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**Governance Board Meeting**

**Thursday 11th October 2018**

**County Hall CR2**

**14:00 to 17:00**

**Attendees:**

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| Cllr L Wagland (Chairman) | Essex CC (Highways) |
| R Hirst (RH) | Police, Fire and Crime Commissioner for Essex |
| A Pipe (AP) | Head of Roads Policing - Essex Police |
| A Stroulger (AS) | Essex Fire & Rescue Service - RTC Reduction Manager |
| M Hine (MH) | Operational Tasking Supervisor - Essex Police |
| L Burr (LB) | Head of Network & Safety / Traffic Manager - Essex CC |
| N Tung (NT) | Transport Development Manager - Thurrock Council |
| L Willis (LW) | Highways England - Bedford |
| W Cubbin (WC) | SERP - Data Analyst |
| B Wheelwright (BW) | Essex Highways assistant data analyst and note taker |
| D Clark (DC) | Essex Police – Project Manager |
| P Brent-Isherwood (PBI) | Chief Exec. Office of PF&CC |

**Apologies:**

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| N Foster | SERP - Strategic Group Chairperson |
| J Craigen | Highways England - Guildford |
| M Woodford | Executive Chairman – Safer Roads Foundation |
| A Harris | SERP – Partnership Manager |
| G Smith | Group Manager, Traffic & Highways - Southend Borough Council |
| A Cook | Director for Commissioning: Transport & Infrastructure – Essex CC |
| A Hook | Head of Performance and Scrutiny (Police and Crime)  Office of the Police, Fire and Crime Commissioner for Essex |
| M Bruin | Head of Community Safety - Essex Fire & Rescue Service |
| C Churchouse (CC) | SERP – Communications Manager |
| S Elms | Clinical Director - Essex & Herts Air Ambulance Trust |
| G Smith | Southend-on-Sea Borough Council |
| L Lucas | Essex Fire & Rescue Service |

**Minutes**

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| **Item No** | **Item** | **Item Lead & Action** |
| **1.** | Welcome, introductions and apologies | Chairman |
| **2.** | Review of previous minutes (meeting held on 19/07/18) and approval for publication on SERP website.  See supporting attachment  Minutes approved by those present. | Chairman |
| **3.** | Notes and action points from SERP meeting (held on 20/09/18). Verbal update.   * Number of RiDE clients lower than in previous years. Police have increased focus on P2W rider behaviour and have developed a process using the Trucam device to detect poor riding behaviour which is more efficient than ‘normal’ roadside detection. * SERP strategic group wishes to support recruitment of an apprentice for communications activities, to support social media and youth engagement, following successes seen in ECFRS and Suffolk. SERP Board supports this initiative. * Government cycling consultation: SERP strategic group’s position opposing legislation outlined on basis it is unlikely to have a positive effect on cyclist behaviour and the harm caused to others by cyclists is relatively small. SERP board disagreed on basis that this does not preclude legislation addressing greater priorities and cited some general concerns around racing and couriers in London. Cllr Wagland concerned with “Furious Cycling” and wondered whether we should lobby for legislation for stricter penalties. * Letters to NDORS clients will be amended to highlight option of evening and weekend courses being available which may be more convenient, particularly among people living in deprived areas. This will be implemented in conjunction with the new Document Management System (DMS). | WC |
| **4.** | Essex Police IT update:  Full DMS being introduced at present as the current IT is no longer supported; currently have an ad-hoc agreement, procured through EP with Bramble Hub. Clarity Fast Form will integrate with mailing, NIP’s, storage and EROS. Currently, the processing centre has the capacity to issue a maximum of 10,500 NIP’s per month. New DMS will open and scan mail; this is currently undertaken by up to 12 staff. New DMS should free-up staff time to undertake other tasks such as Extra Eyes. Cllr Wagland recommended having a good Plan B in place for any issues that occur with the installation of the DMS.  **Action: Update on progress next meeting.** | DC  AP |

