

Department for Transport

Handbook of Rules and Guidance for the
National Safety Camera Programme for
England and Wales for 2006/07

January 2006

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Appendix A Glossary

PRELIMINARY STATEMENT

The vast majority of speed and red light cameras used on the roads are operated by safety camera partnerships. Most police and local authorities have now joined the national programme. The rules and guidance contained in this handbook apply only to those camera sites operated by these partnerships.

This handbook defines the rules and guidelines that partnerships within the national safety camera programme in England and Wales are required to follow.

Depending on the alleged offence, drivers, registered keepers of vehicles or other persons detected by safety cameras can be prosecuted for committing offences covered by the Road Traffic Offenders Act 1988, the Road Traffic Act 1988 or the Road Traffic Regulation Act 1984 and their subsequent amendments.

Compliance with these rules has no bearing on the enforcement of offences detected by the use of safety cameras. Non-compliance with these rules and guidelines by a partnership, or representative of a partnership, does not provide any mitigation of, or defence for, an alleged offence committed under current UK law.

CONTACT INFORMATION

WHO TO CONTACT IF:

You have received a notice, or in connection to an alleged offence

Please contact the relevant central ticket office directly quoting the relevant reference number.

You have concerns about the conduct of the partnership or its staff

Please contact the Safety Camera Partnership Manager in the first instance to whom you can address your concerns. This person will ensure the necessary and appropriate steps are taken. He/she will provide details of the relevant partner should you need to seek further assurance.

You have concerns about adherence to the rules and guidance in this handbook

Please contact the safety camera programme office within the Department for Transport at SCPO@dft.gsi.gov.uk. The relevant Programme Assurance Officer for the partnership in question would then investigate the points raised.

Links to all partnerships websites, which contain contact information, are available from www.dft.gov.uk/safetycameras

EXECUTIVE SUMMARY

This handbook sets out the rules and guidance relating to the national safety camera programme in England and Wales for 2006/07.

The safety camera programme's objective is to reduce deaths and injuries on our roads by reducing the level and severity of speeding and red light running. The aim is to do this by preventing, detecting and enforcing speed and red light offences, which includes encouraging changed driver behaviour, through local safety camera partnership's approved programmes of work. The programme supports the Government's Road Safety Strategy and its ambitious targets for casualty reduction

The Government's Road Safety Strategy, published in 2000, set targets of a 40% reduction in the number of people killed or seriously injured by 2010, compared to the average for 1994-98, and 50% reduction in number of children killed or seriously injured.

Following the legislation in 1991 which permitted the use of safety cameras to detect road offences, the programme was introduced in 2000 to allow the costs of prevention, detection and enforcement of speed and red light offences detected by cameras to be reclaimed from the related fines via COFPNs. Following a successful trial, the programme was extended nationally and is now operating across most of the UK.

An independent review of the programmes first four years 2000/01 to 2003/04, carried out by University College London and PA Consulting Group, concluded that the programme was continuing to contribute to reducing collisions, casualties and deaths.

The national programme is now more mature having been successfully rolled out to all but two police force areas. It is timely to reintegrate cameras back into the wider road safety toolkit and delivery processes.

There will be a revised funding arrangement that integrates the funding of cameras into the wider road safety arena from 2007/08. This means that the netting off arrangement will cease at the end of March 2007.

The national safety camera programme is managed by a number of government departments and key stakeholders

The Department for Transport (DfT) and its Ministers have lead responsibility for managing the programme, together with the HM Treasury, the Home Office and other Departments.

A national safety camera programme board assists the DfT in overseeing the programme, including representatives of the police, local government, the Scottish Executive and the Welsh Assembly Government.

The enforcement of speed and red light offences is delivered through local partnerships of police, highway and other authorities

Local partnerships have been formed to deliver the programme. These comprise local authorities, the police, Her Majesty's Court Service (HMCS), the Highways Agency (where appropriate) and other key stakeholders, including the local health authority, to ensure that the safety camera programme operates in the most effective way.

Partnerships' objectives are to prevent, detect and enforce speed and red light camera offences, including encouraging road users to drive safely and legally, with the overall objective of reducing road collisions, casualties and deaths.

Partnerships set out their proposals for the operation of cameras for the year ahead in an operational case

The operational case sets out the partnership's proposals for the forthcoming year in terms of their financial proposals and confirmation of compliance with the programme's rules and guidance. This case is assessed by the programme office and approved by Ministers, with the advice of the national safety camera programme board.

The safety camera programme is based on visible speed enforcement, ensuring maximum opportunity for drivers to keep to speed limits

Clear rules are set out defining how cameras should be signed. All speed camera sites must also be conspicuous and visible.

Vehicle activated signs (VAS) and speed indicator devices (SID) which meet DfT signing regulations may also be used at core sites or road works with the objective of securing the most effective impact through preventing and reducing speeding and collisions.

The police have statutory discretion to undertake speed enforcement separately from the programme, including covert speed enforcement. This police enforcement does not form part of the safety camera programme. The police and partnership should work closely together to ensure that enforcement activity is complementary.

Partnerships are asked to review their existing sites to ensure that the deployment of cameras and enforcement resources achieves the maximum road safety benefit

The systematic evaluation of existing sites becomes more important as circumstances may have changed. In particular, Partnerships are asked to record:

- camera sites where a good safety record has been achieved, assessing whether they need to be retained for maintaining effective compliance and
- sites where there appears to be a continuing problem of high numbers of collisions notwithstanding the use of cameras, assessing whether further or different action should be taken.

Partnerships are also asked to select the type of camera (fixed and/or mobile) for each site, and to deploy camera resources between sites, on the basis of securing the maximum road safety benefit.

Proposed new sites must comply with national rules and guidance

There are clear criteria and rules for proposed new sites covering the site's collision history, together with requirements on the site length, the levels of speeding, and the need to ensure that a camera is the best solution.

Partnerships are also allowed to enforce at exceptional sites, including sites where the community have expressed concerns about speeding and casualties. To maintain the programme's focus on casualty reduction at the core sites with the most serious collision history, exceptional sites must not exceed 15% of total camera time.

Performance measurement must be monitored on a regular basis

Partnerships are required to monitor the success of the programme in their area, both to inform local enforcement strategies, and to help the achievement of national road safety objectives. Standard reporting tools are available to do this.

Local communications underpin the drive to reduce casualties through changing driver behaviour

As part of their operational case, partnerships confirm that they have developed communications plans to help change driver behaviour related to excessive speeding and red light running and to demonstrate the role safety cameras play in preventing casualties and collisions.

Partnerships' staff should work with the programme office and key stakeholders to ensure that all communications activity is complementary and messages are communicated consistently. They should also disseminate messages from national initiatives, such as the THINK! campaign.

The costs of approved camera operation and enforcement are reclaimed by partnerships

Subject to strict rules with regard to allowable expenditure, partnerships can recover the costs directly attributable to the prevention, detection and enforcement of speed and red light offences by cameras, including encouraging drivers to change their behaviour.

Each partnership is required to have their record of expenditure and receipts audited

As part of the operational case, each partnership is required to submit details of their expected financial expenditure. Once approved, this provides the basis for monitoring actual spend and partnerships are paid grants accordingly.

Within each partnership, the lead local authority is responsible for maintaining the record of expenditure and receipts for the partnership. The partnership's records are audited each year by the auditor appointed to the lead authority by the Audit Commission.

1.1 BACKGROUND TO THE PROGRAMME

In 2000, the Government published its ten-year road safety strategy¹. This set out challenging casualty reduction targets to be achieved by 2010 (compared with the average for 1994-1998):

- 40% reduction in the number of people killed or seriously injured (KSI)
- 50% reduction in the number of children killed or seriously injured
- 10% reduction in the slight casualties rate, expressed as the number of people slightly injured per 100 million vehicle kilometres.

The road safety strategy also set out a wide range of initiatives to achieve these targets, including the introduction of a cost recovery programme for speed and red light camera enforcement (The Programme).

Research has demonstrated that reducing excessive and inappropriate speeds on roads can reduce the number of collisions and severity of injuries. The Transport Research Laboratory (TRL) reported in 1993 that every 1mph reduction in average speed led to a 5% reduction in collisions². A study in 2000³ confirmed this figure.

A study in 1996⁴ concluded that, whilst speed and red light cameras were effective in reducing road casualties, the full benefits were not being realised due to budgetary constraints.

In April 2000 the Department for Transport (DfT), working together with Her Majesty's Treasury (HMT) and other key stakeholders, piloted a scheme whereby fixed penalty receipts from offences detected by speed and red light cameras were used to cover the costs of camera installation and enforcement. Eight partnerships across the UK, comprising representatives from local authorities⁵, police forces, Magistrates' Courts and other key stakeholders, were set up to pilot the arrangements.

In April 2001, legislation was introduced that enabled full national roll-out. By April 2005, 38 partnerships in total had joined the programme.

¹ *Tomorrow's roads – safer for everyone* (2000), The Government's road safety strategy and casualty reduction targets for 2010.

² Finch D, Compfner P, Lockwood C and Maycock G (1993). *Speed, Speed Limits and Accidents*. Transport Research Laboratory (TRL), Crowthorne.

³ Taylor M, Lynam D and Baruya A (2000). *The effects of driver speed on the frequency of road accidents*. TRL report 421, Crowthorne.

⁴ Hooke A, Knox J and Portas D (1996): *Cost benefit analysis of traffic light and speed cameras*; Police Research Paper 20, Police Research Group, Home Office, London.

⁵ Throughout the document the word local authority is used to denote the local authority including the highways authority. It may also be used to refer to the traffic authority including the Highways Agency and the Welsh Assembly Government where responsibility falls to them.

1.2 THE AIM OF THE NATIONAL SAFETY CAMERA PROGRAMME

The aim of the programme is casualty reduction and is a key driver towards meeting the 2010 casualty reduction targets. The programme also aims to educate drivers about the consequences of speeding and to improve compliance with speed limits and traffic signals.

The first three-yearly review of progress against the 2010 targets was published in April 2004⁶. Casualty data to 2002 indicated that good progress is being made towards the two KSI targets with reductions of 17% in KSI casualties and 33% in child KSI casualties. In addition, the slight casualty rate target has already been achieved with reductions of 12% against the baseline, although the report is cautious as to whether this has been achieved as a result of genuine improvements in safety.

1.3 PROGRAMME RESULTS TO DATE

In December 2005, a report was published⁷ on the first four years of the programme (April 2000 to March 2004). 38 partnerships in England, Wales and Scotland were included in the analysis. The results were as follows.

Extract from 'The national safety camera programme – four year evaluation report' PA Consulting Group and University College London, December 2005:

- **Vehicle speeds were down:** surveys showed that vehicle speeds at speed camera sites had dropped by around 6% following the introduction of cameras. At new sites, there was a 31% reduction in vehicles breaking the speed limit. At fixed sites there was a 70% reduction and at mobile sites there was an 18% reduction. Overall, the proportion of vehicles speeding excessively (i.e. 15mph above the speed limit) fell by 91% at fixed camera sites and by 36% at mobile sites.
- **Both casualties and deaths were down:** after allowing for the long-term trend there was a 22% reduction in personal injury collisions (PICs) at sites where cameras were introduced. Overall, this meant that 42% fewer people were killed or seriously injured. At camera sites, there was also a reduction of over 100 fatalities per annum (32% fewer). There were 1,745 fewer people killed or seriously injured and 4,230 fewer personal injury collisions per annum. There was an association between reductions in speeds and reductions in PICs.
- **There was a positive cost-benefit of 2.7:1:** In the fourth year, the benefits to society from the avoided injuries were in excess of £258 million, compared to enforcement costs of around £96 million.
- **The public supported the use of safety cameras for targeted enforcement:** this was evidenced by public attitude surveys both locally and at national level.

