



<b>MEETING:</b> VZSW Board Meeting	<b>LOCATION:</b>	Strawberry Fields, Lifton
<b>TIME:</b> 1000hrs – 1430hrs	<b>DATE:</b>	5 <sup>th</sup> September 2023
<p><b>In Attendance:</b></p> <p>Alison Hernandez Cllr Mark Coker</p> <p>Cllr Roger Croad</p> <p>Cllr Martyn Alvey</p> <p>Cllr Richard Pears Jim Kirkwood Philip Robinson Victoria Fraser</p> <p>Jamie Hulland</p> <p>Antony Bartlett Dr Tim Nutbeam</p> <p>Dr EF</p> <p>Frances Hughes Wayne Rawlins</p> <p>IT (substitute for Rebecca Edmond) Lisa Tuck</p> <p>AL</p> <p><b>Non-Board members:</b></p> <p>SB NW EC CG JC MJ HG (minutes)</p> <p><b>Apologies:</b> Nicola Allen (OPCC), VH (South Western Ambulance Service Trust) KP (University Hospitals Plymouth), ACC James Pearce (Devon and Cornwall Police), RE (National Highways), Cllr Chris Lewis (Torbay Council), Cllr David Thomas (Torbay Council), PS (South Western Ambulance Service Trust), Cllr Stuart Hughes (Devon County Council), Cllr Laura Wright (Exeter City Council), Tim Bunting (CAAT)</p>		
<b>ITEM</b>	<b>DETAILS</b>	
1	<p><b>Welcome and introductions</b> The Chairman welcomed everyone to the meeting. There was acknowledgement of members who had sent apologies and/or who were joining later, together with those who were acting as substitutes.</p>	

2	<p><b><u>Declarations of interest</u></b> No one declared an interest.</p>
3	<p><b><u>Roll Call of Fatalities</u></b> The Chairman read out a roll call of twenty individuals who had lost their lives on Devon and Cornwall's (D&amp;C) Road network between 13<sup>th</sup> June 2023 and 3<sup>rd</sup> September 2023 to focus the minds of Board members as to the purpose of the VZSW partnership.</p>
4	<p><b><u>Minute's silence to reflect on those who have died and their loved ones</u></b> A minute's silence was held to reflect on those who had died on the roads of D&amp;C since the last Board meeting.</p>
5	<p><b><u>Minutes of previous meeting</u></b> The draft minutes from the Board meeting held on 14<sup>th</sup> June 2023 were agreed as accurate and true.</p>
5a	<p><b><u>Matters Arising – Actions Update</u></b> NW gave a verbal update on the eight 'open' Actions, five of which will be closed.</p>
6	<p><b><u>VZSW Governance Board Chairperson</u></b> NW referred Board Members to the Board paper which recommended extending the duration of the Chairman role until the AGM in June 2024. It was highlighted that since March, there have been a number of Board Member changes, and this would provide continuity.</p> <p><b>Recommendation:</b> That Partners agree to trigger clause 8.4 (a) of the VZSW MoU and extend the term of office for the VZSW Governance Board Chairperson beyond 2 years to conclude at the VZSW AGM in June 2024.</p> <p><b>Decision:</b> The Board approved the decision for extension.</p> <p>Alison Hernandez asked whether the extension of the Vice Chair was also required.</p> <p><b>Action:</b> NW to contact Cllr Hughes to see whether he is happy to continue the role until June 2024.</p>
7.	<p><b><u>In-year Finance Report</u></b> SB talked through a summary of the paper circulated to Board Members, which summarised the position at the end of July. At the start of the year, a surplus of £813k at year end was anticipated; current projection is £671k. The reduction is due to increased expenditure not anticipated when the budget was set. Approximately £40k relates to national pay awards with the remainder as a result of an increase in CSW numbers, the amount of work being put through the back office, equipment that is required for additional speed detection officers and associated equipment e.g., cameras and uniforms. It was highlighted that many of these costs will be one off. Core costs of the team have also increased, largely because of the safety camera maintenance contract requiring 5-year inspection.</p> <p>At the start of the financial year there was approximately £5.2m in the pooled reserves; after taking stock of committed activity, it is projected £2.5m will remain.</p> <p><b>Recommendation:</b> The Board be made aware of the financial position as of 31st July 2023</p> <p><b>Outcome:</b> The Board were assured of the recommendation as presented and laid out.</p> <p>Jamie Hulland highlighted the investment in speed cameras was an area he supported both for upgrades and new sites. NW provided an update on work undertaken over the last few months upgrades of sites across D&amp;C, e.g., spot speed camera upgrade to bi-directional cameras and a procurement plan for remaining £1.1m will be finalised.</p> <p>Alison Hernandez questioned whether we were being ambitious enough with replacing old stock with new or whether we should be looking at new sites. NW advised that new sites are discussed at Partnership meetings. Alison Hernandez suggested whether the A38 should be considered due to the expected delay in route funding from Government. IT advised that the Government has placed prominence of utilising Average Speed Cameras on A roads with locations to be considered.</p>

Jim Kirkwood advised the importance of understanding lead times in for camera sites to enable planning around recruitment of trainers, venues and online capability. Cllr Alvey suggested the use of some schools as venues during the holiday periods. Jim Kirkwood advised that MH, the regional manager, is keen to contact places such as this.

