

Governance Board Meeting

Summary of Discussion and Resolutions

Date:	Thursday 21 st January 2021
Time:	10.00 - 14.00
Venue:	Microsoft Teams
Chairperson:	Cllr L Wagland
Attendees:	
Cllr L Wagland (Cllr LW)	Essex CC (Highways)
Cllr R Mitchell (Cllr RM) (part)	Essex CC (Highways)
J Gardner (JG) (part)	Assistant Police Fire & Crime Commissioner for Essex (PFCC)
J Perry (JP)	Strategic Head of Performance and Resources - PFCC's office
A Prophet (ACC P)	Assistant Chief Constable - Essex Police
A Pipe (AP)	Head of Roads Policing - Essex Police
R Punt (RP) (part)	Head of Communications – Essex Police
P Kingham (PK)	Campaigns, Events and Partnership's Manager – Essex Police
L Burr (LB)	Head of Network & Safety / Traffic Manager - Essex CC
N Tung (NT)	Thurrock Council
J Palmer (J Palmer)	Essex Fire & Rescue Service
W Newman (WN)	Head of Prevention - Essex Fire & Rescue Service
A MacAlister (AM)	Casualty Reduction Manager - Essex Fire & Rescue Service
L Willis (LW)	Regional Road Safety Coordinator - Highways England - Bedford
Colin Evans (CE)	Regional Road Safety Coordinator - Highways England – SE
N Allsopp (NA)	Highways England
N Foster (NF)	SERP - Strategic Group Chairperson
A Harris (AH)	SERP - Partnership Manager
W Cubbin (WC)	SERP – Road Safety Data & Strategy Analyst
C Churchouse (CC)	SERP – Communications Manager
A Dalton (AD)	Southend-on-Sea Borough Council
Apologies:	A Whitehead (East of England Ambulance Service NHS Trust), R Hirst (PFCC), M Woodford (Safer Roads Foundation), P B-Isherwood (PFCC Chief Executive Officer), A Cook (ECC), S Butt (EH) and S Elms (Essex & Herts Air Ambulance Trust)

Item No	Discussion and Resolution	Action Owner
1	<p>Welcome, introductions and apologies:</p> <p>Cllr Wagland welcomed everyone, especially A Dalton from Southend, J Gardner and J Perry from the PFCC office to their first meetings. Apologies recorded above.</p>	
2	<p>Review of previous SERP Governance Board Minutes (held 19/10/20) and approval for publication on SERP website:</p> <p>The minutes of the previous meeting had been annotated with updates and circulated prior to the meeting. Comments were invited but all attendees found the minutes to be a true and accurate record of the meeting.</p> <p>Action: The minutes of the meeting held on 19/10/20 were approved for publication on the website.</p>	NF
3	<p>Notes and action points from SERP Strategic Meeting (held 10/12/20):</p> <p>The minutes of the previous meeting had been annotated with updates and circulated prior to the meeting. Comments were invited but none were received.</p>	
4	<p>SERP collision data, summary of latest analysis and action taken as a result of previous reports:</p> <p>WC showed the data available on Power BI on the SERP website.</p> <p>SERP is reviewing what data and indicators it needs to monitor in order to understand what progress is really being made towards implementing the Safe System approach leading to the desired outcome of Vision Zero. From this, safety performance indicators for the Vision Zero Strategy can be proposed. Reviewing the involvement of all parties in a KSI Collision, regardless of whether they had a causation factor (CF) assigned to them, will provide more information about which part(s) of the system could be reinforced to improve safety. This will complement the study of fatal collisions that is currently being undertaken and provide more rich data to help us prioritise actions that will make the biggest impact on the implementation of a Safe System and therefore lead to a reduction in Killed and Seriously Injured (KSI) casualties.</p> <p>The 2020 KSI figure should be bettered but only because of COVID restrictions. The factors include:</p> <ul style="list-style-type: none"> ➤ Drop in traffic = Lower KSI ➤ More cycle traffic = Higher KSI ➤ Higher speeds, especially powered two wheelers (P2W) = Higher KSI ➤ Net effect was lower KSI 	