The report includes a Regression to Mean analysis on a sub-set of sites and concludes that if these results were typical, cameras would still provide substantial and valuable casualty reduction benefits.

Overall, the report concludes that safety cameras have continued to reduce collisions, casualties and deaths.

⁶ *Tomorrow's roads – safer for everyone: The first three year review* (2004), Department for Transport.

⁷ *The national safety camera programme – four year evaluation report*. PA Consulting Group and University College London (2005).

1.4 PROGRAMME HANDBOOK FOR 2006/07

Previous versions of the handbook focussed on the initial rollout of the programme and the establishment of new camera sites. With most police force areas now operating within the programme and the majority of priority sites being covered, this handbook now switches emphasis to the ongoing management of partnerships – whilst at the same time recognising that partnerships will be at different levels of maturity.

This handbook sets out the rules and guidance applying to the programme in England and Wales for 2006/07. These do not, in all cases, apply retrospectively to existing sites. Rules are clearly identified throughout this document in separate boxes. They are defined as mandatory items that partnerships are required to adhere to for the costs to be reclaimed, unless a specific exemption has been obtained through the national safety camera programme board. Partners, or the partnership, may operate outside of these rules without an exemption so long as this not funded from the programme. Exemptions must be requested on a site-specific basis where appropriate, outlining the reasons for seeking the exemption and why the particular rule cannot be met. Guidance represents good practice which partnerships are expected to consider, but is not mandatory.

This handbook is structured as follows:

- chapter 2 outlines the **structure of the programme** nationally and at a local level
- chapter 3 provides definitions for **standard terminology** with respect to sites and outlines the requirements for enforcement
- chapter 4 details the **signing, visibility and conspicuity** rules applying to all sites
- chapter 5 provides guidance on partnerships' **review of collisions and existing sites**
- chapter 6 specifies the **selection criteria** for proposed sites
- chapter 7 outlines the performance and ongoing **data monitoring** requirements for partnerships
- chapter 8 provides a high-level summary of the programme and partnership **communications function**
- chapter 9 details **allowable expenditure and receipts**
- chapter 10 outlines the **financial accounting and control** procedures
- chapter 11 details the process for submission, assessment and approval of partnerships' **operational cases**.

1.5 PROGRAMME FUTURE BEYOND 2006/07

Following a stock take of the National Safety Camera Programme, a package of measures have been developed that change the financial and governance arrangements relating to the programme.

The national programme is now more mature having been successfully rolled out to all but two police force areas. It is timely to further integrate cameras into the wider road safety toolkit and delivery processes.

The current netting off arrangement whereby the cost of enforcement operations can be reclaimed from fine revenues has enabled very good progress to be made towards delivering the challenging casualty reduction targets by 2010.

It is recognised that the current funding arrangements have been successful in facilitating an increase in the level of funding for road safety and a reduction in the number of people speeding. These funding arrangements are not sustainable for the long-term.

There will be revised funding arrangements that integrate the funding of cameras into the wider road safety arena from 2007/08. This means that the netting off arrangements will cease at the end of March 2007.

Revised funding arrangements will incorporate the funding of cameras into the Local Transport Plan (LTP) (in England) process from 2007/08. At the same time, safety camera functions will be absorbed into broader road safety operations, thereby strengthening governance and local accountability arrangements. This integrated approach should ensure that all available funding for road safety measures is used to deliver the best possible casualty reduction.

There will be consequences for the Welsh Assembly Government who currently have two partnerships within the National Safety Camera Programme.

The Department is encouraging the existing safety camera partnerships and local authorities to work together during 2006/07 to demonstrate how the broader road safety groups would be achieved locally to produce high quality LTP submissions. This should help to ensure they are able to bring about significant casualty reductions in the future.

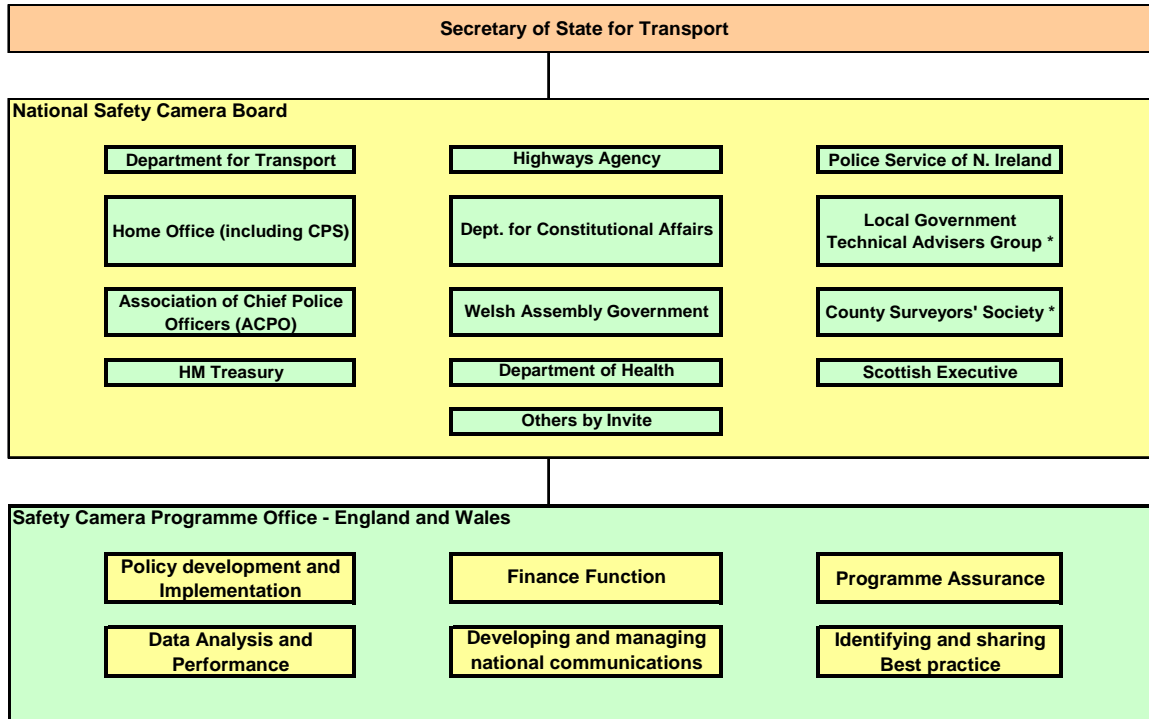
2. PROGRAMME GOVERNANCE ARRANGEMENTS

This chapter outlines the national structure and the local partnership structure, outlining the respective responsibilities at each level.

2.1 NATIONAL STRUCTURE

Figure 1 shows the current national governance arrangements for the safety camera programme as they apply to England and Wales. Scotland and Northern Ireland have separate arrangements, not covered in this document and report separately into the national safety camera programme board.

Figure 1: National safety camera programme structure



* Representing local authorities

2.1.1 The Secretary of State for Transport

The Secretary of State for Transport is responsible for overseeing the programme on behalf of all other Ministers with an interest in the programme.

2.1.2 National safety camera programme board

The national safety camera programme board advises Ministers on the overall policy, strategy, direction and performance of the programme. It also advises them on decisions about partnerships' annual operational and financial proposals as outlined in a document known as an operational case.

The board has a remit across the UK with the DfT, in consultation with the Welsh Assembly Government, to lead the programme in England and Wales and with the Scottish Executive, who lead the programme in Scotland.

The board comprises representatives of the government departments involved in the programme and other key stakeholders. It meets quarterly, or more frequently if necessary.

2.1.3 Programme office

Located within the Road User Safety Division of DfT, the programme office supports the programme board in overseeing the operation of the programme. The programme office is responsible for supporting, guiding, monitoring and reviewing the performance of partnerships against the national policy objectives. Its remit includes:

- partnership support, development and liaison
- development of the handbook of rules and guidance for partnerships and other stakeholders
- assessment of partnerships' operational cases
- financial and performance monitoring and support
- data management and analysis
- research, knowledge management and policy development
- reporting on the operation of the programme
- identification and dissemination of best practice
- developing and managing national communications
- liaison with partnerships providing central support to develop robust local communications plans.

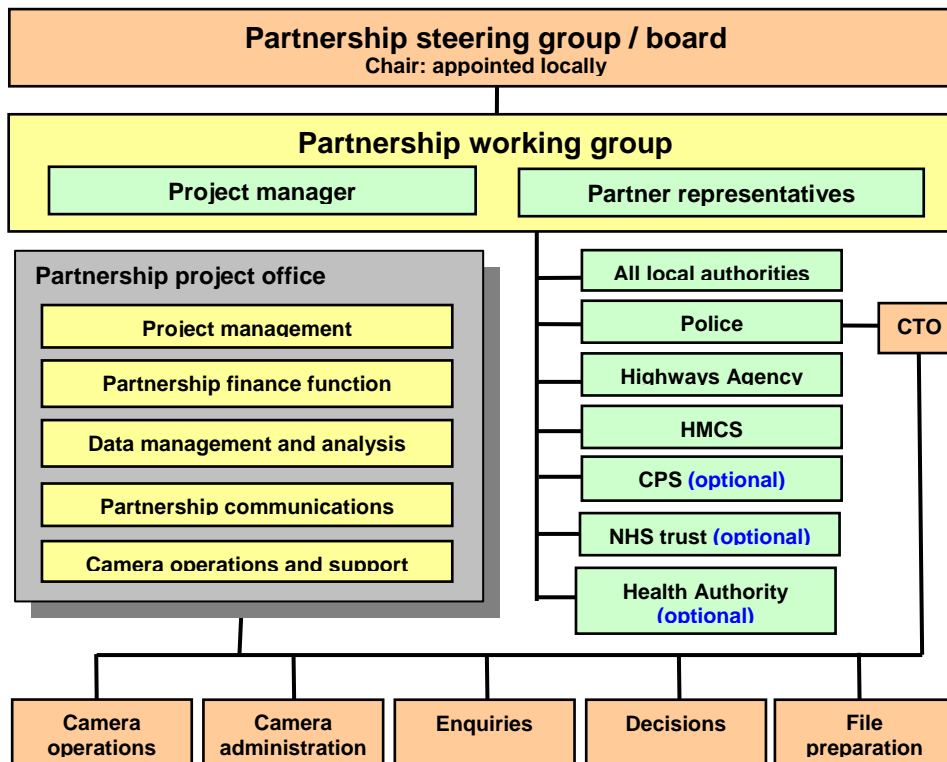
A similar programme office exists in the Scottish Executive to provide support to Scottish partnerships.

2.2 LOCAL PARTNERSHIP STRUCTURE

A safety camera partnership is a joint collaboration between a group of local organisations. Membership must comprise the local authorities, police, HMCS and where appropriate, the Highways Agency. It may also include other local stakeholders such as health authorities. The members work together, under a mutually agreed Memorandum of Understanding (MoU) or Service Level Agreement (SLA). Each member of the partnership remains accountable to its parent body. The partnership works with all relevant stakeholders to ensure that its enforcement policy is integrated and consistent with other local road safety initiatives, such as engineering and education.

There is no set model for a partnership structure. However, figure 2 shows a typical structure of a safety camera partnership.