Jim Kirkwood asked whether there were challenges in terms of recruitment particularly for the back office where offences are processed. EC advised that some of the recruitment can be quite slow (with vetting) and that some roles in the back office have a frequent turnover of staff.

**8. Comms & Engagement (Stakeholder Plan)**

JC shared an update on screen stating that it had been an extremely exciting quarter. Recently hit over 2 million in terms of messaging, with Facebook being the biggest social media channel. In the last 3 months we have seen an additional 1500 followers. Social media posts with largest reach have included the erratic driver who was banned for 4 years, OpSnap and Henry Cole motorbike campaign.

Ford RS Focus/GCM project have produced over 100 videos and attracted over 25m views mainly through TikTok. Alison Hernandez questioned the noise of modified vehicles and JC advised that he was working with OM to continue work on messaging for this concern area.

Media attention regarding the AI trailer was discussed. It has received significant national interest and even international coverage. Alison Hernandez stated that she believed that the biggest educational message from this was that non-seatbelt use was a factor in 1/3 of all fatal collisions.

Alison Hernandez highlighted that including funding within comms strategy, was essential to show transparency. NW advised that this would also be made clear on our website under FAQ's. This would help with general enquiries and FOI's.

There was a discussion around large scale firms such as food distribution companies and the gig economy. Alison Hernandez considered whether a task and finish group to explore this particular area further was required to enable planning and resolution. Cllr Alvey questioned whether there were any road casualty statistics relating to collisions involving food delivery.

**Action:** NW to arrange for a task and finish group for Business drivers.

MJ highlighted that the problem was not just confined to vehicles such as motorbikes and cars but particularly in Plymouth, the concern was with e-scooters/bikes. AL said that they are looking to the DfT for legislation for this particular road user group. Exeter was also highlighted as an area of concern. Alison Hernandez wanted experiences of both Exeter and Plymouth in terms of associated safety concerns to be assessed and potentially targeted.

Philip Robinson stated a need to lobby DfT regarding this particular issue, which is likely to become more prominent and we should have more clarity over the legislation. AL stated that a leaflet regarding e scooter had already been produced and questioned whether there was potential to amplify this by comms before Christmas. A discussion regarding the seizing of electric scooters/bikes followed. Cllr Coker added that it was important not to conflate the issue onto other areas that were working well i.e. Beryl bikes. Dr Tim Nutbeam highlighted that PACTS had a project group around e-scooters and they are in the process lobbying government with a number of recommendations.

**Action:** Alison Hernandez to speak to ACC Glen Mayhew (Local Policing) regarding the e-scooter/bike policy so that it can be raised with local policing teams.

In terms of all road casualties Dr Tim Nutbeam questioned whether we can do more regarding what all the injures look like to allow greater understanding. AL advised that on our existing delivery plan we have an item to review establishing a Road Injury Prevention Panel to review KSIs.

**9. Staffing Proposals**

A summary of all three papers circulated to Board Members was provided.

**9a. Sworn Police Officer Proposal:**

AL outlined that enhanced enforcement posture and wider criminality dealt with by 3 officers has substantially increased case load management and an additional officer is now required.

