

CENTRALISED TRAFFIC BUREAU

1. INTRODUCTION

- 1.1 This appendix proposes a radical approach to the processing of traffic offences within North Yorkshire Police (NYP). At the core of this will be a centralised Traffic Bureau, working with the North Yorkshire Safety Camera operation and supporting the Police Prosecution Team. This will offer a centre of expertise in all traffic management, administration and process, supporting front line officers and staff in relation to all traffic related matters.
- 1.2 The Traffic Bureau will complement the Criminal Justice Efficiency Programme end to end traffic process work stream. This recognises that a centralised administration hub maximises effectiveness and efficiency in relation to all aspects of traffic prosecutions, supporting centralised traffic courts, digitalised streamlined traffic files and Police Led Prosecutions (PLPs).
- 1.3 The concept proposes the movement of a small number of posts, along with associated process, to allow the organisation to maximise the full benefits. This will be subject to staff and staff associations consultation.
- 1.4 Both the Safety Camera Operation and Police Prosecution Team are based at Athena House, York. This, therefore, would seem to be the most appropriate location to develop and enhance North Yorkshire Police traffic processing operations.

2. THE CONCEPT

- 2.1 Currently road traffic offence processing within NYP is carried out at numerous locations within the force area, these include:
 - Central Ticket Office (CTO), Northallerton – dealing with all fixed penalty notices, HORTs, PNDs. (5.5 x Police Staff)
 - Traffic Management Officers, based at York & Thirsk liaising with internal & external customers reference road traffic procedures and compliance with legislation, contributing to the speed management protocol, review speed and traffic complaints and a wide range of other traffic management advice. (1 x Sergeant, 2 x Police Staff)
 - Accsmap Updating, Various locations across the county within Business Administration Services (BAS) – Inputting of collision data onto the Accsmap

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analytical software to allow accurate data sharing and also data available for analysis to support safety camera deployment.

- Prosecution Team, York – administration of accident records and provision of accident information to insurance companies and solicitors.
 - Safety Camera Operation, York – full enforcement and administration operation supporting the deployment of three mobile safety cameras within the Force area (1 x PC, 19 x Police Staff)
- 2.2 The proposal will involve bringing together all the above functions into a centralised traffic bureau situated at Athena House York, maximising efficiencies and improving performance and service. In line with other administrative functions in the force skilled administrator roles will be created from existing posts to cover the required functions (with the exception of the Traffic Management roles). This will provide greater resilience and flexibility and more varied and rewarding work for the individuals.
- 2.3 The Traffic Management roles carry greater responsibility and requires a greater level of experience and knowledge of the law within the role. These are subsequently a higher grade than other administration roles. It is also recommended that the Police Sergeant currently within that function is released back to the organisation and replaced with a support staff post. There is no requirement for use of warranted powers in this post. Although extensive knowledge of road traffic legislation, signage etc. is required to be able to carry out the role. – It should be noted that the Police Officer role described here is not the same of the Officer aligned to the Safety Camera Operation where there is a legal requirement for a warranted officer.
- 2.4 Whilst it is not envisaged a CTB will generate any reduction in staff numbers, it will achieve a more streamlined and efficient approach to all aspects of traffic management, administration and process. It would therefore be expected that efficiencies could be made in the future.
- 2.5 There is further opportunity for all accident recording and administration to be managed centrally. This work is currently done by the BAS Team as part of their duties. The proposal would be to transfer this function to the Traffic Bureau (equivalent to the volume of the work the BAS team process), the responsibility for accident recording would then form part of the Traffic Bureau administrator roles. In addition the function of accident record administration would be transferred from the prosecution team to the Traffic Bureau. The prosecution team administer accident records and this responsibility would also then transfer to the Traffic Bureau. (No discussions have yet taken place with any other Head of Function regarding these proposals).
- 2.6 The additional functions will bring greater responsibility to the manager role, therefore there may be a re-grade application resulting in a increase in salary.
- 2.7 Considerations would also need to be made in relation to any additional work that would fall under the traffic bureau concept. This would include the A1

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upgrade work due to commence in 2014 which will lead to NYP administrating the enforcement of average speed cameras, but may also include in the future options of processing bus lane and access violations currently undertaken by local authorities (which NYP now have the technology to do, and could offer as an additional 'paid for' service).