Figure 2: Typical structure of a partnership



2.2.1 Partnership steering group/board

All partnerships are required to have a steering group to oversee the strategic direction and overall running of the partnership. This is made up of senior representatives of each partner with a remit to agree the strategy of the partnership, ensuring that this is aligned with the broader road safety objectives of the area. Each partner brings its specific expertise.

Generally, the steering group should meet quarterly to review the strategic and operational performance of the partnership against the operational case. At certain times it may be necessary for the steering group to meet more frequently.

The chairperson of the steering group has responsibility for ensuring the effective management of the partnership towards delivering the operational case. The steering group may decide to rotate the chairperson among the partners on a regular basis to encourage stakeholder engagement.

2.2.2 Partnership working group

The partnership working group is responsible for ensuring that all functional teams across the partnership work cohesively to deliver the operational case, resolving any issues that may hinder progress.

It should include at least one representative from each of the key partners involved in the operation of the partnership, including key members of the project office. The group should be accountable to the partnership steering group and should meet at least quarterly.

2.2.3 Partnership project office

The partnership project office manages the day-to-day operation of the partnership. The project office should be led by a dedicated project manager, supported by a team with the roles of communications manager, data analyst and finance officer. Members of staff are usually employed by one of the organisations within the partnership.

The project manager has full responsibility for managing all activities and ensuring the effective operation of the partnership by overseeing the preparation and delivery of the operational case in line with programme rules. This will include monitoring the impact of camera activity, engaging with stakeholders, monitoring budgets, identifying efficiency improvements and implementing best practice. Submission of proposed sites will be undertaken via the national reporting tool.

2.2.4 Central ticket office (CTO)

The processing and enquiries function is often known as the CTO. It is the back office administration function responsible for processing fixed penalty offences, dealing with enquiries and the preparation of court files resulting from offences detected by speed and red light cameras. It is generally managed by the local police, although a significant amount of the operation within the CTO involves safety camera enforcement and is, therefore, closely linked with the project office.

3. SITE DEFINITIONS AND ENFORCEMENT REQUIREMENTS

This chapter provides definitions of programme-wide terminology for sites and enforcement requirements, including casualties and collisions, safety camera sites, categories of sites, site lengths and partnership enquiries.

3.1 CASUALTIES AND COLLISIONS

Camera sites are selected (as set out in section 6.1) on the basis of their history against a combination of Personal Injury Collisions (PIC) and Killed and Seriously Injured (KSI) collisions as well as speed. Sites are monitored and evaluated against PIC (collisions) and KSI casualties. The severities are defined in STATS20⁸ and summarised below.

3.1.1 Personal injury collisions

A PIC is a collision resulting in personal injury occurring on the public highway (including footways) in which a road vehicle is involved and which becomes known to the police within 30 days of its occurrence. One collision may give rise to several casualties. Damage-only collisions are excluded.

Personal injury collisions are classified according to the severity of the injury occurring. Three classifications exist as defined below:

- **slight** – an injury of a minor character, such as a sprain, bruise or cut, which is not judged to be severe or slight shock requiring road-side attention. This definition includes an injury not requiring medical attention
- **serious** – an injury for which the person is detained in hospital as an in-patient, or any of the following whether or not the casualty is detained in hospital: a fracture, concussion, an internal injury, crushing, a severe cut or laceration, severe general shock requiring medical treatment and an injury causing death 30 or more days after the collision
- **killed** – human casualty who sustained an injury that caused death less than 30 days after the collision.

For the purposes of site selection and definition, killed and serious injury collisions at a site are added together to provide the number of KSI collisions. Adding the number of KSI and slight collisions together provides the PIC count.

KSI collisions and PIC are used to assess the need for safety camera enforcement at a particular site.

3.1.2 Casualties

'Casualties' refers to the number of people sustaining injury in a collision; there may be several casualties as a result of one collision.

KSI casualties are used in addition to PICs to monitor the impact of the camera at a particular site.

⁸ Department of the Environment, Transport and the Regions (DETR). *Instructions for the completion of Road Accident Reports*, with effect from January 1999 (updated 2005).

3.2 SAFETY CAMERA SITE DEFINITIONS

Safety cameras is the collective term for speed cameras, red light cameras or combined red light and speed cameras which are Home Office type-approved devices.

A site is defined as a stretch of road where safety camera enforcement takes place. **A housing** is the structure installed at the roadside which consists of the pole and the box from within which a camera may operate. More than one housing may be present within a safety camera site.

There are six different types of safety camera sites:

1. **fixed speed camera sites** – sites where fixed speed camera housings are installed with cameras operating continuously or from time to time. The cameras are unattended and typically enforce road lengths where there has been a concentrated cluster of collisions.
2. **mobile speed camera sites** – sites where mobile speed camera enforcement may take place from time to time. These are set up by the roadside or sometimes on a bridge spanning the road and are attended by a police or civilian enforcement officer. This type of enforcement can also be used to complement fixed enforcement, when collisions occur where fixed site enforcement is not possible or when collisions tend to occur at particular times of day or times of the year.
3. **average speed camera sites (fixed)** – sites where average speed, sometimes referred to as ‘time over distance’ speed cameras are installed and in operation continuously or from time to time. This type of fixed speed camera involves two (or more) cameras measuring average camera-to-camera speed, based on a calculation of the distance between the cameras and the time taken to travel it.
4. **red light camera sites** – traffic light junctions where red light cameras are installed and enforcement is undertaken continuously or from time to time. These cameras can be used to take images of vehicles passing through traffic lights whilst they are on red.
5. **combined speed camera and red light camera sites** – traffic light junctions where cameras detect red light offences and also speeding offences when the lights are not on red. Enforcement takes place from the same housing, continuously or from time to time. These cameras are typically used to discourage drivers from speeding into a junction in an attempt to avoid the red light phase, as well as their primary use of photographing instances of red light violation.
6. **routes** – locations where collisions are dispersed along a longer stretch of road, rather than in clusters. These may comprise a combination of fixed and mobile camera enforcement.

3.2.1 Speed camera sites

The following characteristics apply to fixed speed camera, mobile speed camera and time over distance speed camera sites:

- a. Sites can be multi-directional and enforcement is permitted in any direction within the site (with the exception of motorways and dual carriageways without junctions in the site, where each direction is a separate site).
- b. multiple housings or mobile enforcement points are allowed within the approved site
- c. where multiple housings are used, the number of housings must not exceed the number approved by the programme office.
- d. at fixed camera sites, mobile enforcement may also take place within the site.

3.2.2 Red light camera sites

The following characteristics apply to red light camera sites.

- a. enforcement is permitted on any arm of the junction within the site
- b. multiple housings are allowed within the site
- c. the red light camera may enforce across multiple traffic lanes.

3.2.3 Combined red light and speed camera sites

The following characteristics apply to combined speed and red light camera sites.

- a. red light and speed enforcement is permitted on any arm within the site
- b. multiple housings are allowed within the site
- c. the combined red and speed camera may enforce across multiple traffic lanes.

3.2.4 Routes

The following characteristics apply to routes.

- a. fixed and / or mobile speed enforcement is permitted at any point within the approved route length.
- b. mobile enforcement points should be selected so that they do not span multiple speed limits.

3.3 PROGRAMME SITE CATEGORIES

Every safety camera site within the programme must fall into one of the mutually exclusive categories below:

3.3.1 core sites – sites that were:

- a. commissioned prior to the partnership joining the programme and which were subsequently approved through a previous operational case or via the national reporting tool from 2006/07.
- b. approved and commissioned during the pilot phase, or
- c. approved and commissioned during subsequent phases of the programme, excluding any exceptional or roadwork sites.

3.3.2 exceptional sites – sites that have not been approved as core sites but where partnerships are undertaking speed camera enforcement for reasons that may include:

- community concern - where the local community requests the partnership enforce at a particular site because traffic speeds there are causing concern for road safety
- collision frequency - where a site has a high incidence of PIC, but insufficient KSI collisions to meet the criteria, but where there is well-founded concern that a failure to reduce speeds or red light running at this site will result in future increases in KSI collisions, including fatalities

- engineering factors - where collisions are occurring and an engineering solution has been identified, but cannot be implemented in the short-term.

It is not expected that there will be exceptional sites on roads with 70 mph speed limits unless there is a clear and defensible road safety reason, based on a casualty or collision history. Partnerships are required to notify the programme office where such sites are operated.

Rule 1: Enforcement at exceptional sites

To maintain the programme's focus on casualty reduction at core sites, enforcement time at exceptional sites must not exceed 15% of the total number of live camera hours at core sites.

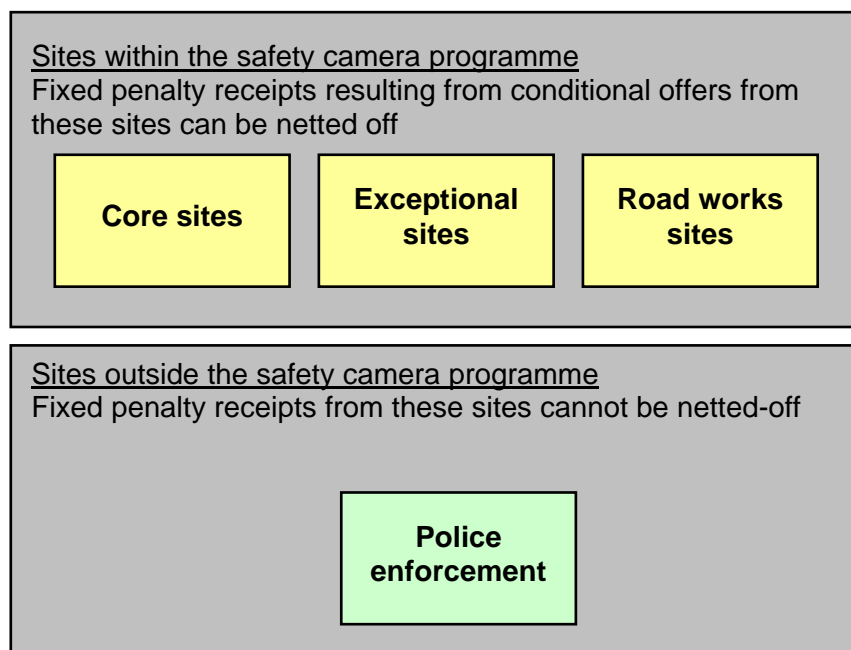
The 15% of time is a maximum limit and should not be seen as a target for partnerships to meet. Partnerships are required to keep a clear audit trail to evidence time spent at core sites and time spent at exceptional sites.

3.3.3 Road works sites – sites at which temporary speed limits have been imposed due to road works taking place to mitigate against the additional risk of collisions and to protect the workforce. Fixed or mobile enforcement at these sites will be temporary and is in addition to enforcement at core sites and exceptional sites.

3.4 NON-PROGRAMME SITES

In addition, the police have the statutory discretion to undertake speed enforcement anywhere within their police force area. The cost of any such action cannot be reclaimed as shown in figure 3 below nor can the resultant fine revenue receipts be included in the partnership figures. Partnerships are encouraged to work closely with their member police force(s) to ensure that enforcement activity is, as far as possible, complementary.

Figure 3: Safety camera sites



3.5 COVERT ENFORCEMENT

Covert enforcement is a police matter, separate from partnerships' safety camera activity, not eligible for funding through the programme and not subject to notification or approval through the safety camera programme. Any fine revenue resulting from covert operations and any associated costs of undertaking, processing and administering such activity are not recoverable. Partnership equipment (for example cameras but not liveried partnership vehicles) may be used by police officers that are not funded by the programme provided that this does not adversely affect partnership enforcement at core sites.