	<p>New focus on Safe System approach:</p> <ul style="list-style-type: none"> ➤ Casualties >>> Collision participants ➤ At fault parties >>> Collision precursors ➤ KSI performance >>> Safe System Indicators (to be confirmed) <p>2020 KSIs unconfirmed as 765 against a figure of 829. The figure of 829 will be used as the baseline for determining the 2030 figure. ACC P noted that the peak in KSIs in August 2020 was matched by a peak in crime figures – suspected to be as a result of coming out of Lockdown. Peaks can be expected when existing restrictions ease. AP concerned that there may be an increase in KSIs from car cruising and pleasure powered two wheeler riding after lockdown.</p> <p>LB suggested there will be a whole raft of challenges as people haven't used the road for some time, combined with active travel changes, modal shift and e-scooter trials.</p> <p>Cllr W asked that we re-start Driving with Confidence courses as soon as we can. J Palmer not surprised that powered two wheeler KSIs are high with quiet roads, but we can influence through Firebike training and by offering education to riders.</p> <p>AP also noted that a Parliamentary Select Committee criticised some police forces for not publishing Collision data (non-CRASH forces). CRASH = Collision Reporting and Sharing.</p> <p>4 long-term projects progressing:</p> <ol style="list-style-type: none"> 1) Telematics mapping and “Essex i-RAP” (international Road Assessment Programme) <ul style="list-style-type: none"> - Strava (pedal cycling) data and vehicle telematics speed compliance data successfully mapped. Asset management data next? 2) Cycle safety research project with Anglian Ruskin University <ul style="list-style-type: none"> - Extra Eyes content to inform study into driver-cyclist interactions - Cyclists perceived as illegitimate road users & their presence can be unexpected making them harder to spot. 3) Fatal collision investigations analysis <ul style="list-style-type: none"> - Focus on collision precursors to inform Safe System priorities 4) Vision Zero Strategy contributions (A Harris is lead) 	
5	<p>SERP / NDORS Financial Model update for 2020/21 and draft 2021/2022 for approval in principle (NDORS = National Driver Offending Retraining Scheme):</p> <p>AH gave latest update to the meeting. Cllr LW noted her praise for all staff who helped to reorganise staff and courses within SERP.</p> <p>It is likely that SERP will have about one-third of clients who will want to return to a venue-based course when this is possible. There is a questionnaire being sent to clients to gather opinions.</p>	

	<p>AP noted the disruption in the Billericay back office. This has been due, amongst other issues, to home working and the introduction of the DMS (Document Management System) without support from CLARITY (software supplier).</p> <p>The teams are continuing to look for improvements which will be delivered when the current challenges are overcome. Court requests are also unpredictable and urgent.</p> <p>AH confirmed to CE that other authorities also contribute to processing costs.</p> <p>Actions: AP to check with I Douglas that the police projections for SERP are reflected in the police budget and confirm to PFCC (JP)</p> <p>Recommendation: The Board approved the Financial Plan for 2021/22.</p>	<p>AP</p>
<p>6</p>	<p>Bid for funding contribution for dash cams in police vehicles:</p> <p>The request is for a one-off contribution towards the EP project to provide front and rear dash cams in their roads policing vehicles. AP thanked HE for their contribution to the project and has bid to the PFCC transformation fund. JG thought this a 'game changer' and supported the proposal.</p> <p>Video clips from these devices will be submitted to Extra Eyes and can be used on the SERP's website and social media platforms for educational purposes. ACC P asked whether it could help with powered two wheeler KSIs; AP confirmed that they will be used on known routes but that there were no plans to put them on the EP motorcycle helmets yet due to potential safety implications but the possibility of having them on bikes will be explored.</p> <p>It was felt that, as the public probably believes police vehicles already have these devices fitted, there would be no need to publicise their acquisition.</p> <p>JP asked whether drivers needed to legally tell other drivers that they had a dash cam in their vehicle. AP confirmed that dash cams are legal to buy, install and operate and that footage captured in the course of driving is admissible evidence if genuinely captured during the course of driving however, they are not allowed to record the occupants of the vehicle concerned without their knowledge!</p> <p>ACC P recognised that more submissions are likely to be received in the future than can be processed so it will be necessary to review priorities when this situation arises.</p> <p>Recommendation: The Board approved £46,000 as a one-off contribution towards the provision of dash cams in police vehicles from the 2021/22 budget.</p>	

