

## **NORTH LINCOLNSHIRE COUNCIL**

### **SAFER, GREENER AND CLEANER PLACES CABINET MEMBER**

#### **COMMUNITY SPEEDWATCH**

#### **1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To seek approval of the Cabinet Member for a proposal to introduce a Humberside-wide Community Speedwatch initiative.

#### **2. BACKGROUND INFORMATION**

- 2.1 The council has previously sought the support of the Safer Roads Humber Board to introduce a Community Speedwatch scheme in North Lincolnshire. The proposal involved active members of local communities working voluntarily with Police support to monitor speeds of vehicles using hand held speed detection devices.
- 2.2 Recently, the Council Leader and the Police and Crime Commissioner for Humberside (PCC) have jointly agreed to support the introduction of a Community Speedwatch (CSW) initiative involving communities and volunteers. As such, council officers have moved forward to develop a suitable CSW scheme (see attached draft). Further work is in hand to develop the draft scheme further with a view to having a final scheme ready to 'go live' with effect from 1 April 2018.
- 2.3 Humberside Police have also had similar enquiries from other Parish Councils located outside of North Lincolnshire. Accordingly, they have decided to support the introduction of a CSW scheme across the whole of the Humberside Police geographic area. To this end, they have asked if they could use the draft scheme developed by North Lincolnshire Council as a basis for them to create their own CSW scheme with the aim of putting it in place from Spring 2018.
- 2.4 The council has agreed with Humberside Police that an initial pilot location areas for the introduction of the finalised scheme would be in specified communities within North Lincolnshire. The pilot would run during March/April for an initial two-week period in each community.
- 2.5 The initial draft scheme is attached at Appendix A.

### **3. OPTIONS FOR CONSIDERATION**

- 3.1 The recommendation is that North Lincolnshire Council agree to act as lead on working with Humberside Police and the PCC's Office on the introduction of the new Community Speedwatch scheme across the Humberside Police area.
- 3.2 To agree the initial pilot location for the new scheme. Communities that have expressed an interest in participating in the pilot scheme are Belton, North Killingholme, South Killingholme, Thornton Curtis and Ulceby.

### **4. ANALYSIS OF OPTIONS**

- 4.1 Adopting the recommendation will accelerate the introduction of a CSW scheme in North Lincolnshire as part of the roll out of a Humberside wide scheme. The intention of CSW is to enable local communities to develop resilience in responding to the scourge of speeding vehicles that have an adverse effect on their quality of life and the safety of local roads in their areas. The areas suggested for an initial pilot have all expressed an interest in participating in a CSW pilot due to concerns they have regarding local speeding issues.
- 4.2 Any learning from the pilot areas will allow further refinement of the CSW scheme prior to its eventual roll out to other communities, both in North Lincolnshire and other localities in the Humberside Police area.

### **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, I.T.)**

- 5.1 The Police and Crime Commissioner's Office will fund the scheme.
- 5.2 North Lincolnshire council officers will provide support in the introduction of the new scheme.

### **6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

- 6.1 Not applicable.

### **7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTEREST DECLARED**

- 7.1 Council officers have worked with and consulted representatives of the office of The Police and Crime Commissioner for Humberside, Humberside Police and safer Roads Humber on this matter. The information in this paper reflects the outcomes of these contacts

### **8. RECOMMENDATIONS**

- 8.1 That the Cabinet Member supports the approach of adopting a new Community Speedwatch scheme across the Humberside area with the initial pilot location in five Parish Council areas in North Lincolnshire that have expressed an interest in participating in the pilot scheme.

DIRECTOR: OPERATIONS

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Date: January 2018

**Background papers used in the preparation of this report.**

# **North Lincolnshire Council** **DRAFT COMMUNITY SPEED WATCH SCHEME**

## **Introduction and Purpose**

The main purpose of Community Speed Watch is to draw drivers' attention to speed limits in areas where communities say it is affecting their quality of life and to educate them about the effects that anti-social road use can have on local people.

This scheme will complement the North Lincolnshire Speed Management Strategy. It is intended for sites that are not part of the rolling programme of action within the strategy.

Community Speed Watch is a cost-effective method of reducing vehicle speed in specified areas whilst engaging local communities in pro-active and supported schemes.

Community Speed Watch provides an opportunity for residents to take positive action in respect of road safety within a controlled environment.