3.6 SITE OR ROUTE LENGTHS

A site or route length is the distance between two points within which collisions, casualties and speeds are measured and camera enforcement takes place.

Generally, once the length has been approved it should not be changed since this acts as a baseline for ongoing measurement of casualty reduction at the site. Where the site length must be changed, care must be taken to ensure that the distance over which collisions are measured before and after establishment of the site are consistent. See 5.3 'Changes to existing sites'.

Site and route lengths should meet the following rules for sites proposed from April 2006.

Rule 2: Site length for sites approved from April 2006				
Type of Site or Route	Fixed speed camera sites	Mobile speed camera sites	Routes	Red light and combined (Red light and speed) camera sites
Site or route length requirements	Between 0.4 and 1.5km	Between 0.4 and 5km	Between 5 and 20km	From stop line to stop line in direction of travel*

* where this condition cannot apply, liaise with the programme office

3.7 ENQUIRY OFFICER FUNCTION

It is mandatory for all partnerships to deal with, and follow up, enquiries into offences within their own partnership area and from other partnerships known as out-of-area enquiries. This should take place in accordance with ACPO Roads Policing and Technology Group's 'National Guidance to Safety Camera Partnerships for 'Out of Area' Enquiries', due to be published in April 2006.

4. SIGNING, VISIBILITY AND CONSPICUITY RULES

This chapter outlines the rules for sites with respect to signing, visibility and conspicuity.

4.1 SITE SIGNING RULES

All speed sites (core, exceptional and road works) must comply with the safety camera programme signing rules and all traffic signs must fully comply with the statutory requirements of the current Traffic Signs Regulations and General Directions (TSRGD)⁹ or be specifically authorised by the DfT. Should TSRGD subsequently change, or any disparity emerge between the handbook rules and TSRGD, the latter will always take precedence.

It should be noted that during 2006/07 the Department is intending to update TSRGD to clarify the signing arrangements for camera signs and to enable speed limit roundels marked on the carriageway to be provided at fixed speed camera sites in 30mph areas, in conjunction with upright signs to diagram 880.

4.1.1 Camera signing rules

Signing is required so that drivers can be fully aware of the existence of a safety camera site.

Rule 3: Signing rules

- Camera signs will be co-located with speed limit signs where permitted and practicable
 - For fixed speed and red-light enforcement, a camera sign must be placed not more than 1 km from the first camera housing in the direction being enforced (including or excluding side roads at the discretion of the partnership). For fixed speed enforcement, co-located camera and speed limit repeater signs, or the sign shown in diagram 880 where appropriate, must be placed to allow the signs and speed camera to be visible to the driver in the same view.
 - For mobile enforcement, co-located camera and speed limit repeater signs, or sign 880 where appropriate, must be placed in advance of the point of entry to the site or route (including or excluding side roads at the discretion of the partnership) in the direction being enforced. Camera signs must also be placed thereafter at intervals of around 1km throughout the site or route.

Camera and speed limit signs must not be obscured but be positioned to be visible. Speed limit and camera signs should be co-located where this is possible. Repeater speed limit signs must meet the requirements of direction 11 of TSRGD. Repeater camera signs and carriageway roundel markings may be used where permissible under directions 18(1) and 32 of TSRGD.

Partnerships are expected to liaise with the local authority over the location of all signs used. It is recommended that TAL 1/95 'Speed limit signs – a guide to good practice' is used when reviewing and placing speed limit signing.

On dual carriageway roads and motorways wherever possible an additional camera warning sign should be placed on the central reserve.

⁹ Traffic Signs Regulations and General Directions (TSRGD) 2002, The Stationery Office

4.2 SITE CONSPICUITY AND VISIBILITY RULES

All speed sites (core, exceptional and road works) must comply with the safety camera programme conspicuity and visibility rules.

Rule 4: Site conspicuity – this rule must be applied to all new and existing sites

Fixed speed camera housings located within an area of street/highway lighting can be coloured yellow either by painting both the front and back of the housing or covering both the front and back of the housing with retro-reflective sheeting.

In an area not covered by street/highway lighting the speed camera housing must be covered in retro-reflective sheeting

Mobile vehicles from which enforcement may take place must be liveried and identifiable as an enforcement vehicle. Visibility of the vehicle should be maintained during enforcement e.g. where it is necessary for the doors to be open visibility marking should be apparent to approaching traffic in the direction of enforcement.

The recommended paint colour is No.363 Bold Yellow of BS381C:1996. The retro-reflective sheeting should meet the requirements of BS EN 12899–1:2001 or a suitable microprismatic sheeting conforming to BS 8408 or an equivalent Standard of a European Economic Area State.

Every vehicle funded through the programme, including motorcycles, must be adorned with the livery of the partnership. The use of removable or magnetic livery is not allowed. Whilst there is no specified colour or design for livery mobile enforcement vehicles must be clearly visible to approaching drivers. If enforcement is carried out away from the vehicle the operator must ensure that he/she is clearly visible. Consideration should be given to ACPO code of practice for operational use of road policing enforcement technology.

Rule 5: Site visibility

Dependant upon the enforcement method used, speed camera housings, or the camera operator or the mobile vehicle must be visible from the driver's viewpoint at the following minimum visibility distances:

- 60 metres where the speed limit is 40 mph or less
- 100 metres at all other speed limits.

For mobile speed camera sites, although the camera technology may allow, partnerships are not permitted to net off from offences detected outside the approved site.

Whilst there is a requirement for red light camera sites to be signed there is no special requirement for them to be conspicuous or visible. Combined red light and speed cameras sites must comply with the visibility, signing and conspicuity rules for speed camera sites.

On every occasion - before commencing enforcement at a camera site, the operator should check that, to the best of their knowledge, relevant speed limit and safety camera signing is correct. These details, together with confirmation that the minimum visibility standards are met, should be recorded in writing.

The revised visibility, conspicuity and signing standards specified within this section apply to **ALL** camera sites and this standard should be met by 30 June 2006.

Compliance with these rules has no bearing on the enforcement of offences detected by the use of safety cameras. Non-compliance with these rules and guidelines by a partnership, or representative of a partnership, does not provide any mitigation of, or defence for, an alleged offence committed under current UK law.

5. PARTNERSHIP REVIEW OF COLLISIONS AND EXISTING SITES

This chapter outlines the requirements for partnerships to undertake an annual review of collision hotspots in the partnership area and, as part of this, a review of existing sites. It also outlines procedures where this review results in a change to an existing site.

5.1 REVIEW OF COLLISION HOTSPOTS

Each partnership has a responsibility to manage and review its portfolio of existing sites in line with the overarching objective of the programme, i.e. to reduce the number of collisions and casualties on the roads of England and Wales. As such, partnerships are required, at least annually, to review all collision hotspots (i.e. roads where there appear to be a comparatively high number of collisions) within their partnership area. This review should ensure that all sites have been identified where casualties could be reduced by the use of safety cameras and other solutions have been ruled out. It should also be used to inform the partnership's enforcement strategy to ensure that camera resources continue to be deployed to best effect in reducing collisions and casualties.

This should be an ongoing process to identify those sites where camera enforcement is judged to be an appropriate solution. Where proposed camera sites are identified that comply with the rules for proposed sites in chapter 6, partnerships should submit them to the programme office for approval as core sites.

5.2 REVIEW OF EXISTING SITES

Rule 6: Review of existing sites

Partnerships are required to undertake a review of each existing site. The partnership will need to consider whether there is a continuing need for safety camera enforcement, taking into account changes in the circumstances at the site since it was established and with reference to the original road safety justification for the site's selection.

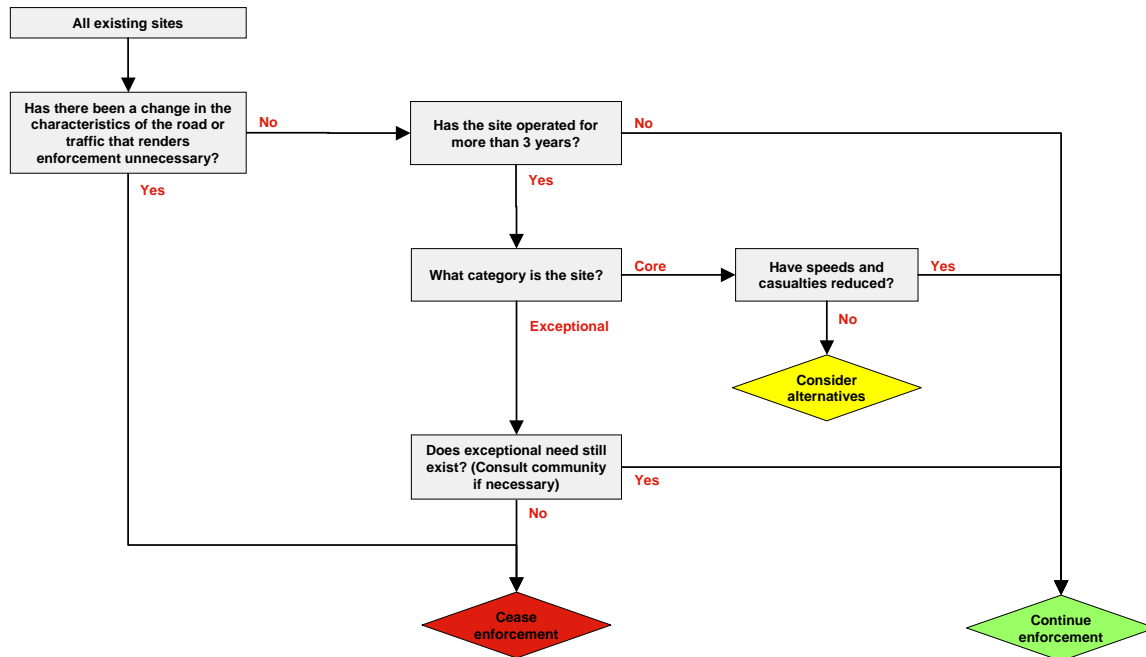
Partnerships are expected to have a documented review process that evidences consideration of these points and the decision reached. These records should be readily available if required.

Partnerships, taking into account views put forward by both local communities and road users, are asked to consider in particular:

- sites where a good safety record has been achieved to assess whether safety camera enforcement needs to be retained to maintain effective compliance
- sites where there appears to be a continuing problem of high numbers of collisions notwithstanding the use of cameras to assess whether further complementary or different action should be taken.

Partnerships may wish to follow the process in figure 4 below when undertaking reviews of their existing sites.

Figure 4: Process to review existing sites



5.2.1 Continue enforcement

Where the need to continue enforcement is identified, partnerships are expected to have a documented enforcement strategy prioritising enforcement within those sites in a way that is proportional to the problem.

5.2.2 Consider alternatives

For sites where there appears to be a continuing casualty problem despite the deployment of cameras, a higher level of camera deployment and enforcement could be considered. Partnerships should re-examine whether an alternative cost-effective engineering or other solution can be implemented to tackle the problem. Alternative solutions could include other road safety measures including road improvements, traffic-calming measures, wider road safety education or information measures. However, these costs cannot be reclaimed from the Safety Camera Programme.

5.2.3 Cease enforcement

Where enforcement is no longer considered necessary at a site, partnerships should agree the future treatment for that site.

5.3 CHANGES TO EXISTING SITES

There may be circumstances when it is necessary to change an element of the camera site for example the type (fixed or mobile) of an existing site.