<p>7</p>	<p>Memorandum of Understanding (MoU) Update and request for approval to issue for signing:</p> <p>AH has made changes as requested following consultation but two issues are for the Board to consider:</p> <p>The suggested renaming of the Governance Board to 'Governance and Strategy Board' and of the Strategic Group to 'Tactical Delivery Group' -</p> <p>ACC P suggested the change so that the name of the group reflected its actions / purpose. AH confirmed that the existing names reflected the current intended purpose. However, there was agreement that the Governance Board did and should be involved in setting strategy and should receive more information and options to allow for informed decision making. LB suggested Partnership Management Group for the current Strategic Group.</p> <p>Recommendation: That the draft Vision Zero Strategy document will review the names and roles of the group's in-line with Vision Zero and the Safe System approach and that the MoU will reflect that the group names may change. The Board will therefore have the opportunity to comment on suggested name changes and roles as part of the strategy consultation.</p> <p>The second issue concerned the Communications Strategy. It was agreed this would be discussed in item 10.</p> <p>Recommendation: The Board agreed that the Communications Strategy and communications element of the MoU should be discussed and agreed by AH, RP, CC and NJF and that Cllr LW should be informed of the outcome. Once these final comments are agreed and included, the MoU should be issued for signing with a request to all partner organisations to arrange for signing by the end of February 2021.</p>	<p>AH</p> <p>RP / CC / AH / NJF</p>
<p>8</p>	<p>Partner Updates:</p> <p>Essex Police – AP raised for information the issue of a cap on the number of drug blood tests that EP may submit for analysis; all tests must be processed within the 6 month legal timeframe. There is Home Office involvement to try and improve this situation. ACC P confirmed that no cases should be lost due to this situation.</p> <p>EP currently working on Red X enforcement policies and procedure to enable enforcement to commence shortly.</p> <p>EP are also working on speed enforcement / management strategy and keen to work with Southend, Thurrock and ECC on this. LB is involved in the ECC review of the Speed Management Strategy as well as the review of the road hierarchy and looking at how other policies will interact. This process will start shortly with a meeting between Cllrs KB, LW and RM with guests from Hertfordshire explaining their approach.</p> <p>ACC P acknowledged the public drive for lower speed limits but for different reasons and, if we are to focus on KSI reduction we need to be sure of the reasons and direct limited enforcement resources appropriately.</p> <p>AD happy to initiate a meeting to discuss 20mph limits.</p>	

	<p>AP reported good proactive and reactive roads policing from Chigwell and Stanway garages and his involvement in future policing of the developing A12 proposals between J19 & J25. CE was unable to answer AP's query regarding camera failures at QE2 bridge as this comes under the Guildford office. AP to email query to the Guildford office.</p> <p>Essex Fire & Rescue Service – AM explained service launching new Prevention Strategy which will cover the Safe System approach. AM looking at how Vision Zero sits within the Fire Service Plan. Training being arranged for all staff especially secondary contractors and team members.</p> <p>Embedding evaluation into all activities. Community Wheels is reaching the end of its useful life so looking at an 'end of life' plan.</p> <p>Community Speed Watch (CSW) questionnaire has been prepared to ask volunteers their opinions to help formulate the future. If anyone would like to see the questions before they are sent out please contact AM. AM has been offered some internal resource to support CSW following resignation of previous co-ordinator.</p> <p>A Stroulger has returned in a part time role for one year to manage the powered two wheeler interventions. He will also be undertaking a review and looking at a steering group.</p> <p>There is a new national educational digital resource called Staywise which supports fire service education. Fire team education staff were quick to get films and digital delivery on website and into schools during first lockdown period. WN mentioned that the education team was approaching the BBC with regard to getting some exposure on BBC Bitesize.</p> <p>Highways England – LW provided link to information on an e-scooter on-line discussion on 28th January which must be booked, covering the issues facing those introducing, governing and policing e-scooters and the legal and practical implications of introducing a new "vulnerable road user".</p> <p>Two documents were referred to by LW – first, is the East Regional Road User Safety Plan which can be presented at a future meeting. It is a five-year strategic document that will be accompanied by a yearly delivery plan. At the moment HE are awaiting CRASH (Collision Reporting and Sharing IT platform for recording road accidents) adjusted trajectories so the monitoring points can be added to the document for the Strategic Road Network in the East. As for Essex the Plan documents our commitment to Vision Zero by 2040.</p> <p>Secondly is a document shared by the Strategic Safety Team, relating to Operation Galileo. The aim of this 'proof of concept' was to explore the relationship between speed and other road related offences and behaviours associated with individual vehicles.</p> <p>More specifically, the objective was to demonstrate that the innovative use of Digital Twin technology, together with Automatic Number Plate Recognition (ANPR) based average speed camera data and multiple data sets representing road related offences and behaviours; it has the potential to:</p> <ul style="list-style-type: none"> • Generate valuable new insights in the context of speed, specifically. • Inform actions to improve speed compliance. 	<p>AP</p>
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- Enable more effective and efficient enforcement through actionable intelligence. This could extend beyond speed to also have broad applicability to other crimes.