Community Speed Watch may be used in situations requiring the monitoring of speeding vehicles in pursuit of the following outcomes:

- Improve the quality of life for local communities
- Reduce traffic noise and pollution in local communities
- Increase public awareness of inappropriate speed

## **How the scheme works**

If a community believes it has a problem with speeding, a site of concern can be reported via the speed concern report form on the website. The speed concern will be acknowledged by Humberside Police and will follow the process of the Speed Management Protocol. If the site is assessed as suitable for Community Speed Watch, the informant will be contacted by Humberside Police and further information will be provided on the scheme.

Fully trained community residents will then visit pre-approved sites with a radar device to record the speed and registration number of offending vehicles. They will use the approved equipment to capture:

- Speed
- Registration Number
- Colour of Vehicle
- Make of Vehicle

The presence of the team and the equipment acts as a deterrent and will aim to encourage road users to exercise more care in the area.

Anyone recorded to be speeding (i.e. doing 24mph or more in a 20mph zone, 35mph or more in a 30mph zone or 46mph in a 40mph zone) will receive a letter from Humberside Police to inform them of their offence and the need to address their behaviour. Humberside Police will also maintain a close watch on the recorded data and may take enforcement measures if a persistent or extreme offender becomes apparent.

## **How to start a scheme:**

**(NB: Schemes can only operate where there is a 20, 30 or 40mph speed limit in force)**

1. A Town/Parish Council or Formal Action Group within North Lincolnshire must request to become part of the scheme. Support for the scheme within the community must be demonstrated.
2. There must be a suitable and safe area(s) for the speed checks to be held. The final say is with the Community Speed Watch Co-ordinator after consultation with the local co-ordinator.
3. There must be between 6 and 16 people to take part as Community Speed Watch Volunteers; the more there are the easier it is to operate. One volunteer should be identified as a co-ordinator and a second one as a deputy. The co-ordinator should have email access and one member of the group should be able to complete a spreadsheet in a timely manner.
4. Identify a site locally for the training to take place. Local community halls are ideal but the trainers are very flexible with such arrangements.
5. When all of the above is in place the Town/Parish Council or Formal Action Group can contact the Community Speed Watch Co-ordinator to agree a start date.

## **Procedure**

Community Speed Watch schemes will be supported by Humberside Police in partnership with local communities via the Town and Parish Councils and North Lincolnshire Council. Community Speed Watch Volunteers will be trained in the use of hand held speed detection devices by Police Officers. Additional training will be provided in health and safety at the roadside. Volunteers must adhere to operating practices called "Golden Rules". Breaches will make them liable to removal from the scheme and loss of insurance cover.

Trained volunteers will monitor the speed of vehicles at identified locations within their communities. No attempt will be made to stop any moving vehicle and volunteers must not step into the road. Drivers will not be engaged in conversations; any approach to a volunteer will be dealt with by issuing a prepared letter from Humberside Police and withdrawing from the scene. Training in basic conflict resolution techniques will be provided.

Community Speed Watch Volunteers must work in pairs; they will create a log of vehicles exceeding an agreed speed limit threshold. Registration numbers, makes and colours of vehicles, times, date and location will be recorded and verified by both volunteers.

Completed logs will be forwarded to Humberside Police and warning letters will be sent to registered keepers. The Police will target persistent offenders for future enforcement. No attempt will be made to trace the driver via section 172 of the Road Traffic Act 1988.

## **Responsibilities**

Humberside Police will be responsible for the development and monitoring of policy and procedures the overall management of the Community Speed Watch scheme.

Community Speed Watch Volunteers are responsible for adherence to procedural guidelines regarding the handling of evidence, data protection and all operating rules. All sites will be risk assessed by NLC in consultation with the Police and will include directional flow of traffic.

High visibility clothing will be provided by NLC and will be for personal use.

Any signing of the sites will be the responsibility of NLC.

## **Guidance**

### **Criteria**

A minimum number of 6 Community Speed Watch Volunteers is required to make a viable scheme. Community Speed Watch Volunteers must be 18 or over with no upper age limit.

Community Speed Watch schemes can only operate between 08.00 to 20.00 hours and only during daylight hours.

Community Speed Watch Volunteers must always work in pairs and one must have a working mobile phone in their possession.

### **Data Protection Issues**

The use of Community Speed Watch data logs is subject to the Data Protection Act 1998 and, as such, there is a duty to comply with the following principles:

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data shall not be kept for any longer than is necessary for the purpose(s).
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- Appropriate steps must be taken to ensure that data exchanged between Humberside Police and other agencies is accurate.

- Community Speed Watch Volunteers must be told by the co-ordinator that they must not disclose details of vehicle registration marks to any person/organisation that are not directly involved in the scheme.

## **Authority**

Community Speed Watch partnerships will only be allowed to operate with the specific authority of Humberside Police and only in agreed locations.