Partnerships are permitted to undertake mobile enforcement at a fixed site (or change all enforcement at the site to mobile) since the criteria for mobile sites are lower than for fixed sites. The partnership must notify the programme office of the change in order to keep site records up to date.

Partnerships are not permitted to install a fixed camera housing at a mobile site unless the criteria for a fixed site are met and approval has been obtained. Should the partnership wish to install a fixed site they must submit a proposal to the programme office during the year.

Partnerships are not permitted to modify any part of the camera equipment or the housing as this may affect the equipment's type approval status. The partnership must ensure that written permission is obtained from the Home Office for any modifications made to the camera equipment or housing(s).

Any other proposed changes to sites must be discussed and agreed with the programme office before being implemented.

This chapter outlines the rules for proposed core, exceptional or roadwork sites. It also provides guidance on the collection of data to support proposed sites, including conducting speed surveys and counting KSIs.

6.1 RULES FOR PROPOSED SITES

Following continued on-going monitoring of all collisions partnership-wide, the partnership may wish to submit further safety camera sites to bring within the programme. These are known as proposed sites. Each proposed site must fall into one of the three categories of sites: core, exceptional or road works.

These rules do not apply retrospectively to existing sites, the approval of which would have been justified on the basis of the requirements at the time of approval.

When selecting sites, partnerships should:

- consider the PIC number when determining the relative priority for dealing with sites that meet the selection criteria
- continue to select proposed sites on a 36 month baseline period. Once selected as a potential site, partnerships should look back to take account of the PIC collision trend over a period of 5 years. This wider picture should help to determine the proposed site's suitability for camera enforcement
- ensure that it will be possible for the site to comply with the conspicuity, visibility and signing rules set out in chapter 4.

Where a site fails to meet the selection criteria, partnerships may enforce it as an exceptional site (see section 3.3.2).

6.1.1 Core sites

Rule 7: Rules for proposed core sites								
Rule		Fixed speed camera sites ¹⁰		Mobile speed camera sites		Routes		Red light or combined red light speed camera sites
1	Site or route length requirements	Between 0.4 km and 1.5 km ¹¹		Between 0.4 km and 5km		Between 5km and 20km		From stop line to stop line in direction of travel ¹²
2	Number of killed and serious collisions (KSI)	At least 3 KSI collisions per km in the baseline period*.		At least 1 KSI collisions per km (average) in the baseline period*.		A minimum of 3 existing core sites within the length. (There are no further requirements) OR Has at least 1 KSI collision per km (average) in the baseline period*. and meets the PIC total value below.		At least 1KSI collision within the junction in the baseline period*. Selection must be based upon a collision history of red light running.
*The baseline period is the most recent 36 month period available when proposal is submitted, where the end date is within 12 months of the date of submission.								
3	Total value required	Built up 22 /km	Non built up 18 /km	Built up 11 /km	Non built up 9/km	Built up 8 /km	Non built up 6 /km	10
		For sites up to 1km the above value is required. For sites longer that 1km the value is per km.				<u>Plans for routes will require liaison with the Programme Office</u>		
4	85 th percentile speed at proposed sites	Speed survey shows free-flow 85 th percentile speed is at or above ACPO enforcement threshold in built-up areas and 5 mph over maximum speed limit in non-built up areas. This can apply to all vehicles or a vehicle class but must be compared consistently.						Not applicable
5	Site conditions that are suitable for the type of enforcement proposed	Loading and unloading of camera can take place safely.		Location for mobile enforcement is easily accessible and there is space for enforcement to take place in a visible, legal and safe manner.		The location of collisions in the baseline period will determine the length of route.		Loading and unloading the camera can take place safely.
6	Suitability of site for camera enforcement	The Highway Authority must undertake a site survey, demonstrating the following: (a) The speed limit has been reviewed confirming that camera enforcement is the right solution; (b) There is no other cost effective engineering solution that is more appropriate; (c) That the Traffic Regulation Order (where applicable) and signing are lawful and correct.						
<p>New camera sites will be selected using an assessment that includes the level of fatal, serious and slight collisions. The combined level of collisions will be expressed as a numerical scale (see below) and assessed relative to the road classification for the site - whether it is either a 'built up' or 'non-built up' area and according to the type of site i.e. route, fixed, mobile or red light.</p> <p>Fatal or serious injury collision = 5 (i.e. 2 serious collisions = 10) Slight injury collision = 1 (i.e. 5 slight collisions = 5)</p> <p>'Built up area' is defined as a road with a speed limit of 40 mph or less. 'Non-built up area' is defined as a road with a speed limit of 50 mph or more.</p>								

¹⁰ Average speed cameras are considered to be types of fixed camera and therefore must meet the rules for a new fixed camera. Cost benefits should be considered taking account of the capital cost and ongoing revenue costs versus those of alternative fixed or mobile enforcement.

¹¹ Although average speed cameras are usually dealt with as 'fixed cameras' their site length may need to be longer than 1.5km.

¹² Where this condition cannot apply, liaise with programme office

Rule 8: Commissioning new core sites

Installation work or enforcement may not be commenced at proposed core sites prior to approval. The installation and commissioning of sites must be complete and invoices for the capital costs must show on the accounts for the 2006/07 operational year.

Partnerships are required to submit full details of all proposed core sites using the programme office reporting tool. New site submissions can be made at any time during the operational year.

6.1.2 Exceptional sites

Partnerships may undertake enforcement at these sites, subject to a maximum of 15% of the total camera-enforcement time (as set out in rule 1), where approval has been given by the partnership steering group. There is no requirement for partnerships to submit exceptional sites for approval.

Partnerships are required to keep detailed records to demonstrate that:

- A clearly-documented case exists with sound evidence supporting the view that there is a well-founded speed-related risk to road-users' safety at each of these sites, including consideration of the level of non-compliance with the speed limit and suitability for enforcement. Partnerships should consider making justifications for exceptional sites available on their websites
- Total enforcement at exceptional sites is within the number of hours allowed.

Exceptional fixed sites cannot be funded under the programme however they must be recorded on the national reporting tool, including baseline and monitoring data for collisions and casualties.

6.1.3 Road works sites

For sites at road works, there is no requirement to seek approval to enforce at these sites. However, when camera enforcement is being considered the programme office must be informed during the planning stage.

6.2 COLLISION DATA

For site selection and monitoring purposes, the following rules with respect to collision data apply. It should be noted that these provide a clarification of definitions. For site selection they are not applied retrospectively.

Rule 9: Rules for defining sites for site selection and monitoring

- a. vehicle speeds and collisions must be measured within the site specified
- b. collisions from all directions within the site can be included within the site analysis (apart from motorways and dual carriageways without junctions in the site, where each direction must be analysed as a separate site).
- c. a collision must be attributed to only one camera site and not be double-counted. That is to say, camera sites must not overlap.

6.3 GUIDELINES FOR CONDUCTING SPEED SURVEYS

The free flow 85th percentile speed is obtained from a sample of vehicles' measured speeds, ranked in descending order and the highest 15% discarded (excluding congestion periods). This can apply to all vehicles or a vehicle class but must be compared consistently. (Further information on conducting speed surveys can be found in departmental advice note TA22/81 'vehicle speed measurement on all purpose roads').

The following guidelines should be adopted when conducting speed surveys to provide data for the 85th percentile speed and the percentage of vehicles exceeding the speed limit:

- Surveys should assess free-flowing traffic speeds. i.e. congested periods in urban areas should be discounted
- In respect of routes speed surveys should be carried out at point(s) on the route where excess speed is known to have been a factor.. If the route incorporates multiple speed limits in which enforcement is carried out, speed surveys should take place in each of them
- Speed surveys should take place during normal road conditions, i.e. times of road works, 'one-off' events or particularly adverse weather conditions should be excluded
- For the data to be statistically robust, ideally a full week's worth of data should be collected but a minimum of three days should be collected (for periods of less than a week, the days of the week should be recorded for ongoing measurement)
- There must be a full record of how the speed survey was conducted (e.g. the time frame, road conditions, equipment and settings)
- Health and safety must be paramount - it must be safe to set up and operate the monitoring equipment
- Subsequent monitoring surveys should be conducted at or near the initial survey location within the same speed limit zone for sites with multiple speed limits. The same time-frame, road conditions and settings should be used wherever possible
- Speed survey data must be rounded to the nearest one decimal place
- Speed survey data remains valid for a period of 12 months from the survey date.

7. PERFORMANCE AND ON-GOING DATA MONITORING

This chapter outlines the requirements for performance and on-going data monitoring by partnerships.

7.1 THE PURPOSE OF DATA MONITORING

The main aim of data analysis is to ensure accurate reporting of the effects on driver behaviour and resulting casualty and collision reductions and to monitor partnership activities in line with the rules and guidance.

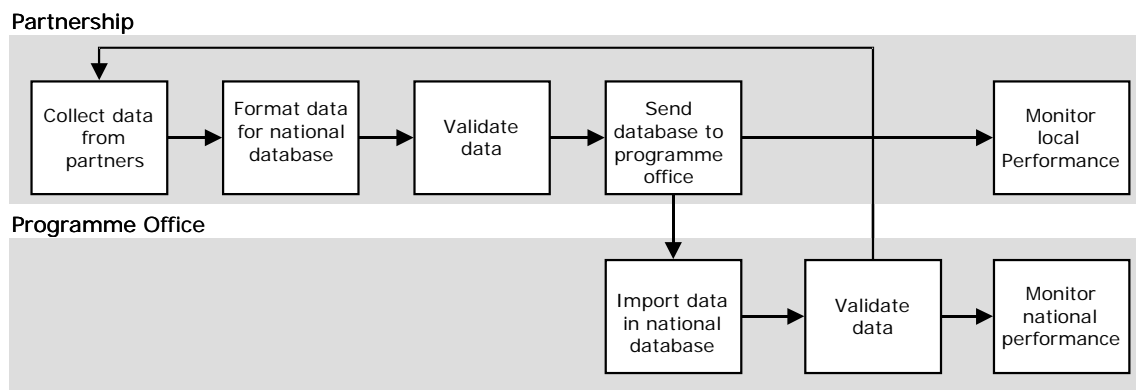
Rule 10: Monitoring requirements

All partnerships are required to collect, monitor and forward to the programme office casualty and collision data on an ongoing basis to assess the performance of their safety camera strategies and their contribution towards achieving the 2010 casualty reduction targets. In addition, partnerships are required to provide information on enforcement levels, equipment, site information, speed data and contact information. The deadline for data submission is **three months** after the quarter end.

The data is used locally to inform enforcement strategies and to inform the programme office of national performance. Each partnership is required to have a dedicated data analyst to ensure this key function is administered successfully.

7.2 DATA MONITORING PROCESS AND REPORTING

Figure 5 below illustrates the data monitoring process for collisions and casualties



Partnerships are responsible for the initial collection, formatting and validation of the data and are required to submit the data on a quarterly basis to the programme office.

Upon receipt of the partnership data, the programme office will aggregate all partnership data within the programme office reporting tool and apply national validation. This collective data is then used to monitor the performance of the partnerships.

In addition, partnerships may be required to provide other data to the programme office on an ad hoc basis.

8. PROGRAMME AND PARTNERSHIP COMMUNICATIONS FUNCTION

Communications activity is an important part of the safety camera programme. All communications activity should promote the overall aim of the safety camera programme: to reduce casualties and collisions.

A detailed break down of allowable local communications activity is outlined in section 9.3.2, section D.

8.1 DEPARTMENT FOR TRANSPORT

Policy

DfT has sole responsibility for promoting and communicating messages on safety camera government policy.