HE have provided a contribution to EP for the EP in-vehicle camera proposals and are currently working through a contribution towards the powered two wheeler post in Fire and Rescue (referred to earlier).

HE have had a project inception meeting with Agilysis and Road Safety Great Britain (RSGB) to start work on the evaluation of on-line delivery methods as a follow-on from our previous research looking into the impact of Covid.

An initial discussion has also taken place with CC and Road Safety Support (RSS) to provide some bespoke media skills training focussing on communications around Vision Zero.

A national breakdowns campaign was due to launch this week as one of the Smart Motorway stock-take actions. However, it has been postponed to allow the media to focus on Covid messages.

Highways England CE – The SE Regional Road User Safety Plan is with the creative team but will be shared when ready although only covers the Thurrock area within SERP.

Highways England – NA - able to report that road safety data being put into the A12 review for the Copdock section. NA pushing for review of Chelmsford to M25 section.

Highways England – J Craigen sent a report clarifying that a request had been received from EP for details of Red X activations for a court case which raised an issue about use of information beyond that retrieved from HADECS offence data.

HE records are kept for operational purposes and should be considered for information only. AP to discuss matter with Road Safety Support.

HE is chasing outstanding issues affecting speed enforcement on:

- A282 QEII Bridge – data transfer;
- M11 J5-4 southbound – electrical connection; and
- A1089 near Asda roundabout / Port of Tilbury works and change of speed limit and associated speed enforcement measures to be installed.

Thurrock Council – NT School Crossing Patrol service and Cycle training affected by Covid, recruitment difficulties including a recruitment freeze. Falling behind on cycling target numbers but we may be able to make up next year by possible targeting of year 7 as well as year 6 children. Working with AH and RR on introduction of a new average speed camera system and continuing work on the Active Travel programme.

Southend Council – AD confirmed P Swanwick still working with Community Speed Watch but she has lots of new people in her team, some of whom also have road safety experience as were formerly in the cycling team. Meeting with IT next week to discuss Driving for Better Business (DfBB). Her team focus is on engagement. A member of her team is looking at social media and behaviour change and has already have been in contact with CC.

Cllr LW expressed desire to have more DfBB engagement with utility companies. **NJF will investigate.**