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| **5.** | SERP Collision data, summary of latest analysis and action taken as a result of previous reports.  WC summarised the casualty data and advised the Board of the DfT’s published figures. Indications are that the SERP is close to meeting the target reduction trajectory, and no single road user type stands out as doing unusually well or badly.  High-end traffic offences have risen; driving whilst under the influence of alcohol has decreased but driving whilst under the influence of drugs has increased. It is believed the reduced visible police presence has an adverse impact on criminality on the roads. It is likely that if it was not for the SERP’s proactive work and collaboration, KSI numbers may well be higher.  AP advised of the effect on police officers with increased stress, dealing with RTC, particularly those involving serious or sometimes fatal injuries. Cllr Wagland was impressed with RJ Wellbeing support.  Cllr Wagland asked whether the number of penalty points awarded for a mobile phone offence or driving without licence or insurance could be reduced if drivers attend an educational course. MH advised a lot more mobile phone offenders are choosing court action and, due to the length of time this can take, some offenders are found not guilty. Cllr Wagland asked if she should write to the Ministry of Justice (MoJ) to consider bringing cases quicker to court. RH will bring the matter up at a future liaison meeting with the MoJ.  **Action: review in one month.**  Low sun and cycling data - LW has a document on Winter sun and will forward to WC.  **Action: WC to investigate ‘drunk’ driver comparison data**. | WC  MH  RH  LW  WC |
| **6.** | NDORS / Activity A Finance Model update and Review of Finance:  Mid-year review has now been completed on data up to the end of September. As a result of further process efficiencies and cost reductions the projected contingency for the year has increased. This may allow course fees to be adjusted at the next annual review currently scheduled for April 2019. The Board will be asked to consider a proposal at the April meeting.  It is now unlikely that any provision of a national NDORS course fee will be introduced before April 2020 and it is also unlikely the police cost recovery fee of £45 for each course referral will change in the near future. This position will assist the SERP in preparing finance models for the next couple of years.  The **Activity A** allocation is on track to be spent by the end of March 2019. For **Activity B** a slight underspend of £30k is currently anticipated.  LW advised the Board that few partnerships nationally have the same operating model as Essex; Cllr Wagland agreed it was an impressive model and well done to all involved. | WC |
| **7.** | Activity A Enforcement Operational Update:  MH gave an overview of the activity in the first six months of the year. Key outcomes were:   * 81 road policing operations * Nearly 13,000 vehicles interacted with * 290 arrests for various offences * 385 vehicles seized for no insurance/insurance or failing to stop for the police * Over 9,000 traffic offence reports issued. * The Road Policing Special Constables made a significant contribution to the activity including 62 arrests and just over one-third of the traffic offence reports * Reviewed 1,829 ‘Extra Eyes’ submissions * Instigated recovery of 33 stolen vehicles with a value of over £330,000   **Action: publish results on social media to show enforcement is working?** | MH  CC |
| **8.** | ‘Extra Eyes’ Update:  As mentioned in previous item, some 1,829 submissions have been reviewed in the first six months of 2018/19 with about one-third resulting in a positive disposal. The ‘Extra Eyes’ campaign provides important intelligence for the police. ‘Extra Eyes’ has been nominated for a National Transport Award  **POST MEETING UPDATE – ‘Extra Eyes’ won this award.**  **Action: Katie Brimley (ECC) to forward award details to Cllr Wagland to publicise** | AP  KB |
| **9.** | Role of SERP Community Volunteers – CSW etc.  Harwich CSW volunteers are ambassadors and promote road safety messages. A role and job description has been created for a SERP Community Volunteer together with a training programme.  The addition of this resource may enable the capacity of the processing centre to be increased once the new DMS is fully operational.  **Congratulations to Mary Whiley** who won Essex Police award for her contribution to the CSW scheme on behalf of SERP. | AP |
| **10.** | **SERP Golden Bullet Fund Update:**  WC gave a brief update in CC’s absence.  **Action: Communications strategy and media guidelines to be endorsed by Board. The necessary documentation should be supplied to the Board in advance of the next meeting on 24/1/19, and CC should be present to answer any questions arising before documents are endorsed. Cllr Bentley to be included in circulation.** | WC  CC |
| **11.** | **Co-Location update:**  Five options still being considered. The premises at Laindon are not large enough to accommodate all SWF and Billericay staff. The new DMS should assist as it will be enabled for remote working. | AP |
| **12.** | **Courses for older drivers**  A summary of the proposed ‘Driving with Confidence’ Course was provided which covered the justification, course content, anticipated outcomes, governance, costs and how the course will be evaluated.  The SERP Strategic Group asked if Cllr Wagland could be the voice of SERP to help launch this campaign. Cllr Wagland agreed to discuss separately but recommended a person in the 70+ age group should front the campaign. | WC  NF |
| **13.** | **Partner Updates**:   * Essex Police: covered under previous items * Essex Fire & Rescue Service:   Fire car sponsored by Audi Group being replaced with S5 next week. Street Spirit campaign launched beginning September; so far 144 young riders have entered the competition. A young apprentice joined; very popular with young riders. Other learning experiences to attend. Street Spirit campaign: 122 young riders engaged with, exceeding expectations.  **Action: update next meeting**   * Highways England:   Airways operation, £400k on innovation fund. Asset and incident management. Drone for collision management. Footage can be sold to insurance companies. One-year pilot.  **Action: update next meeting**   * Thurrock Council:   Lakeside have funding for A13 eastbound in next 5 years.   * Essex County Council: * Safe Pass campaign – 1 driver stopped. Main value of initiative is in media publicity. * NDORS Procurement for next 4 years underway. * Project EDWARD passed without a road death in Essex. * SERP pedestrian campaign commences 01/11/2018 * ‘My small change’ – social media to change from Instagram back to Facebook * PFCC office:   Continue development and road safety improvement. Prevention work ongoing. Role of fire fighters and involvement in road safety prevention; negotiation ongoing with FBU. | AP  AS  AS  LW  LW  NT  WC  RH |

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| **14.** | **Any Other Business:**   * Meeting dates and locations for 2019 TBC * Fire fast response to incident, use commercial response unit? Not F&R responsibility, would like meeting with County Council, Police and Fire to discuss moving forward. Roles and responsibility challenge of clearing road after RTC   **Action: WC to explore what insight can be gained from available data on incident responses**  **Action: Office of PFCC to arrange meeting to discuss different authorities’ procedures for clearing up after RTCs in November. Cllr Wagland happy to chair.**  Post Meeting Note: Request from PFCC’s office to WC for data. WC doesn’t have data so PFCC has been referred to the Head of Maintenance and Operations at Essex Highways for operational data. WC can look at data if required. | NF  RH/AP  WC  RH |
| **15.** | DONM:  24th January 2019 – EF&RS at Kelvedon Park - 10:00-14:30 |  |