3. NEEDS ASSESSMENT

- 3.1 The current national initiative being driven by the CJS Efficiency Programme relating to an end to end traffic process identifies the benefits and recommends a centralised administration hub dealing with all aspects of processes relating to traffic matters. In addition previous process mapping along with experiences from visits to other forces, particularly West Yorkshire where a centralised bureau exists, demonstrate that a more efficient and effective process can be delivered where all administration is managed and delivered from a central hub.
- 3.2 The proposals allow the timely collation and input of accident data within NYP to be improved, therefore allowing dynamic data to be available to fully support safety camera deployments aimed at reducing road traffic collisions and casualties, along with the statutory provision of data to partners.
- 3.3 The concept contributes to the Police and Crime Plan in respect of both driving justice and being fit for the future. A centralised traffic hub and the other related recommendations in the main document follow national best practice, demonstrate effective and responsive working with partners, and allows greater flexibility, resilience and ability to meet demand. Whilst delivering justice in an effective, consistent and proportionate manner maximising available educational and prosecution disposals.

4. OUTCOMES

Anticipated Benefits

Adopting the improvements in traffic processes proposed in this paper, and following the CJS end to end model will deliver the following expected benefits:-

- 4.1 Single centralised traffic process which supports the Criminal Justice Efficiency Programme.
- 4.2 Fully supports Police Led Prosecutions, allowing case files to be built and managed within a central hub with direct liaison with Court Presentation Officers. PLPs will speed up the process and allows the police to process

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more of the offences more quickly reducing the need for CPS involvement and court attendance.

- 4.3 Will free office space at Northallerton, Fulford Road, Thirsk, whilst further maximising Athena House estate. All roles and resources detailed in this document can be self contained within the Criminal Justice teams on the first floor of Athena House.
- 4.4 Improved resilience in ability to support all road traffic administration processes, managed to meet competing demands.
- 4.5 Improved ability in recording, analysing and providing statutory collision data to Local Authorities and Central Government within required timescales.
- 4.6 Single storage facility for all road traffic related documents (accident records, penalty notices, evidence), improved compliance with Management of Police Information.
- 4.7 Ensuring all road traffic enforcement and associated policies are managed and maintained centrally.
- 4.8 Centralises the administration of driver education courses which overcomes a technical limitation on the Pentip system which does not allow differing addresses on the course request letters. (A problem currently with two sites of administration)
- 4.9 A Traffic Bureau working alongside the Centralised Prosecution Team to further maximise and streamline all enforcement opportunities
- 4.10 Provides a ready made operating environment to allow the introduction of additional processing requests from external agencies i.e. A1 upgrade 2014 – 2017, and future collaboration opportunities with Local Authorities.

5. INTERDEPENDENCIES

- 5.1 There are a number of interdependencies that are all supported by the concept of a centralised traffic bureau namely:
 - Criminal Justice Efficiency Programme relating to an End to End Traffic Process, moving towards a more efficient and effective Criminal Justice System for traffic related matters.
 - Road Traffic Offence Reports (RTORs) – opportunity to simplify the fixed penalty process, provide a consistent disposal framework and increase educational course referrals by adopting RTORs within the Force area. It will not be possible to introduce RTORs from 2 separate referring locations due to technical limitations within Pentip, this needs to be undertaken from a centralised point.

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- Centralised Traffic Courts (Implemented January 2014) – support of a central traffic court dealing with minor motoring offences in a dedicated Court, thus relieving normal Magistrates Court of such matters.
- Police Led Prosecutions – Police employees presenting minor traffic cases at first hearing Courts (some low level crime also within legislation).
- Digitalisation of the Traffic process – digitalised, quality, road traffic cases files prepared and processed within a central unit and supplied to the Courts electronically.

6. CONSIDERATIONS

- 6.1 External requests for enforcement support – NYP are already preparing to enforce the 2nd phase of the A1 upgrade, the establishment of a safety camera operation aided by a centralised traffic bureau fully supports the ability to meet such requests. In addition there are options to offer support to local authorities in the enforcement of minor traffic infringements such as bus lane and access violations.
- 6.2 There will be a requirement to undertake a full HR process in relation to the proposed transfer of roles from one site to another, this will involve staff and staff association consultation. In addition discussions with other Heads of Function will be required to progress the work around AccsMap input, this is currently carried out force wide on an ad-hoc basis by BAS staff.