<p>9b.</p> <p>9c.</p>	<p><b>Recommendation:</b> That Partners approve the ongoing revenue funding requirement for an additional Sworn Police Officer</p> <p><b>Decision:</b> The Board approved the recommendation as laid out.</p> <p><b>VZSW Core Staff Proposal:</b> To support the paper circulated to the Board, a short presentation by AL, JC, CG &amp; NW was also given regarding the roles of a Problem solver, Research and Evaluator multimedia support and Administration Support. This was to outline the additional outcomes to be realised if approved by the Board.</p> <p>Alison Hernandez flagged the Community Safety Partnership element and questioned what the biggest advantage of the Problem Solver Role would be. AL advised that it would for allow a structured plan, dedicated to Road Safety, one that engages and connects everyone with activities. It would seek to also remove duplication creating greater efficiencies.</p> <p>Jamie Hulland asked for clarification of the difference between the Tasking Manager and the Problem Solver Role. AL stated that the Tasking Manager manages the tasking and co-ordination process, whereas the problem solver is a role that makes sure that the issues raised, for example from the Strategic Assessment and Problem Profiles, are progressed by developing packages by drawing in experience from within each organisation.</p> <p>Alison Hernandez saw the role as essential; one that will scrutinise the Road Safety Delivery Plan (RSDP) evaluating effectiveness of proposals.</p> <p>Alison Hernandez questioned whether 15 hours for additional administration was sufficient and could this be full time. Victoria Fraser supported this, noting that the case for part-time work could be considered through recruitment stages but that due to resources within the Local authorities unlikely to grow; this was an opportunity to support officers delivery components of the RSDP on behalf of the Partnership.</p> <p>NW advised that increasing the hours for the role would increase ongoing revenue expenditure and that this would be reflected in the financial plans.</p> <p>Frances Hughes considered rationale of growth in the team would deliver efficiency, effectiveness and productivity of the partnership.</p> <p>NW advised the Board that work is ongoing to review system support requirements in terms of Power BI. Interim arrangements can continue in the short-term and a paper is intended to come to the December Board.</p> <p><b>Recommendations</b></p> <p>a) Approve expansion of the VZSW Road Safety Data and Analysis Hub:</p> <ul style="list-style-type: none"> <li>• Recruit 1 x FTE <b>Problem Solver</b></li> <li>• Recruit additional 1 x FTE <b>Research and Evaluator</b> (approval in principle, phased recruitment)</li> <li>• Acknowledge ongoing <b>VZSW System Support</b> requirements – interim arrangements to continue as required, fully costed solution to be developed for future Board approval.</li> </ul> <p>b) Approve recruitment of 0.4 FTE 15 hours <b>Admin Support</b></p> <p>c) Approve 1 x FTE <b>Multimedia Communications Officer</b></p> <p><b>Decision:</b> The Board approved recommendations a) and c) as laid. Recommendation b) approved on the basis of advertising the role as full time.</p> <p><b>Strategic Analyst Hosting Organisation.</b> NW summarised detail in the paper circulated to members which was seeking in principle support “for the Strategic Analyst to potentially transfer to Devon &amp; Cornwall Police (D&amp;CP) subject to checks and balances being made. DCC who host the role, are fully in supportive. Alison Hernandez questioned whether there would be additional burden on the host organisation. NW confirmed risk of redundancy sits with the partnership as stated within the MoU. Future updates will be provided to the Board.</p>
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**Recommendation:** That partners acknowledge the challenges and opportunities and provide support for the role to transition, once Parties are satisfied all elements are in place to complete the transfer.

**Decision:** The Board supported the recommendation as laid out.

**10. Road Safety Delivery Plan Proposal**

NW verbally summarised the paper circulated to Board members, the following capture the key discussions points:

**Acusensus AI trailer** - The prevalence of non-seatbelt and mobile phone use within the current trial was discussed. Dr Tim Nutbeam commented that it would be good to offer people the opportunity to not get prosecuted but instead offered an option to take part in research. It was confirmed education diversion is possible, through Your Belt Your Life and What's Driving Us courses.

**Activity B** – NW highlighted that this included proposals for cycling, pedestrian and younger driver, with a summary provided.

Victoria Fraser noted that with Plymouth pedestrian pilot and request now for Devon schools whether it could be rolled out elsewhere, such as in Cornwall and is there an opportunity to feedback earlier on effectiveness, rather than in 2 years time? CG advised that the Research and Evaluator role could help with this. MJ advised that in Plymouth, the child pedestrian started in April, and three schools now completed training, evaluation questions are asked before and after the training; results from the initial evaluation is hoped to be completed by the end of December. MJ offered materials used within Plymouth to be used in elsewhere in the partnership.

**Comms and Engagement** – with discussions in item 8 and detail in Board paper, no queries raised.

**Recommendation:** That Partners

- a. **Activity A** - Approve the Acusensus 2024 AI roadside trailer proposal £175,793 - £203,052<sup>1</sup>
- b. **Activity B** - Approve combined Younger Driver/Cycling/Pedestrian & Call for Ideas proposals £383,500
- c. **Comms and Engagement** – Approve both core costs and comprehensive annual plan as follows:
  - £12,745 build core costs detailed in 4.8 into ongoing annual and 5-year business plans
  - £187,012 comprehensive comms and engagement plan
- d. **Contingency** - Approve £20,000 for Partnership Manager to flexibly manage cost fluctuations of implementation and spend in accordance with the plan.

