predictions contained in the Partnership's Operational Case.
- 7.2 The WMMCC will collect fines and transfer it to Department for Constitutional Affairs, who in turn will pass funding based on the Operational Case to the DfT.

- 7.3 Regular monitoring of the fine income recovered and the rate of expenditure incurred by the Partnership will take place.

## **8.0 OTHER ISSUES**

### *Disputes*

- 8.1 In the unlikely event that minor disputes occur, which cannot be resolved by the Partnership Steering Group, arbitration will be undertaken by HA who will nominate a senior manager not directly involved with the project.
- 8.2 If there is a significant dispute that cannot be resolved at local level then the dispute will be passed to the National Project Board to resolve.

## **9.0 PARTNERSHIP LIAISON**

- 9.1 The scheme will be monitored by the Partnership Steering Group comprising managers at senior level in each organisation. It will meet periodically to develop and refine the Operational Case. Once the scheme is established, the Partnership Steering Group will meet at least quarterly.
- 9.2 The Project Working Teams, comprising operational managers from each organisation, will meet at regular intervals to plan and implement the detail of the scheme.

## **FINANCIAL PROTOCOL**

### **1.0 FINANCIAL ARRANGEMENTS**

- 1.1 The Partnership will authorise the Chief Finance Officer of Dudley MBC as Treasurer to the scheme. The Treasurer will arrange the following key activities on behalf of the Partnership:
- ◆ Co-ordinate the provision of the financial elements of the Operational Case.
  - ◆ Arrange for financial records to be kept for the Partnership and provide an annual account of the progress of the scheme.

- ◆ Co-ordinate the treasury management functions for the receipt of income and the reimbursement of the costs of the partner agencies within the scheme.
  - ◆ Arrange for the audit of the annual account in line with Government and local requirements.
- 1.2 The lead authority will arrange single contract facilities for the installation, repair and maintenance of relevant equipment for the scheme. Individual partner agencies will be required to use these arrangements unless there are exceptional reasons not to do so.
- 1.3 All partners to the scheme will arrange to identify costs relating to the scheme separately from other accounting arrangements.
- 1.4 The Treasurer will provide financial information on the scheme to the relevant Government Department in accordance with the requirements of the national scheme.
- 1.5 Each partner will work within an annual budget for each year of the scheme. The annual budget will be determined by the Treasurer, in conjunction with the partners, and in accordance with the overall Operational Case.
- 1.6 The Treasurer will make arrangements for an annual audit of the financial elements of the scheme and shall appoint an approved auditor to audit the account.
- 1.7 West Midlands Police Finance Department will support the Treasurer in the day-to-day operation of budget management and the financial recording of expenditure and income.

## **2.0 COST RECOVERY ARRANGEMENTS**

- 2.1 The Partnership Operational Case contains estimates of costs for each partner and it is the responsibility of each Partner to ensure that expenditure is maintained within the budget derived from the Operational Case.
- 2.2 During each year, the Partnership Steering Group can approve revenue or capital expenditure up to a maximum of 10% of the Operational Case. Proposed expenditure above this level would require prior approval from the DfT.
- 2.3 The Lead Authority will receive hypothecated income from the Treasury at quarterly intervals as determined by the national scheme.