
NOTICE OF MEETING

CABINET MEMBER FOR TRAFFIC & TRANSPORTATION

THURSDAY, 12 MARCH 2015 AT 5.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Joanne Wildsmith, CCDS Tel: 9283 4057

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CABINET MEMBER FOR TRAFFIC & TRANSPORTATION

Councillor Ken Ellcome (Conservative)

Group Spokespersons

Councillor Lynne Stagg, Liberal Democrat

Councillor Ken Ferrett, Labour

Councillor Stuart Potter, UK Independence Party

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

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Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

- 1 Apologies
- 2 Declarations of Members' Interests
- 3 School Crossing Patrols (Pages 1 - 8)

The purpose of the report by the Head of Transport and Environment is to review the current practices into School Crossing Patrol site retention, recruitment and adopt the School Crossing Patrol Policy.

RECOMMENDED

- (1) That the Cabinet Member for Traffic and Transportation approve the adoption of the School Crossing Patrol (SCP) Policy (Appendix A) and the guidance therein to be implemented;**
- (2) That existing sites are graded to enable essential staff cover.**

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Agenda Item 3



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Traffic and Transportation
Date of meeting: 12th March 2015
Subject: School Crossing Patrol Service Policy
Report by: Head of Transport & Environment
Wards affected: All Wards
Key decision: No
Full Council decision: No

1. Purpose of report

- 1.1 To review the current practices into School Crossing Patrol site retention, recruitment and adopt the School Crossing Patrol Policy.

2. Recommendations

- 2.1 **That the Executive Cabinet member for Traffic and Transportation approve the adoption of the School Crossing Patrol (SCP) Policy (Appendix A) and the guidance therein to be implemented;**
- 2.2 **That we grade existing sites to enable essential staff cover.**

3. Background

- 3.1 After a Road Safety Scrutiny review in 2007 it was recommended that the SCP service be relocated from Education to the Road Safety & Active Travel Team (formerly Road Safety & Sustainable Travel) within the now Transport & Environment Service. This enabled greater control over safety of the sites and allowed the service to have a more direct approach to co-ordination of site risk assessments to address safety concerns.
- 3.2 Numbers of patrollers have been in decline in recent years to the current low of 55 staff with 55 site vacancies. We have held the number of sites at 110 but without the budget or ability to fill all.
- 3.3 For a relatively small unitary authority we have a disproportionately high number of sites, Brighton and Hove has 21 and Southampton have 58.

Roadsafety GB guidance recommends working to a PV^{2*} formula to ascertain if a site meets the requirement for a member of staff. Portsmouth is the only authority out of the 12 in the South East region to not follow this rule. This is a historic decision and one that was inherited 6 years ago.

- 3.4 Initial counts on our sites has found that of the 54 sites surveyed so far, only 5 would actually meet criteria based upon the standalone formula. Officers recommend that in addition to the traffic and pedestrian counts (PV^2), all sites should be risk assessed to determine if environmental factors such as obscured visibility, the proximity of safe crossing points and/or junction layouts are of a concern that would warrant a patroller presence.
4. We therefore seek approval to use this formula not just as a deciding factor in its own right, but to be used alongside detailed risk assessments to ascertain both existing and new site eligibility. PV^2 counts will form the basis, but sites will be graded according to usage, location and other environmental factors rather than just rely on PV^2 alone.

Crossing sites will fall within the following three categories:

Gold standard site - fill

High priority

- Meets criteria based on PV^2 alone

Silver standard - fill

Medium priority

- Does not meet PV^2 but would if based on PV^2 + 'Risk' - based on location and / or other environmental factors

Bronze standard - decommission

- Does not meet PV^2 or need based on location and / or environmental factors and therefore be de-commissioned

- 4.1 Following safety concerns as well as resource duplication, officers recommend the movement off, and non-reinstatement of patrollers at engineered crossing sites such as Zebra and Pelican crossing points. The SCP policy highlights issues with doubling up on engineered sites from a safety view point. Our recommendation would be that staff remain on newly constructed sites for a period of two weeks before being relocated. The site would then be decommissioned. In extreme cases where safety is of a major concern and/or in instances where the patroller is privately funded by a sponsor, staff would act as a marshal without the visual mechanism of the stick to actually stop traffic.

