

## CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record Executive decisions taken by Cabinet Members

<b>Decision Ref. No:</b>
<b>Responsible Officer:</b> Elaine Smith Deputy Parking Services Manager
<b>Subject: Fixed Camera Enforcement Trial - School Entrances</b>
<b>Decision taken:</b> To proceed with a trial at a limited number of school sites for a period of 12 months.
<p><b>Reasons for the decision:</b></p> <p>Camera enforcement by mobile camera car has been carried out for a number of years however this does not provide a continual period of enforcement during school start and finish times. There remains an ongoing problem of cars stopping on the school keep clear markings.</p> <p>To encourage compliance, ensure pedestrian safety, and respond to concerns from parents and residents, the trial of fixed cameras will establish the effectiveness of this type of enforcement in changing driver behaviour and whether a larger deployment of cameras would be effective.</p>
<p><b>Call-in and Urgency:</b></p> <p>Usual call in procedure and periods apply</p>
<p><b>Background:</b></p> <p><b>The Supplier and System Outline</b></p> <p>Videalert (the supplier) is a market leader within the CCTV camera enforcement sector and operate a tried and tested system. The equipment has Dft Manufacturers Certification and Videalert will produce and maintain an appropriate Technical Construction File and certification for each site.</p> <p>As the Council, like many other Authorities, is uncertain of long term CCTV traffic requirements, which includes school entrance enforcement, and due to limited capital budgets, the Videalert system provides a low risk flexible solution. The proposed CEaas system will be offered as a fully hosted service which does not require any software or hardware to be installed at our office. It offers the flexibility of CCTV as a utility with the ability to order "school keep clear enforcement at a particular location for a period of 12 months and can be turned "on" (installed), "off" (removed or re-sited) as required.</p> <p>At each location a WAN unit (PC on a pole) captures and processes the video from the cameras in real-time and any data, evidence packs, video etc. can be retrieved by the centrally hosted servers at Videalert's offices. The video is reviewed through a secure on line log in and only retained and imported to the Parking Gateway Notice Processing System if it is determined that a contravention has occurred. Rejected evidence packs are deleted.</p> <p><b>Evaluation and feasibility of the proposed Solution</b></p>

Key personnel were invited to a demonstration of the system including Jeremy Richardson (Head of Strategic Procurement and Commissioning) and Ian Selby (Sustainable Travel Plan Officer, who is responsible for school travel planning).

Richard Pearson (Traffic and Road Safety Manager) has identified funding through SRTS (Safer Routes to School) to cover the cost of the trial. Where additional posts are required for cameras the cost of the installation of the columns will be met by Parking Services

Following the demonstration in consultation with Parking Operations, Sustainable Travel and Road Safety groups, 6 priority sites were identified. From these sites, and having regard to available budget, 3 potential sites were identified which together will enable us to evaluate the effectiveness of a fixed camera enforcement solution.

Site visits have been carried out to identify the best locations to site the equipment in order to cover the school entrance markings. Where necessary additional columns will be erected on which to attach the cameras.

### **Proposed Trial**

The trial includes the option of one re-deployment of the system per location per year, thus enabling us to move the cameras if we desire during the year.

It is proposed to erect the cameras and commence enforcement in the Autumn Term.

In conjunction with the Council's Communications Section and Road Safety Team a Communications Plan will be put together. This will include sending letters to neighbouring residential properties to reassure them that their privacy will not be compromised by the installation of the cameras. We will also liaise with the schools so that information can be sent to parents and include appropriate awareness training through the Council's STEPS (Safety Training Education Programmes) training to children in schools.

### **Options - and reasons for rejection:**

1. **On foot patrols.** Whilst these are effective at encouraging people not to park on school entrances, we are unable to provide patrols at all the problem sites every day. Motorists will return and park on the restrictions when enforcement staff are not in attendance. We will continue to deploy staff at school leaving times as resources permit but this method does not change driver behaviour long term.
2. **Do nothing.** Having established a level of compliance and awareness that it is not permitted to stop on school entrances through education, bus back campaigns, 20mph zones and enforcement there is a risk that compliance of the restrictions will reduce and momentum will be lost resulting in increased risk of accidents.
3. **Full tender process and purchase of a complete system.** We wish to establish firstly whether fixed camera enforcement will result in increased compliance. Installing cameras at all school entrances would be prohibitively expensive and therefore we want to trial a small number of sites to establish how successful this method of enforcement is before committing to a more extensive system. The flexibility of the Videalert system enables us to undertake a considered approach to this type of enforcement without the need to purchase the equipment.