National speed reduction publicity programmes

At national level, the THINK! campaign aims to change drivers' attitudes to speeding, as well as other behaviour that can lead to casualties and collisions. All THINK! related activity and national publicity campaigns will continue to be led by DfT. Partnerships are encouraged to make the most of the THINK! creative materials available to them, including radio and cinema commercials and printed material. Partnerships are not permitted to engage in their own national publicity campaigns.

8.2 OVERVIEW OF THE COMMUNICATIONS FUNCTION

All partnerships are required to have a communications manager to improve understanding and awareness of the safety camera programme in their partnership area.

The communications manager is responsible for producing an annual communications strategy. The communications strategy should demonstrate that every proposed activity promotes the benefits of reducing speeding or red light running, or the role safety cameras play in preventing casualties and collisions.

Partnerships are required to keep the programme office informed of their communications activities.

The communications strategy should aim to do the following:

- Help bring about a change in driver behaviour related to excessive speeding or red light running in order to help achieve a reduction in casualties on the roads
- Schedule campaigns to complement the national THINK! calendar
- Make use of the THINK! campaign materials including broadcast creative
- Take into account the activities of neighbouring and regional partnerships
- Work closely with all local partners and other stakeholders to ensure that their respective communication initiatives are co-ordinated and consistent, for maximum impact and to avoid duplication of work.

8.3 WORKING WITH THE MEDIA

Partnerships are encouraged to engage with the media to ensure messages are communicated proactively as well as reactively.

8.4 PROVIDING INFORMATION

Partnerships are encouraged to explore ways to provide local information on their operation. Information should be made available to all interested parties. This should include:

- the location of camera sites
- contact information
- the type of camera used
- local casualty reduction figures
- the justification for the use of exceptional sites
- audited financial information covering expenditure and receipts for the partnership.

Partnerships should ensure the information they provide is consistent with the Freedom of Information document developed by safety camera partnerships.

Partnerships should also ensure all site data available locally is consistent with data they have supplied to the programme office.

8.5 PUBLICITY CAMPAIGNS

Partnerships are encouraged to use the THINK! resources for publicity and advertising campaigns. Where partnerships wish to undertake campaigns designed to communicate the role safety cameras play in preventing casualties and collisions by reducing speed and red light running at a local level, they are required to ensure consistency with national messages.

Best practice suggests that any advertising publicity campaigns should be cleared by the relevant advertising standards agency before publication:

RACC: Radio Advertising Clearance Centre <http://www.racc.co.uk>

ASA: Advertising Standards Authority for complaints <http://www.asa.org.uk/asa/>

BACC: Broadcast Advertising Clearance Centre for television commercials
<http://www.bacc.org.uk/bacc>

9. PARTNERSHIP OPERATIONS AND ALLOWABLE SPEND

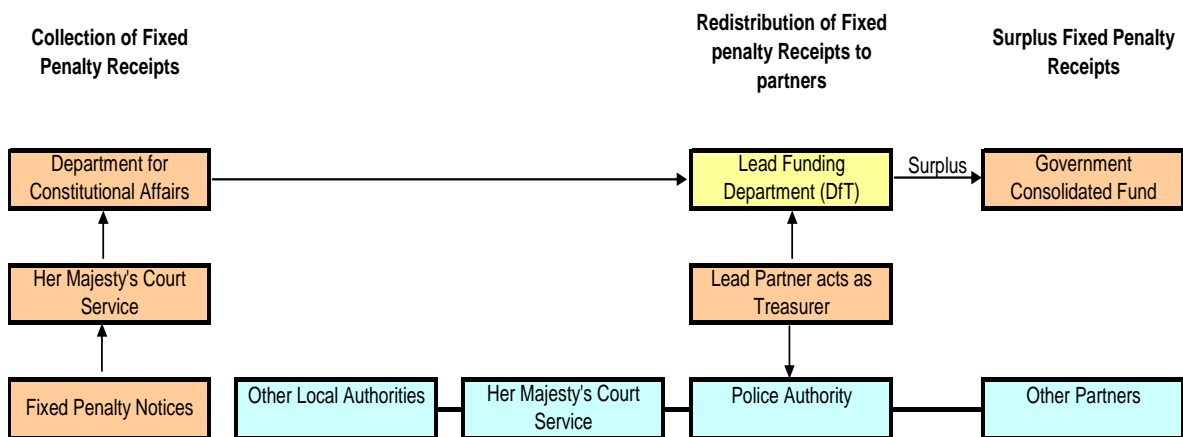
This chapter provides an overview of the cost recovery system, an outline of allowable fixed penalties that can be considered as receipts, an outline of allowable activity or expenditure and guidance on the procurement procedures used by partnerships.

9.1 OVERVIEW OF THE COST RECOVERY SYSTEM

The safety camera programme has been approved by HMT as a 'netting off' programme. This means that the costs associated with issuing and enforcing conditional offers from fixed penalty notices (CoFPNs) can be reclaimed from the receipts generated by the fines. Section 20 of the Justices of the Peace Act 1997 requires all CoFPN receipts generated to be passed from HMCS to the Department for Constitutional Affairs (DCA) to prevent the recycling of funds locally. The DCA then pass all receipts to the DfT, who reimburse the partnerships for approved expenditure incurred. Any surplus generated is paid over to HMT in the form of Consolidated Fund Extra Receipts (CFERs).

An overview of the system is given in figure 6 below.

Figure 6: Cost recovery system



The rest of this chapter sets out what fixed penalty receipts can be reclaimed and what is allowable spend. If items of expenditure are not included in this section then partnerships cannot reclaim these costs from netting off, unless specific approval is given from the programme board.

9.2 ALLOWABLE FIXED PENALTIES

Rule 11: Allowable fixed penalties

Partnerships are only allowed to reclaim costs from fixed penalties paid to HMCS under conditional offer terms. These paid conditional offers relate only to offences detected using safety camera speed and red light equipment at approved sites (core, exceptional and road works) within the programme.

Expenditure cannot be reclaimed from the following receipts:

- fines issued by courts following a court appearance by an offender
- fines and fixed penalties for traffic offences other than speeding and violation of red traffic signals
- fixed penalty notices issued as a result of other police enforcement (e.g. fixed penalty notices issued directly to driver), including those issued during covert enforcement
- any fines or fixed penalties issued as a result of using Automatic Number Plate Recognition (ANPR) enforcement equipment (this is being covered by a separate cost recovery system)
- fixed penalty notices issued from sites outside of the programme. If partnerships are operating such sites, there must be a clear procedure for separately identifying such fixed penalty receipts and the costs associated with them.
- fixed penalty notices issued at sites which fail to comply with conspicuity and visibility guidelines.

9.3 ALLOWABLE EXPENDITURE

There are three general rules governing all allowable expenditure, rules 12, 13 and 14 as follows.

Rule 12: Allowable expenditure

All capital and revenue expenditure must be directly attributable to the prevention, detection and enforcement of speed and red light offences, including encouraging changed driver behaviour, through the use of local speed and red light camera approved programmes of enforcement. Costs up to the point of conclusion of the offence can be reclaimed.

In this case 'conclusion' means:

Payment of conditional offer; attendance at Speed Awareness Course (not cost of administering or the course itself) or passing of a verdict at the conclusion of court proceedings (excluding the costs of Magistrates' Courts and CPS since these are already funded centrally).

Rule 13: Best value

Partnerships need to be able to demonstrate that their expenditure meets the requirements of Best Value (BV) with purchases achieving the optimum balance between economy, efficiency and effectiveness (as explained below). Partnerships must provide a detailed breakdown for all expenditure items over £30,000 in their operational case. For single items in excess of £100,000, partnerships must provide details of the cost and benefits of any alternatives, making a direct link between the level of expenditure and casualty reduction, thus demonstrating the principles of BV have been met.

BV is a commonly used phrase that means that any money spent achieves the best possible result in providing what is required. BV does not always mean 'getting the cheapest deal'; there are other ways of obtaining value. BV can be described as achieving the optimum balance between economy, efficiency and effectiveness:

- *economy* means achieving the lowest price for a particular service or item. This objective has most relevance when purchasing assets or services that vary little in quality from supplier to supplier, such as stationery for example. Achieving the lowest price on a service contract, however, would not necessarily deliver BV if it resulted in a poor or unreliable service
- *efficiency* means achieving the most from a given amount of money. Solutions may include using flexible working arrangements or a high degree of mechanisation
- *effectiveness* means the best outcomes for the money spent. For example, an integrated IT system linking the police authority and the HMCS might be more effective than two separate systems and an overnight file transfer system. Whether a new approach represents the best value would depend on how much it costs in comparison with the existing method if both produce the same outcome.

Rule 14: Shared resources

Where a partnership's resources are shared (i.e. an asset that is also used for purposes other than safety camera enforcement or a staff member who spends only part of their time on safety camera work e.g. the CTO manager) the costs associated with this resource must be apportioned on a pro-rata basis.

The basis of any pro-rata will vary depending on the expenditure item but may include staff costs being split on the basis of time spent, or assets on the basis of asset usage. All apportionments must be documented and defensible to audit.

9.3.1 Capital expenditure

Capital expenditure refers to a 'one-off' cost of acquiring, replacing or upgrading an asset.

When considering the purchase of capital equipment, partnerships are encouraged to work together with other partnerships in their region and consider the possibility of pooling resources or sharing equipment. It makes little point for all partnerships, and in particular the smaller partnerships, to purchase the same equipment when there may be surplus capacity in a nearby area.

Partnerships should observe the following points when considering the purchase of any capital equipment:

- in some instances the volume of new activity will require an asset with greater capacity to meet the increased demand, e.g. large volume mailer. Existing equipment, which was not due for renewal, can be replaced in these cases and the whole cost of the item reclaimed
- all equipment procured in support of camera activity can be reclaimed under cost recovery. However, partnerships must be able to demonstrate BV rules have been applied. If the equipment type/capability is greater than necessary for camera support activities due to its secondary application, then the additional cost should be borne by the purchasing unit. This rule applies similarly to all supporting equipment, e.g. vehicles, printing and mailing equipment
- partners are already funded for core equipment. Only equipment that is essential to the programme activity and would not otherwise be purchased can be reclaimed
- Given the planned changes to the funding mechanism for safety cameras, consideration should be given to future revenue costs associated with any capital investment.

All capital expenditure must be directly attributable to speed and red light camera activity and is restricted to the following areas:

- A. camera equipment and installation
- B. vehicles
- C. IT and communications
- D. refurbishments
- E. other capital costs

A - Camera equipment and installation

Costs associated with the purchase and installation of speed and red light cameras can be reclaimed by partnerships, including pre-installation analysis, design, planning, installation, test and set-to-work costs and hard standings for mobile equipment. Any other equipment associated with general road safety is not allowable, for example in-car video systems or hand-held speed measuring devices.

Partnerships are also able to reclaim the capital cost of removing, moving or reinstalling fixed camera housings and equipment, including the costs to conduct repairs to the site to restore it to the original condition.

However, the cost of paving, concreting or repairs for any other area apart from the decommissioned site itself may not be reclaimed. Partnerships are recommended to negotiate with suppliers so that the party contracted to install the cameras is also contracted to remove the cameras at a time suitable to the partnership.