5. Reasons for recommendations

- 5.1 The proposals would best use the resources available to PCC and provide cover to schools in the appropriately identified locations.

- 5.2 The proposals improve safety for local residents and pedestrians at the busiest sites within the area.
- 5.3 We would have an identifiable mechanism in place that can is data led for the reallocation of patrollers and the decommissioning of sites.

5. Equality impact assessment (EIA)

An equality impact assessments is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010

6 City Solicitors' Comments

- 6.1 The provision of school crossing patrols is governed by the Road Traffic Act 1984, The City Council as a unitary authority is the appropriate authority for the purposes of the Act. The provision of the service is discretionary but there are certain duties should the authority decide to provide the service.
- 6.2 The City Solicitor is satisfied that recommend action is within the powers of the City Council

7. Finance Comments

Head of Finance Comments

- 7.1 The adoption of the School Crossing Patrol Policy as set out in the recommendations of the report will require each of the current School Crossing Patrol sites to be assessed against the criteria contained within the policy. The required to undertake this review can be found within the existing Road Safety and Active Travel Team.
- 7.2 The cash limited budget for School Crossing Patrols is £330k per annum. This is sufficient for 80 School Crossing Patrollers. Currently there are 55 employed filling half of the 110 sites. As a result of this the budget is forecast to underspend in the financial year 2014/15 by an amount of 77k.
- 7.3 As a result of adopting the policy and carrying out these reviews it may result in the change in the number of School Crossing Patrol manned sites. This could result in a change in the level of funding required for School Crossing Patrols in future financial years.

** Sites having fewer than 15 children (P) crossing the road in the busiest period should not be considered for establishing an SCP. A classified count should be taken at the Site to identify the busiest period, recording child pedestrians (P) and vehicles (light vehicles, large goods vehicles and PCUs and cycles).It is*

recommended the traffic counts be recorded as 'passenger car' equivalent values (PCUs), by using the following multiplication factors:

Passenger Car Units (PCUs)

- 3 Pedal Cycles = 1 PCU
- 2 Motorcycles = 1 PCU
- 1 Car = 1 PCU
- 1 Light Goods Vehicle = 1 PCU
(up to 3.5 tonnes gross weight)
- 1 Bus/Coach = 2 PCUs
- 1 Medium Goods Vehicle = 2 PCUs
(over 3.5 tonnes gross weight)
- 1 Large Goods Vehicle = 3 PCUs
(over 7.5 tonnes gross weight/multi axle lorries)
- 1 Bendi-bus = 3 PCUs

The count should include child pedestrians who attend an educational establishment and who cross the road at the time of the heaviest traffic flow (normally during the morning peak). Record the numbers of children (P) who cross the road at (for existing staffed sites) or within 50 metres of the site (for unstaffed or new sites). Calculate the total of child pedestrians (P) and multiply it with the square of the total number of PCU equivalents (V2) from the same consecutive period to provide the product PV². If a PV² of greater than 4 million is achieved, an SCP location can be justified.

Example 150 pedestrians 75 vehicles

V2 75 x 75 = 5,625
 PV2 5625 x 150 (peds) = 843,750
 This produces a value of 843,750, and is very much less than 4 million

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 Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Appendix A SCP Policy	Transport & Environment

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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 Signed by:



Portsmouth
CITY COUNCIL



School Crossing Patrol Policy

PORTSMOUTH CITY COUNCIL

SCHOOL CROSSING PATROL SERVICE

POLICY

BACKGROUND

SCPs were established by the School Crossing SCP Act 1953 and instituted on 1 July 1954 through the School Crossing SCP Order 1954. The Road Traffic Regulation Act 1984 (Sections 26 – 28) gave ‘Appropriate Authorities’ (defined as county councils, metropolitan district councils, the Commissioner of the Metropolitan Police and the Common Council of the City of London) the power to appoint SCPs to help children cross the road on their way to or from school, or from one part of a school to another, between the hours of 8:00 am and 5:30 pm.

Section 270 of the Transport Act 2000, which came into force on 30 January 2001, amended the 1984 Regulations to permit SCPs to operate “at such times as the authority thinks fit”, and to stop traffic to help anyone (child or adult) to cross the road, whether or not they are travelling to or from school. The same amendments were also introduced in Section 77 of the Transport (Scotland) Act 2001.