### **Consultations undertaken:**

The following people/groups within Bournemouth Council have been consulted and included in the planning of the project.

- Head of Traffic Management, Engineering and Major Projects
- Head of Strategic Procurement and Commissioning
- Road Safety Team

- School Travel Planning Team
- Parking Operations
- Communications
- Legal Services

Officers who attended the demonstration were impressed with the system and clarity of the video and evidence packs. All felt a trial would be worthwhile. Legal Services have been engaged and advised on the process to date, and will be instructed to write the necessary terms and conditions for the trial and Communications will assist with communicating the road safety message.

**Finance/Resource Implications:**

The trial costs £6375.00 per quarter for 3 sites paid quarterly in advance funded from SRTS (Safer Routes to Schools) government funded initiative. Installation costs of additional columns to site equipment at the 3 sites of £2k will be funded from Parking Services budget. At the end of 12 months a full evaluation of the effectiveness of the system will be carried out and a decision made to undertake a full procurement exercise, if it is decided we want to extend the system further. If we decide not to continue all equipment will be uninstalled by Videalert.

Name: *A. Richards*  
Date: *19/09/16*

Signature: (of Chief Finance Officer)



**Legal implications:**

The Council has the necessary powers to proceed with the proposal, and the contract with the supplier will ensure that the arrangements are legally binding and in accordance with the Council's requirements.

The system will only record vehicles as they stop on the relevant keep clear zig-zag area and therefore there will be no other data obtained via the system. The information will be retained securely and destroyed once it has been considered by the Council's parking enforcement team unless enforcement action is taken. The contract will ensure that the legal liabilities are clearly set out. The system satisfies the relevant government requirements for CCTV camera enforcement with the relevant certification in place.

Appropriate signage and TROs will be the Council's responsibility to ensure legal requirements are complied with.

Name: *Tanya Coult*  
Date: *15/09/16*

Signature: (of Monitoring Officer)



**Risk assessment:**

To minimise the risk of the public thinking the trial to be a money making scheme we will consult with the following groups prior to the implementation stage of the

project. We will emphasise the aim of the trial is to improve road safety and encourage people to park safely near schools.

- Residents living near the school entrances especially those close to the camera
- Ward Councillors
- Head Teachers at the potential 3 trial sites
- Bournemouth Echo

Videalert is a major supplier of this type of equipment and the equipment will be installed by their experienced contractor thus minimising health and safety risks on site or complaints from the public during the installation of the equipment.

Site visits have been carried out to agree the location of the equipment and configuration testing will ensure that privacy of nearby residents is maintained.

Procurement challenges are minimal as the supplier is clear this is a 12 month trial installation and that following this a full procurement exercise will be required.

Name: E Smith

Signature: (of Officer completing assessment)

Date:

**Impact Assessments:**

N/A

**Information for/not for publication:**

For publication

**Background papers:**

None

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
Yes/No* (*Delete as appropriate)			

**Decision taken by:**

Councillor MIXÉ GREENE (Print

name) Cabinet Portfolio

TRANSPORT SUSTAINABILITY + CARBON MANAGEMENT

Signed:

Date of decision: 27/9/16

Date of publication of record of decision: (to be inserted by Democratic Services) 30/09/16

Date decision effective - that is 5 working days after the date of publication of the record of decision unless the decision is called-in for consideration by the relevant Overview and Scrutiny Panel: 7/10/16

-insert  
date-

**Note - See separate guidance on recording decisions at Appendix 1.**

# APPENDIX 1

## Guidance

### 1.0 Recording the decision

#### 1.1 Upon making an executive decision the Cabinet Member must arrange for the Democratic Services Manager to be provided with

- a signed copy of the completed Record of Decision; and
- a copy of the completed Record of Decision with the signatures redacted<sup>1</sup>

**within 2 working days of the date of taking the decision together with a copy of any report upon which the decision was made.**

1.2 The Democratic Services Manager will maintain a record of all signed decisions referred to in paragraph 1.1, including any report upon which each decision was made and subject to any requirement for confidentiality, will ensure that the redacted version of the decision is published by the Council on its web site. S/he will also ensure that the public has the right to copy or to be provided with a copy of any part of that record upon payment of a reasonable copying and administrative charge.