B - Vehicles

The cost of purchasing or leasing and fitting-out vehicles for partnerships to carry out enforcement tasks may be reclaimed. However there must be a clear and demonstrable need for every vehicle. Every vehicle funded through the programme, including motorcycles, must be adorned with the livery of the partnership and, optionally, the THINK! Campaign logo. The use of removable or magnetic livery is not allowed. The only exception to this is for enquiry officers where for health and safety or police operational reasons an unmarked vehicle may be necessary. These vehicles must be clearly

identified in the operational case and explicitly approved. In addition, no vehicle should be made available for private use.

The costs associated with patrol vehicles cannot be reclaimed.

C - IT and communications

Capital expenditure on IT and communications systems can account for some of the most significant expenditure for partnerships, especially in the early years of operation. Partnerships are advised to carry out an assessment of their current infrastructure, to prioritise needs and to only purchase essential equipment.

The following items of IT and communications capital expenditure can be reclaimed:

- computer hardware
- processing software and systems
- telephones including mobile phones for essential use
- essential network connections
- payment processing equipment for credit and debit cards
- server upgrades¹³
- network connections to link offices or departments¹³.

As with all large-scale capital spend, partnerships should seek professional advice and adhere to government and local procurement rules when procuring IT and communications equipment. Partnerships should consider long-term needs and not necessarily go for a direct upgrade on what is currently in place.

It should be noted that for the HMCS, all proposals for IT changes or enhancements should be discussed at an early stage with the DCA Libra Project and their approval gained for the proposals. IT equipment provided to HMCS through Libra is supplied under a contract that is regarded as revenue expenditure. It should therefore be classified appropriately under 'equipment maintenance'.

D - Refurbishments

It is acknowledged that additional enforcement in some circumstances can cause difficulties with existing accommodation where space is limited. However, partnerships should look to minimise capital spend on accommodation. Therefore where new accommodation is considered necessary, partnerships should explore the following options with no capital spend requirement (in order of preference) before undertaking any major refurbishment of existing facilities:

- use existing facilities
- move within existing facilities
- move to premises owned by the partnership or partners
- use temporary accommodation (e.g. demountable building)
- short term lease commercial facilities

¹³ Due to the high cost of these items, a rigorous cost versus benefit analysis needs to be conducted. Specialist items of equipment may be required to be identified in detail.

Any request for funding of refurbishment costs must be justified on a case by case basis in the operational case. Where refurbishment is absolutely necessary, the following costs can be reclaimed:

- upgrade of telecommunications or network equipment
- reasonable refurbishments of office areas
- installing or upgrading processing areas
- installing or upgrading appropriate secure storage facilities
- providing a secure parking facility for partnership enforcement vehicles
- upgrades to meet increased health and safety requirements
- upgrades to meet Disability Discrimination Act requirements or other legislation.

As with all other expenditure, only expenditure directly related to the programme can be reclaimed. To this end, if the accommodation is to be shared, the programme must not subsidise other areas. This means that the following items cannot be reclaimed:

- refurbishments to entrance, hallways and other shared public areas
- roof repairs (unless directly related to the specific area of the building housing the partnership)
- internal and external painting or redecorating (unless directly related to the specific area of the building housing the partnership)
- upgrades to public parking areas
- installing / upgrading cafeteria facilities
- installing / upgrading air conditioning for the entire building.

Considerations should take into account the possible benefits and associated cost savings of co-locating processing, ticketing and fixed penalty offices. The operational case should explain the preferred option and other options considered, demonstrating that BV has been considered.

E - Other capital costs

Other capital costs that are essential to support activity associated with speed and red light cameras may be reclaimed. Allowable expenditure is set out in the following table:

Table 1: Other capital costs

Items of expenditure	Explanation
Signing and marking	<p>The costs of all signing for safety camera enforcement can be reclaimed.</p> <p>The cost of initial laying and subsequent refurbishment of secondary check marks can be reclaimed.</p> <p>The cost of purchasing and installing vehicle-activated speed warning signs (VAS) or speed indicator devices (SID) which meet the TSRGD requirements may be reclaimed where these are to be used at a core or road works sites.</p>
Speed monitoring equipment	<p>The costs of procuring and installing speed monitoring equipment dedicated to monitoring speed sites can be reclaimed by the partnership.</p>
Other equipment	<p>Other equipment that can be reclaimed is:</p> <ul style="list-style-type: none">• office equipment• film processing and viewing equipment• printing, scanning, copying and mailing equipment• filing and archiving equipment• camera protection systems that are camera-specific and have been specifically approved by the programme office.

Any other capital spend, for example on speed humps, chicanes etc. is not allowable under the programme.

9.3.2 Revenue expenditure

Revenue expenditure refers to costs incurred during normal operations. It is also commonly known as 'operational expenditure'. The following items are allowable revenue spend:

- A. staff costs
- B. equipment maintenance
- C. accommodation

D. communications

E. other revenue costs.

The partnership carries any risk resulting from engaging in long-term contractual agreements subsequent to publication of this handbook.

A - Staff costs

Partnerships are allowed to reclaim the salary and associated on-costs of persons directly related to the programme. Allowable staff costs would typically include the following staff:

- project manager
- assistant or deputy project manager
- communications manager
- data analyst or manager
- enforcement officers (including officers employed for 'follow-up' calls for non-payment)
- central ticket office staff on a work-related pro-rata time basis
- enquiry team staff including staff to deal with out of area enquiries
- courts processing staff
- roads staff (for speed monitoring, erecting signs etc.)
- finance staff.

Costs can be reclaimed for salaries, pension and national insurance contributions for each staff member dedicated to the programme. For non-dedicated staff, costs can only be reclaimed on a pro-rata basis of time spent on safety camera programme work. Any apportionments must be documented and defensible to audit.

In addition, the following staff-related costs may be reclaimed:

- staff expenses – incurred whilst carrying out allowable activity for the partnership. The expense policy should be governed by the organisation employing the claimant
- external training – the costs for bought-in training relating to speed and red light camera activity may be reclaimed. The cost of any training course available in-house may not be reclaimed unless there is a specific or additional charge levied for this and it relates to dedicated safety camera activity
- attending conferences and seminars directly related to safety camera activity within the UK. Conferences or seminars outside the UK require prior approval from the programme office. BV must be demonstrated at such events.

It should be noted that management time at steering group or strategic level and time spent in meetings may not be reclaimed. Partnerships can only claim for the cost of staff directly associated with the programme. These persons can claim the proportional cost of their involvement in the programme. However, most partnerships have a variety of persons working on the periphery of the programme who may attend meetings, act as line managers, sign important documents etc. The cost of the time they spend on the project

cannot be reclaimed. This is because part of the principal job description for their position will include dealing with such matters.

B - Equipment maintenance

Revenue costs associated with the running and maintenance of allowable equipment, and de-commissioning of sites may be reclaimed. This covers:

- lease costs – that should be claimed in line with the actual payment schedules
- software licences – that should be charged at cost. However, only additional licence costs required as a direct result of the safety camera programme may be reclaimed
- vehicle maintenance and running costs including parts, servicing, fuel and livery
- maintenance and calibration of camera and site equipment
- staff costs for removing a camera
- utility costs for the disconnection of a camera unit
- purchase or hire of any specialist equipment necessary for the work of site de-commissioning.

Reasonable maintenance costs for allowable assets and equipment may be reclaimed based on manufacturers' maintenance recommendations and the age of the equipment.

Existing VAS or SID purchased *before* 1st April 2005 that do not comply with TSRGD (as required in table 1 in section 9.3.1) may be used at core or road works sites and the cost of maintaining and utilising the equipment can be reclaimed.

Where an asset is shared with other activities then the revenue costs can only be reclaimed on a pro-rata basis. For example, a vehicle that is used for 30% of its time on traffic duty, with the remainder spent on camera loading, should only have 70% of its maintenance and other running costs reclaimed. Records should be maintained to demonstrate how an asset has been utilised for audit purposes.

C - Accommodation

For partnerships sited on internal premises, the host can charge a nominal fee for the space occupied by the partnership. This should reflect the actual cost to the host of managing the space. Under no circumstances can an internal partner charge the partnership the equivalent of a commercial rent - the partnership must be treated as one of their own department equivalents.

Where a partnership is sited on external premises, the rental costs directly incurred by the partnership can be reclaimed. Management fees and any relevant taxes or charges may also be reclaimed.

Where accommodation, whether internal or external, is shared with other partner departments, the rental or usage costs should be split pro-rata on the basis of floor space occupied.

The following revenue costs can be reclaimed on a pro-rata cost for the accommodation used by the partnership:

- general maintenance
- business rates

- electricity
- heating.

D – Communications

Only the costs of communications and education programmes directly related to safety cameras and their role in preventing, detecting and enforcing speed and red light camera offences to reduce collisions and casualties can be reclaimed. This includes the costs of communicating and/or providing information on:

- the role safety cameras play in reducing excessive speeding and red light running and therefore reducing casualties and collisions
- the location, operation and enforcement of camera sites to ensure the partnership's work is open and transparent to the public
- the results of the partnership's work to ensure that stakeholders can assess its output and effectiveness.

Partnerships should assess the most appropriate and cost-effective media to communicate these messages for example NIP inserts, radio advertising, attending events, leaflets or posters. Television advertising is high-cost and its use is strongly discouraged by individual partnerships, however, at a regional level this may be a cost effective medium.

Partnerships are encouraged to work with local agencies involved in road safety and to support general road safety activities. However, costs may only be reclaimed for the proportion directly linked to speed, red light running and/or safety camera enforcement and its justification or they are already funded by alternative sources.

E - Other revenue costs

Other costs that can be reclaimed at cost include:

- stationery
- postage
- film and processing materials
- vandalism repair – this should show the full cost associated with the repair even if this includes the replacement of equipment that may otherwise be considered capital expenditure. It should be noted that partnerships should not budget for these costs but they may be reclaimed during the year following discussion with the programme office.
- additional costs incurred by the partnership in the process of concluding an offence through the court (excluding HMCS and CPS costs since these are already funded centrally), for example the preparation of court files or the collation of evidence to support a case
- hiring contractors or consultants where BV can be demonstrated, although partnerships are strongly encouraged to source staff, particularly those engaged full-time on the programme, from existing, directly employed staff
- collection of speed and casualty data - if a local authority conducts this, it should be reclaimed at cost. Contractors and consultants can be used if this meets the principles of BV

- research – this must be pre-approved by the programme office to ensure national coordination and prioritisation of all research activity and to avoid duplication of effort. The programme office would not expect any requests for new research.

9.3.3 Non-allowable expenditure

The following items of expenditure are not allowed to be reclaimed:

- **sponsorship of, or contributions to, general road safety initiatives**
- **alternative tools aimed at speed reduction:** there are alternatives to safety camera enforcement that are effective tools in reducing speeds. Partnerships should consider these alternatives when assessing whether a camera is appropriate for a particular site. However, these costs do not relate directly to safety camera operation and are already provided for through main funding for local authorities. An example of these is the use of hand-held radars by Community Speed Watch. The exception to this rule is the use of VAS and SID devices where they comply with the requirements in section 9.3.1 - E
- **dummy equipment:** the use of dummy equipment (devices that flash but do not contain live film) is not considered appropriate since a live camera should be used where enforcement is considered necessary to improve road safety. The use of any pre-existing dummy equipment should be referred to in the partnership's enforcement strategy.

In addition, Her Majesty's Courts Service (HMCS) is not allowed to reclaim:

- an indicative cost for cash payments paid in person to the court clerk
- the cost of transporting cash payments from the court in a secure van as this is part of normal court activity. The exception to this is where separate facilities have been set up for the payment of conditional offers from safety cameras exclusively. In this instance the additional costs can be reclaimed
- warrant officers – activity relating to the non-payment of fines is not recoverable as warrant officers are already centrally funded.