There is no legal obligation for local authorities to provide a SCP service but Portsmouth City Council chooses to do so under this legislation. Responsibility for the operation of the service rests with the Road Safety and Active Travel Team, Portsmouth City Council.

PURPOSE OF POLICY

To ensure that School Crossing Patrols are provided on the basis of impartially assessed need.

SCP Provision

Subject to conditions patrols may be provided for infant, junior and primary school children. School Crossing Patrols are not generally provided at Secondary Schools, experience has shown that older children do not find such a service appropriate and other measures need to be considered at these locations. When a request for a patrol service to serve secondary school pupils is received the City Council will work with the school and local community to find the most appropriate solution to any problem.

School Crossing Patrollers are not employed to a specific site, but will be deployed where the need is deemed to be greatest.

SCP Site Requirement

The requirements considered when assessing a proposed school crossing patrol site, in terms of the numbers of children crossing, passing traffic and road conditions, will be in accordance with the recommendations of the current RoadSafetyGB, School Crossing Patrol Service Guidelines.

All sites will be assessed and deemed to be either Gold Standard - site meets criteria on PV² alone, Silver Standard - site meets criteria on PV² and environmental factors or Bronze standard - does not meet criteria and therefore to be decommissioned.

Site Funding

Sites meeting the requirements in the above Gold and Silver Standard categories' will be funded by the City Council where budgets permit, Bronze standard will not receive funding and be decommissioned.

Equipment

All PPE is covered in the Home Office Circular. The current standard is BS EN ISO 20471: 2013, which replaced BS EN 471:2003 on 31 July 2013. (Existing stocks of uniforms complying with BS EN 471 can still be used).

All new patrols will be issued with the following items:

- 1 Peaked Hi-viz winter hat
- 1 Peaked Hi-viz summer hat
- 1 Hi-viz knee length winter coat (Waterproof)
- 1 Hi viz knee length summer coat
- 1 School Crossing Patrol STOP sign

The uniform will be replaced as and when deemed necessary or if it becomes damaged.

Operational Procedures

Only persons who have been trained, reference and DBS checked and judged competent should will be allowed to undertake the role of School Crossing Patroller. All patrollers will be re-assessed on a regular basis to ensure they are complying with the procedures as set out in the latest version of the 'School Crossing Patrol Service Guidelines'.

Site Reviews

All school crossing patrol sites shall be regularly monitored and risk assessed, especially if site conditions alter.

All school crossing patrol sites will receive a supervisory visit and once a term where possible.

SCPs at Academy schools

When a school becomes an Academy, the school will be required to pay the cost of the supply of any SCP staff required for that school, and for admin time related to employing and managing the SCP service for that school. The cost will include recruitment for the vacancy, uniform, managerial time and the salary of the SCP staff member.

Installation of Signal Controlled and Zebra Crossings at SCP sites

Where a controlled crossing is installed at a site where a SCP operates, the Patrol's services would no longer be required due to a possible conflict of directions given to traffic and pedestrians. The SCP would remain at the site of the new signals for the first two weeks of operation to provide suitable instruction for children.

Where a zebra crossing is installed at or near a Patrol site, the Patrol will remain for a two week period to allow suitable instruction for the children.

Once the two week bedding in period is up, the site will be decommissioned.

Where a site does not meet the criteria, the school can request a SCP at their own expense providing the site meets the criteria. The City Council will train, equip, insure and supervise the SCP and the school will cover these costs in addition to the salary of the SCP.

Cover in event of sickness

PCC does not have the resources to cover sickness or other absence and therefore do not operate a relief cover system.

Leave during term time

All Patrols have been informed that leave during term time will not be allowed except in exceptional circumstances. To request Special Leave during term time, the procedure requires a request in writing direct to the School Crossing Patrol Co-ordinator, stating the reasons for the request. The School Crossing Patrol Co-ordinator will consider the nature of the request, the impact to service delivery, cost to the authority and any previous requests of a similar nature. A response will then be provided in writing. If the request is refused and the SCP decided to take the leave, the current Disciplinary procedure will be invoked.