NJF

	<p>Essex County Council – ECC’s update is mostly provided in item 9 with the report on the Delivery Plan. However, it is important we understand the impact of digital interventions on the audience, in particular on the different student age groups who are all home schooling at the moment.</p> <p>We must ensure we ‘do no harm’ and need to evaluate what and how messages are received and processed. LW is co-ordinating regional work to look at evaluation of digital interventions as often content as well as delivery style is altered and we cannot be sure what influence each may have on outcome.</p> <p>ECC and Fire & Rescue teams need to continue to work closely to ensure that SERP does not ‘compete’ for curriculum time but prioritise the data-led messages and agreed interventions that are sent or delivered into schools.</p> <p>It would also be helpful to engage with ECC education teams to see what other priorities there are and how we can best promote road safety. Cllr LW suggested Cllr R Gooding and C Kershaw as contacts.</p> <p>JP felt that the blending of safety messages into normal school curriculum activity was definitely worthy of further exploration and working with our education partners as part of wider communications strategy to see if we can deliver this. There could be multiple benefits for all.</p> <p>PFCC – JG reiterated RH’s commitment to road safety, confirming it would remain a priority during elections. Praise to the fire service education team for developing some digital content so quickly during the first lockdown. Acknowledged that PFCC will be a partner of SERP in own right and will sign the MoU as such by the end of February.</p> <p>Cllr LW offered to be part of any ‘thank-you’ video if any partner wanted to produce one for their staff. She has previously done this for SERP.</p>	
<p>9</p>	<p>Update on delivery of 2020/21 SERP Road Safety Delivery Plan and draft 2021/2022 Plan for approval:</p> <p>NJF explained that the report and spreadsheet circulated previously detailed expenditure and actual delivery against each item of the delivery plan for 2020/21. The report also highlighted the adaptations made to interventions due to Covid, as well as the opportunities the team had taken to develop their training/knowledge, the website and review activities.</p> <p>AH explained that the revised £569,330 projected spend was less than the £600,000 previously reported.</p> <p>AH then went through the suggested funding for the 2021/22 Activity Delivery Schedule. The Community Speed Watch (CSW) activity and its funding, had been moved from Activity B to Activity A as it was felt that it should sit under the ‘enforcement’ umbrella. This was questioned by ACC P whose start point was that police do enforcement and CSW do engagement, prevention and awareness. JG agreed that we needed to decide whether CSW was an engagement or enforcement function. JP raised concern that if it was enforcement, the co-ordinator role might not be best placed within the fire service.</p>	