**Decision:** The Board approved the recommendations as laid out.

**11. Performance Update:**

CG talked through the presentation circulated to Board Members. The strategic assessment has been updated and Local Authority casualty data added (previously requested by partners). National data for comparative reasons will be added as an addendum once available. Changes to the definition of the Fatal Five was discussed and advised that following discussions with DCC and D&CP, it has been expanded to include distraction inside and out of the vehicle and that carelessness has been widened; DfT will soon be getting rid of the definition Careless, Reckless, in a Hurry.

CG communicated a data error in the Road User Survey which came to light when data was being analysed. Consultants are undertaking the survey again and in light of this information related to Performance indicators will be added at a later date. CG outlined that stats 19 data does not include collisions on private roads, in car parks or those determined by coroner as a medical episode or suicide. A comparison between 2022 and 2023 data was presented with the caveat that some are likely to be removed as non stats 19.

Cllr Alvey asked that if someone was not medically fit to be driving and had a fatal collision would it be classed as a medical episode. CG replied that this would be determined at the Coroner's Inquest. Dr Tim Nutbeam requested whether data of patients that were deemed to have died as a result of a medical episode rather than a collision could be shared to enable a quality improvement programme.

<sup>1</sup> Lower figures assumes 1000 images per deployment – higher sum assumes 2500

AL stated that contact could be made with the data protection team to allow this to happen. Dr Tim Nutbeam advised that a Section 251 confidentiality waiver could also be requested (needs to be signed off by SoS Health), this would allow the linking of data sets. The data could then be collated and analysed with the overall benefit for the public.

Philip Robinson suggested further granularity and detail on data is required to get an in-depth understanding of our issues. Whilst acknowledging that the Performance Indicators and comparative data was important a deep dive into specifics, to allow problems to be identified and tackled is crucial. Philip Robinson gave the example of Serious Collisions where he suggested that a breakdown of e.g., number that occurred with those who recently passed their test, age group would be useful. CG advised the difficulties of obtaining this example but assured Board that with additional resource for research and intelligence further interrogation of data will be possible.

**Action:** Review options to advance discussions around the Section 251 confidentiality waiver.

Pending changes by DfT to reduce the number of contributory factors from 78 to 37 was discussed. A number of the road related factors are impacted and injury-based reporting will become mandatory, allowing comparisons to be made to the rest of the country.

MJ asked what changes in terms of categorisation of road conditions would be removed; CG will send new factors to MJ. Noted that the changes to the DfT contributory factors would be rolled out from October/November and will be on the CRASH app from January 2024.

**Action:** CG to send new contributory factors to MJ.

Alison Hernandez questioned whether pending changes should be highlighted to DfT. Jamie Hulland highlighted Devon has made representation at regional and national debates and perhaps a partnership response would be helpful.

**Action:** VZSW Partnership to collate concerns and formally write DfT. Jamie Hulland to provide copy of Devon County Council's representation.

Jamie Hulland stated that he would like a greater understanding of High Harm Routes – as a Partnership could we review a wholesale safe system approach to improvements then make a case to DfT for funding.

**Action:** Review a High Harm Route where a wholesale safe system approach to improvements could be presented.

IT advised that with regards to the A38 that investment has been made into a study and proposals have been drawn up. DfT have advised some improvements can be made but not until RIS 4 (possibly 6 years or more) and it is likely to be improvements to the existing network rather than new. Alison Hernandez requested that National Highways present at the next Board meeting in December.

**Action:** National Highways to present at the Board meeting in December.

A discussion around planning and S106 took place and the importance on ensuring safety remains priority. VZSW could present at Planning committees but may not impact decisions when appeals made to reduce or remove financial mitigation for development.

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**Partnership update:**

The PowerPoint presentation discussed to be circulated post meeting, any questions for Board Members unable to stay can be directed to AL or NW.

AL provided an update regarding potential changes to our enforcement posture and required alignment of back office with the Collisions and Ticketing team. This would make operations streamlined and provide greater flexibility and resilience, case to be presented in December.

NW provided an overview of activity delivery, risk register and update of Partnership strategy refresh. A verbal update was also provided on the MoU changes required and this work is advancing. Alison Hernandez suggested a partner face-to-face meeting to discuss the strategy prior to the Board (this will also include the Strategic Assessment and Comms Strategy) to identify gaps before publication.

<p><b>Action:</b> Circulate the presentation shown to Board members and arrange Strategy meeting.</p>
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<p>Alison Hernandez (Chair) thanked everyone for attending and the meeting concluded at 1425hrs.</p>
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<p><b>Next meeting:</b> 14<sup>th</sup> December 2023 10am to 1pm (Teams)</p>
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