## **Training**

Community Speed Watch Volunteers will be trained in the use of speed detection equipment by competent Police Officers. Community Speed Watch Volunteers will receive conflict resolution training.

## **Deployment**

The deployment of Community Speed Watch Volunteers will be coordinated by Humberside Police in consultation with the group and NLC. Community Speed Watch Volunteers can only operate in locations subject to a speed limit of 30mph or 40mph.

Note – (potential operation in 20mph limits to be decided)

Locations covered by North Lincolnshire Council Speed Management Strategy and/or mobile enforcement facilities for the Safer Roads Humber partnership must not be covered.

Community Speed Watch Volunteers must comply with risk assessment specifications. Community Speed Watch Volunteers must comply with all of the conditions of operation listed as “Golden Rules”

## **Equipment**

Humberside Police will identify and procure appropriate speed monitoring equipment.

Volunteers are responsible for the equipment whilst in their care. Humberside Police will be responsible for all necessary repairs and maintenance.

A reporting mechanism will be put in place for loss, damage or malfunction.

## **Documentation**

Community Speed Watch Volunteers will be issued with record sheets and all vehicles monitored exceeding the agreed speed threshold will be recorded (Appendix 1). Entry onto database and check for registered keeper details will be carried out by Humberside Police.

First warning letter sent to registered keeper of vehicle logged on record sheet (Appendix 2).

Second warning letter sent to registered keeper of vehicle logged on record sheet and identified on database as having been warned previously (Appendix 3).

Copy of “Golden Rules” must be issued to all Community Speed Watch Volunteers and a signature obtained to prove receipt (Appendix 4).

Standard "irate motorist" letter is to be handed to member of public who approaches or questions the role of the Community Speed Watch Volunteer (Appendix 5).

## **Speed Limit Thresholds**

All vehicles exceeding the ACPO guidelines of 10% plus 2mph will be recorded.

## **Disclosure**

The release of information regarding Community Speed Watch should be recorded as sensitive on the MG6D.

## **Media**

The public impact of Community Speed Watch should be considered. Following an initial PR launch it is likely that there will be continuing media interest. Any media enquiries with regard to Community Speed Watch should be directed through the council's Corporate Communications Team/Humberside Police.

## **Individual Roles**

Humberside Police will appoint a scheme co-ordinator who will be responsible for the introduction and administration of the Community Speed Watch scheme.

The role of the scheme co-ordinator will include the selection of safe and appropriate sites in consultation with the local authority and local community.

The co-ordinator will liaise with the Community Speed Watch Volunteers and ensure full compliance with all conditions of the scheme and safe operating practices. The co-ordinator will prepare reports at locally agreed intervals detailing the level of activity, speed flows, collision reduction rates and number of letters sent.

The co-ordinator will be responsible for checking the quality of the activities of Community Speed Watch Volunteers. The co-ordinator will ensure that the speed monitoring equipment is properly maintained and any damage/faults are rectified before further use.

Humberside Police will be responsible for copying protocols/compliance with storage/completion of a clear audit process.

The Data Protection Officer is responsible for managing Community Speed Watch subject access issues.

## **Risk Assessment**

Site and individual risk assessments will be carried out by Humberside Police along with all necessary checks on volunteers.

## **Appeals**

Persons affected by the exercise of powers, directives or actions under this document have the right to make representations and/or challenges\* and/or appeals to the decisions involved via judicial processes (eg Civil Law) or non- judicial processes such as complaints procedures.



\*Challenges to letters sent or challenges to operating on site

A person who claims that a public authority has acted (or proposes to act) in a way which is unlawful under the Human Rights Act 1998, may bring proceedings against the authority under the Act in the appropriate court or tribunal. Or the person may rely on the Convention right or rights concerned in any legal proceedings if they are a victim (or would be) of the unlawful act.

**Appendix 1- Record Sheet**

Format to be agreed.

## **Appendix 2:- First Warning Letter**

Name

Address

### **Exceeding the Permitted    mph Speed Limit Contrary to Section 81(1) and 89(1) Road Traffic Regulations Act 1984**

**Time & Date:**

**Location:**

**Vehicle:**

The above vehicle that is registered to you was monitored and found to be exceeding the speed limit as identified above.

- **If you were not the driver at the time, or the vehicle is registered to a company, can I ask you to forward this letter to the driver at the time of the incident.**
- **If you are no longer the Registered Keeper of this vehicle, then please inform the DVLA.**

The Safer Roads Humber partnership consists of a number of strategic organisations committed to working together to reduce the number of vehicle collisions and casualties occurring on our roads.