	<p>WC suggested that many volunteers see themselves as enforcement, and some have been TruCam trained, but that the CSW letters can be viewed as more of an educational intervention. CSW is fundamentally a response to a traffic offence. As AP said, the CSW volunteers are influential members of their communities so there is an engagement angle which is also important.</p> <p>It is also important to understand and work within the capacity of the back office if letters are to be sent and, wherever it sits, there will be some work to make expectations clear to volunteers; to furnish them with our understanding of what CSW is, and what it is for.</p> <p>JG reported that she was receiving 'unhappy vibes' from volunteers and in order to minimise reputational issues, this issue should be sorted quickly.</p> <p>ACC P offered to take the CSW review report as his action to bring back to the Board. There is discomfort with the lack of clarity at the moment.</p> <p>AM mentioned the volunteer survey that is to be sent out shortly. If anyone would like to comment on it prior to that please contact AM.</p> <p>Should SERP appoint a replacement CSW co-ordinator before the review is complete? It was agreed that the review was needed to understand what was needed from the role and to define the Job specification for recruitment. J Palmer asked about the timeline of the review and whether he could support it in any way. Cllr LW felt that a month was quite a long timescale as the job specification is needed urgently. However, volunteer survey results could be influential.</p> <p>Actions:</p> <ul style="list-style-type: none"> • ACC P will oversee the urgent CSW review report. • The co-ordinator role will not be advertised until the review is complete. • AM will conduct survey of volunteers (members welcome to comment prior to it being sent) • NJF exploring support options • CSW to remain under Activity A at the moment. <p>AH presented 6 options for investing the current contingency fund. It was agreed that they were all good options. A decision does not need to be made at this meeting. J Palmer suggested that maybe partners should develop a business case for funding required.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Cllr LW asked AH to email all members the 6 options under consideration and requested that members considered the options before the next Board meeting. <p>Recommended: The draft Road Safety Delivery Plan for 2021/22 was approved, as provisional, pending final financial figures for 2020/21, to allow planning of delivery. A final Plan will be considered by the Board in May 2021.</p>	<p>ACC P</p> <p>AM</p> <p>ACC P AM</p> <p>AM</p> <p>NJF AH</p> <p>AH</p>
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<p>10</p>	<p>Draft Communications Annual Plan 2021/22 for approval:</p> <p>A draft Communications Strategy was made available prior to the meeting. CC explained that following advice from RP and, after discussion within SERP, the strategy had been drafted with the intention that the overall communications strategy detailing how SERP intended to achieve Vision Zero through the Safe System approach, would be contained within the Vision Zero Strategy and would be updated with that strategy every 3 years.</p> <p>From this Strategy, the activities within the Activity Delivery Schedule (previously the Road Safety Delivery Plan) and the supporting annual Communications Plan would be selected and the annual plan will provide more detail around the communications activities including audiences, reach, metrics, evaluation and most importantly timing, to allow for the alignment of messaging across partners and a holistic approach to all channels. This approach will reduce the numbers of documents referred to in the MoU, which was a request following recent consultation.</p> <p>SERP is still understanding what the Safe System approach means for Essex and how the communication should be phased to encourage implementation across all the disciplines required in Essex.</p> <p>However, it is clear that the SERP's focus will be on achieving the implementation of a safe road travel system in Essex which will have the outcome of reducing deaths and serious injuries to zero by 2040 (Vision Zero); Vision Zero is an outcome. The implementation of the Safe System approach requires a change in thinking and culture and without that, Vision Zero will not be achieved.</p> <p>It is therefore planned that the Communications Strategy will be incorporated in to the draft Vision Zero Strategy which will be considered by the Board in May 2021 and a more detailed communications plan to complement the finalised Activity Delivery Schedule will be prepared for the Board in May.</p> <p>RP suggested that if CC was to have a manageable and scalable task, we might need simplicity. This would be in the form of an over-arching communications strategy for the life of the MoU and would cover business as usual content as well as Vision Zero.</p> <p>NJF felt that a 'front loading' of awareness to obtain the support and buy-in of all partners and those involved in making a Safe System in Essex; planners, development management etc. was essential as without that support Vision Zero would not be achieved. SERP's goal is to deliver/persuade the delivery of a Safe System of road travel in Essex which will have the outcome of preventing deaths and serious injuries (Vision Zero). ACC P commented that language is important and powerful and that we should maybe simply stating that we want to stop death and serious injuries – a powerful 'hook'? Cllr LW pointed out that we really just want everyone to be as passionate as us!</p> <p>Recommendation: The Board agreed that the Communications Strategy and communications element of the MoU should be discussed and agreed by AH, RP, CC and NJF and that Cllr LW should be informed of the outcome. Once these final comments are agreed and included in the MoU, the MoU should be issued for signing with a request to all partner organisations to arrange for signing by the end of February 2021. (this is a duplicate of the recommendation under item 7 for ease of reference.)</p>	<p>RP / AH / NJF / CC</p>
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	The Communications Strategy can then be developed for the Board's consideration.	CC
11	<p>Request for approval to extend the period covered by the current SERP Strategy document to 31st March 2022:</p> <p>AH explained that, as the Vision Zero Strategy would not be adopted until 1st April 2022, the extension of the current strategy to 31st March 2022 would allow us to continue working to a Strategy whilst developing the new one.</p> <p>Recommended: The Board agreed that the operational date of the SERP Strategy document should be extended to 31st March 2022 to cover the period until the Vision Zero Strategy becomes operational.</p>	AH
12	<p>Activity A Operational Update (including CSW update)</p> <p>CSW was discussed and recorded under item 9.</p>	
13	<p>Relocation update:</p> <p>ACC P confirmed that the report sought to start the conversation with SERP as to whether Laindon worked as a location, what technology was required and how would that help SERP achieve its goal of reducing road deaths and serious injuries and how it would operate as a working environment. EP will fund the vast majority of capital spend but want to work with SERP to identify solutions.</p> <p>Recommended: The Board recommended that a task force be set-up chaired by Cllr LW and ACC P to consider the report and to develop the conversation regarding the future estate requirements of the Safer Essex Roads Partnership.</p>	AH to set up group
14	<p>Cllr Wagland update:</p> <p>None</p>	
15	<p>Any Other Business:</p> <p>None</p>	
16	<p>Date of Next Meetings:</p> <p>20th May 2021</p> <p>7th July 2021</p> <p>7th October 2021</p> <p>24th January 2022</p>	