1.3 It is essential that the contents of the Record of Decision are clear in conveying the decision taken – that is it will not be sufficient to state that the recommendations in a report were agreed. The form and accompanying report must set out:

- a record of the decision;
- the reasons for the decision;
- details of any alternative options considered and rejected;
- a record of any conflict of interest declared by the decision maker; and
- in relation to any such declaration, a note of any dispensation granted by the Monitoring Officer.

1.5 The Delegated Record of Decision template includes a section for the recording of interests by Cabinet Members. It is important that where Cabinet Members involved in making decisions have a registrable interest this is declared on the form to preserve the integrity of the process.

1.6 Before signing the decision notice the Cabinet Member should ensure that the Corporate Communications Manager is informed about the proposed

decision so that consideration can be given to any associated media management issues.

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The reason for this is that signatures are considered to be personal data and along with other personal information which is already in the public domain – that is the name of the Councillor and their home address - this would provide sufficient information for some form of identity theft. Whilst the risks of this happening are low, the Council needs to mitigate and remove any potential risks from this happening and safeguard the identity of Councillors.

## EINA Screening Record

Title of Policy/Service/Project	Fixed Camera Enforcement Trial School Entrances
Date of screening	29/8/16
Service Unit	Environment
Lead Responsible Officer	Elaine Smith
Job Title	Deputy Parking Services Manager
Members of the Assessment Team	Elaine Smith

If the answers to the following questions are Yes or Don't know, then a full EINA will need to be carried out.

Is there likely to be a positive or negative impact in terms of equalities?	No
Does it involve a significant commitment of resources?	No

It is not necessary at the screening stage to identify adverse or differential impact

It is important to remember that even when it is decided that a policy/service/project does not require an EINA, it remains subject to the general duties. Not carrying out a full EINA places our council at greater risk of legal challenge because it cannot use the EINA process to meet our [Public Duties](#) around equality. It also means, more importantly, that opportunities may have been missed to promote equality.

If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?

CCTV enforcement is carried out elsewhere in the borough and does not have an equalities impact.



Activity : Trial Fixed CCTV Camera Enforcement outside Schools (3 sites)

No	What Risks Exist?	Details and Considerations (i.e. what could trigger the risk? What would be the consequences? Etc)	What precautions have already been taken to control the risk?	Current Risk Level			What measures can be implemented to reduce the risk to an acceptable level?	By Whom	Target Date	Target Risk Level		
				Impact	Likelihood	Risk Rating (Impact x Likelihood)				Impact	Likelihood	Risk Rating (Impact x Likelihood)
1	Description	Who is affected?	Experienced company who have installed several installations around the country	Medium	Could Happen	MEDIUM	appropriate supervision of installation by trained member of staff	E smith	during installation	Medium	Unlikely to occur	LOW
	Works on site pose risks to public whilst being carried out	public	Working practices in place and confirmed closure of footpaths, cordons to be installed									
	Triggers	Report of incident		2	2	4				2	1	2
	Category	Consequences										
	Health&Safety	possible claim for injury damage										
2	Description	Who is affected?	consultation with Legal Services to draft contract.	Medium	Unlikely to occur	LOW	maintain working relationship through meetings and tackle problems early	E Smith	prior to and throughout contract	Medium	Unlikely to occur	LOW
	contractual disputes over terms and conditions of contract for 12 month trial	Council	developing working relationship						We do not retain ownership of the equipment and therefore can cease the trial			
	Triggers	faults with equipment		2	1	2				2	1	2
	Category	Consequences										
	Contractual	suspension of trial										
3	Description	Who is affected?	consultation with Communications Team and Road Safety Team to develop a communications plan	Medium	Could Happen	MEDIUM	publicity will emphasise the road safety implications of dangerous and inconsiderate parking	Communications Team	prior to installation	Low	Unlikely to occur	LOW
		Council reputation							Letters to residents and agreement will be reached with residents and concerns address through demonstrating the camera can be screened			
	Allegations that this is a money making scheme	Triggers		2	2	4	letters to schools and request that initiative forms part of STEPS training to raise awareness with the children and encourage their support	Road Safety and STEPS trainers and school	emphasising safety	1	1	1
		complaints from public					signs installed warning CCTV in operation					