9.4 PROCUREMENT POLICIES

A number of partnerships will incur significant expenditure on assets or managed services. It is the responsibility of local partnerships to ensure any procurement is compliant with EU procurement rules.

The attention of HMCS is drawn to the guidance on procurement following the formation of Her Majesty's Courts Service on 1 April 2005 issued with the Justices' Chief Executive letter 166 of 2004.

Partnerships are encouraged to centralise procurement wherever possible and the MoU should set out procurement responsibilities. However, where local procurement is necessary, these purchases will take place under the local agency's procurement rules.

10. THE ANNUAL ACCOUNTING PROCESS

This chapter outlines the main stages in the annual process including budget approval, grant payments, quarterly reporting and the year-end audit process.

10.1 BUDGET APPROVAL

In advance of the financial year, partnerships should outline the financial plans in their operational case. Once approved, this forms the basis for financial monitoring of partnership spend by the programme office.

Since 2005/06 budgets must show the breakdown of spend against the following ten headings:

Capital spend:	Camera equipment and sites
	Vehicles
	IT and communications
	Refurbishments
	Other capital costs
Revenue spend:	Staff costs
	Equipment maintenance
	Accommodation
	Communications
	Other revenue costs

An explanation of what is covered by each of these headings is given in the previous chapter.

There will be a revised funding arrangement that integrates the funding of cameras within the wider road safety arena from 2007/08. This means that the netting off arrangement is ended from March 2007 therefore all costs associated with capital expenditure has to be incurred and cleared in the 2006/7 operational year. Revenue costs will continue on an accruals basis. Any commitments beyond 2006/07 will be at the risk of the partners. During 2006-07, the programme office will work with the partnerships to minimise any financial liability issues in future years.

Once the operational case approval process is complete, the DfT will notify the partnership of the total amount of approved expenditure as set out in the operational case.

This represents the 'contract' of activity between the partnership and the Department and the following rule applies.

Rule 15: Approved expenditure

Partnership expenditure is capped at the level of approved spend. Where a partnership projects that it will spend in excess of their approved spend, prior approval must be sought from the programme office setting out the circumstances for the change accompanied by a revised operational case. If approved, the DfT will confirm this in writing. Excess spending that does not have prior approval cannot be reclaimed

Partnerships may vire (move budgets) between the ten headings up to a maximum of 20% to or from any budget heading without reference to the programme office. Any virements in excess of this will require prior approval from the programme office.

Budgets may be vired between partner organisations (for example budget can be transferred from a local authority to the Police) without reference to the programme office where this does not affect the overall spend against the budget heading for the partnership.

10.2 GRANT PAYMENTS

The DfT will reimburse partnerships for 100% of eligible spend through four quarterly payments made in June, October, January and March. These payments are based on the expenditure estimated by the partnership for each quarter in the operational case.

Payments are made to the lead local authority in the partnerships. It is the responsibility of the lead partner to transfer funds to other partners on the basis of invoiced expenditure. Prior to payment the lead authority must ensure they are satisfied that the expenditure as presented on the invoice:

- has been incurred on behalf of the partnership whilst fulfilling partnership activity
- is in line with expenditure set out in the approved operational case
- is in line with the handbook rules and guidance
- is valid and correctly calculated in the same way that they would for an invoice received from an external supplier applying the same levels of scrutiny.

In order to fulfill this responsibility, the lead authority may request that invoices be accompanied by supporting information for example general ledger prints from the partner organisation or copies of significant third party supplier invoices.

10.3 QUARTERLY REPORTING

The lead local authority has a responsibility to maintain accounts of fine revenue and expenditure for the partnership, following usual local authority accounting practice.

The project manager is responsible for monitoring the budget and ensuring that the partnership is on target against operational case forecasts.

Rule 16: Quarterly reporting

On a quarterly basis, partnerships must complete a return detailing actual spend for the most recent quarter against each of the ten headings, CoFPN receipts received by DCA and projected spend and receipts to the financial year-end. This must be submitted to the programme office within **6 weeks** of the quarter end (with the exception of quarter 4 where the draft audit certificate is due by the 30th June following the end of the financial year).

Subsequent quarterly payments to the partnership will be adjusted for any under or overspending in the quarter against the original operational case. A summary of the payment and quarterly return due dates are outlined in table 2 below.

Table 2: Quarterly return and payment dates

Quarter	Quarterly payment	Quarterly return due
Qtr 1 April to June	June	15 th August
Qtr 2 July to September	October ^{14,15}	15 th November
Qtr 3 October to December	January ¹⁵	15 th February
Qtr 4 January to March	March	Audit certificate: 30 th June

It should be noted that the figures reported in the quarterly returns are interim and not subject to audit. Therefore these may differ from the final figures reported at the year-end.

10.3.1 Accounting for CoFPN receipts

HMCS collect all CoFPN receipts from offenders. Under the programme, HMCS will need to keep records in their accounts of all receipts generated from all conditional offers of fixed penalty notices from safety camera enforcement. These records need to be auditable, referring to source documentation enabling an independent auditor to check that receipts are being correctly coded within the account.

The amount of CoFPN receipts received for each quarter must reconcile to the sum reported by HMCS to the DCA as this forms the basis of the payment from DCA to the DfT.

10.3.2 Accounting for expenditure

Expenditure should be declared in both the partnerships' operational cases and their accounts on an accruals basis. This applies to both revenue and capital expenditure and follows standard accounting convention for local authorities.

Any start-up costs (revenue or capital) incurred prior to the first financial year of operation shall be treated as if they are costs incurred in the first year of operation.

10.4 YEAR-END AUDIT ARRANGEMENTS

At the end of the financial year, partnerships are required to prepare accounts that are summarised on a grant claim showing total spend and CoFPN receipts received in the year. This claim will be subject to independent audit.

¹⁴ The quarter 2 payment will be adjusted for any over / under spend on the draft audit certificate for the previous year.

¹⁵ October and January payments will be made on the first day of the month.

The audit certificate must be submitted to the auditor, copied to the programme office, by 30th June following the financial year and an audited version submitted to the programme office by 30th September. The DfT reconciles the audited account to the payments that were released and to the receipts that were received from DCA in respect of each partnership - the maximum that a partnership can receive for payments relating to that year is the actual value of the CoFPN receipts.

Where a partnership grant has been overpaid in any one financial year, an adjustment will be made to the second quarter (and possibly further quarters) of the following year's payment to recover the amount in full.

The DfT is not in a position to give definitive advice and guidance on what the auditors will accept as sufficient, relevant and reliable evidence to support the audit. However, it is suggested that the following steps should be taken:

- The partnership project team should ensure that qualified finance staff are involved in the development of the accounting arrangements and be satisfied that the systems and classification of expenditure will provide an appropriate audit trail. Key controls that need to be built into the local systems are:
 - that all spend associated with safety cameras needs to be clearly identified within the accounts of the lead local authority
 - expenditure is clearly identified in all partner accounts as either capital or revenue
 - invoices supporting direct expenditure made by the lead local authority should be retained with the accounting records and the lead partner should retain copies of invoices supporting expenditure made by all partners
 - for items of expenditure that are shared between camera related activity and other activity, the accounts should be supported by clear memoranda, showing how the calculation has been arrived at and where possible real time data to support the calculation. For example, if police are used part time on supporting the new activity, records should be kept showing the officers and their time used. If an apportionment is used to allocate costs between activities, this apportionment should be explained in supporting papers.
- The partnership project manager should ensure that all virements (over 20% to or from the individual budget heading) are agreed with the programme office.

10.5 FINANCIAL PERFORMANCE

Rule 17: Financial performance

It is a key requirement of the programme that partnerships break-even for every year in which they operate.

When projecting costs in the operational case, partnerships should leave at least a 5% margin of receipts over forecast expenditure to cover any unexpected occurrences.

If it becomes apparent to the partnership during the year that they may incur a deficit they must inform the programme office as soon as possible. If a partnership has incurred a deficit in its annual operations, the partners (excluding HMCS) shall be liable for all amounts outstanding in proportions agreed between the partners in their MoU. This money is not reclaimable at any point. Amounts outstanding must be returned to the DfT as part of the adjustment to the following year's quarter 2 payment (or more if the

adjustment is greater than the payment). Any reconciliation arrangements needed following the end of netting off will be agreed in 2006/07.

In addition, partnerships are required to monitor a few key benchmarks with the aim of improving the overall financial performance of the programme, including:

- revenue cost per FPN paid
- conversion rate of NIPs issued to FPNs issued
- payment rate of FPNs issued.

Partnerships should identify and deliver efficiencies in their operations and this should be demonstrated in their operational case. It is a key function of the programme office to review comparative efficiencies across partnerships to explore the reasons for significant variances and to share best practice where this can result in efficiencies.

11. PARTNERSHIP APPROVALS PROCESS

This chapter outlines the annual approval process for partnerships through the operational case. It sets out the requirements for the operational case, provides an indicative timetable for the process and outlines the procedures for amending the operational case during the year.

11.1 OPERATIONAL CASE

Rule 18: Approval

Partnerships are required to complete and submit an operational case to the programme office which sets out details of forecast against casualty reduction targets, operational plans and forecast income and expenditure for the forthcoming operational year.

The purpose of the operational case is to demonstrate to the national safety camera programme board that the local approach is consistent with the programme aim of casualty reduction and the partnership is operating within the rules of the programme.

The programme office will provide the template and guidance for the operational case submission and will work with partnerships to prepare and submit their cases for review.

For the last year of the programme under netting off, operational cases will be submitted by the end of February 2006 and are expected to be approved by the end of March 2006.

11.2 CHANGES TO OPERATIONAL CASES

Once an operational case has been submitted and approved by the programme board, any proposed sites cannot be altered unless an amendment is submitted to the programme office, via the national reporting tool.

Changes to the operational case or application for additional sites / adjustment to existing sites can be submitted to the programme office at any time during the operational year via the template and reporting tool provided. Changes include, but are not limited to:

- approval for increased expenditure in excess of the total operational case authorised spend
- approval to vire spend in excess of 20% between budget headings.

APPENDIX A: GLOSSARY

ACPO	Association of Chief Police Officers
ANPR	Automatic Number Plate Recognition
BV	Best Value
CFERs	Consolidated Fund Extra Receipts
CoFPN	Conditional offer of Fixed Penalty Notice
CPS	Crown Prosecution Service
CTO	Central Ticket Office
DCA	Department for Constitutional Affairs
DfT	Department for Transport
HA	Highways Agency
HMCS	Her Majesty's Court Service
HMT	Her Majesty's Treasury
KSI collisions	Killed and Serious Injury collisions
KSI casualties	Killed and Serious Injury casualties
LTP	Local Transport Plan
MoU	Memorandum of Understanding
Netting off	The practice of claiming back conditional offer fixed penalty receipts
NHS	National Health Service
NIP	Notice of Intended Prosecution
Partnership	A safety camera partnership typically consisting of the police, local authorities and HMCS
PIC	Personal injury collisions
the programme	The safety camera programme
Programme board	The national safety camera programme board
Programme office	The national safety camera programme office
Reporting Tool	A collective term for the national database, reports and returns collected and used within the national safety camera programme
Safety cameras cameras	Collective term for speed cameras and red light
SID	Speed Indicator Device
SLA	Service Level Agreement
TAL	Traffic advisory leaflet
TRL	Transport Research Laboratory
TSRGD	Traffic Signs Regulations and General Directions
VAS	Vehicle-activated speed warning sign