Research has shown that speed is a major contributory factor in about one third of all road collisions. This means that each year excessive and inappropriate speed helps to kill nationally around 1,200 people and injure over 100,000 more.

On this occasion the speed of your vehicle, which was above the ...mph speed limit was detected by Community Speed Watch Volunteers who are working in partnership with Humberside Police. The local community is concerned about the number of vehicles that are exceeding the speed limit in their area. A reduction of speed will directly contribute to saving lives and will improve the quality of life of people within the area.

No further action will be taken on this occasion but please ensure that, in future, you comply with the speed limits. Police enforcement of the speed limit on this occasion would have resulted in at least the issue of an endorseable fixed penalty ticket. The outcome would have been a £60 fine and 3 penalty points on your driving licence..

**NB: Personal data contained within this letter is subject to the Data Protection Act 1998. It is processed by Humberside Police for the purpose of the Community Speed Watch Scheme and may also be processed for policing purposes.**

### **Appendix 3:- Second Warning Letter**

Name

Address

**Exceeding the Permitted    mph Speed Limit  
Contrary to Section 81(1) and 89(1) Road Traffic Regulations Act 1984**

**Time & Date:**

**Location:**

**Vehicle:**

The above vehicle that is registered to you was monitored and found to be exceeding the speed limit as identified above.

- **If you were not the driver at the time, or the vehicle is registered to a company, can I ask you to forward this letter to the driver at the time of the incident.**
- **If you are no longer the Registered Keeper of this vehicle, then please inform the DVLA.**

The Safer Roads Humber partnership consists of a number of strategic organisations committed to working together to reduce the number of vehicle collisions and casualties occurring on our roads.

**This is the SECOND occasion that the above vehicle has been observed exceeding the speed limit by Community Speed Watch Volunteers.**

Inappropriate speed is the largest contributory factor in road deaths and a major factor affecting quality of life for people in the community.

Given that on TWO occasions your vehicle has been monitored by Community Speed Watch Volunteers and has been found to be exceeding the speed limit, I must advise you that details of your vehicle have been passed to the Police. The unit is tasked with targeting vehicles that consistently exceed the permitted speed limit.

This letter is the final written warning you will receive in relation to driving at excess speed. Should you continue to disregard the speed limit further action will be taken by means of a fixed penalty ticket or court summons.

**NB: Personal data contained within this letter is subject to the Data Protection Act 1998. It is processed by Humberside Police for the purpose of the Community Speed Watch Scheme and may also be processed for policing purposes**

## Appendix 4

### THE GOLDEN RULES

- ❖ You must only utilise the agreed and approved locations- which included the direction of travel.
- ❖
- ❖ You must always work in pairs- never alone.
  
- ❖ You must always wear the prescribed high visibility jacket, as issued to you.
  
- ❖ You must never step into the road to use the equipment or stop any vehicle.
  
- ❖ You must not obstruct the footpath.
  
- ❖ One of the two volunteers must always have a mobile phone in their possession.
  
- ❖ You should try to avoid any confrontation with any other person- always be in possession of the explanatory letter to be handed to that person. **PLEASE REPORT ANY INCIDENT**
  
- ❖ You may only work in daylight and at times between 08.00hrs and 20.00hrs.
  
- ❖ You must report any damage or defect to the equipment as soon as possible.
  
- ❖ You must not conceal your activities – it is designed to be a high profile speed reduction exercise. Your visible presence at the side of the road will have a major impact.

### REMEMBER PERSONAL SAFETY IS OF PARAMOUNT IMPORTANCE

<b>999</b>	<b>Emergency Services</b>

## Appendix 5- Irate Member of the Public letter

### **Community Speed Watch**

Dear Sir/Madam

The person(s) you have approached are operating under the direction of Humberside Police in partnership with North Lincolnshire Council as Community Speed Watch Volunteers.

They are obliged to report to the Police any threats, acts of intimidation or violence directed towards them.

They are also under instruction not to get involved in any disputes over their activity. If you wish to raise any issues regarding this matter please contact Humberside Police and direct your comments to [the Community Speedwatch Coordinator](#) for your area.

Community Speed Watch supports the Police by monitoring the speed of vehicles through local communities.

Community Speed Watch does not enforce the law but those identified as exceeding the speed limit can expect to receive an advisory letter from the Police.

Community Speed Watch is designed to support the Police by making us all aware of the dangers of travelling too fast for the prevailing conditions. Sadly some [1792](#) died on the UK roads in 2016, [6](#) of which occurred in North Lincolnshire. Every year many more suffer serious and life changing injuries. In over [...](#)% of these cases excessive or inappropriate speed has been identified as the main contributory factor.

Thank you for your cooperation.