



SCOTTISH SAFETY CAMERA PROGRAMME

HANDBOOK OF RULES AND GUIDANCE
March 2022

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Section 1 - Purpose of Handbook

This Handbook sets out the rules and guidance to enable the Scottish Safety Camera Programme (the “Programme”) to contribute to Scotland’s road safety targets, and to which the Programme must operate. It supersedes Handbook version published in March 2019, and is a working document, intended primarily for staff in the Area Safety Camera Offices and road safety practitioners in the Roads Authorities to assist in the identification of safety camera sites and the provision of funding for their operations and activity as part of the Programme.

This Handbook refers only to operations and activity undertaken and funded through the Programme. The Handbook does not apply to speed enforcement activity undertaken by Police Officers. The Chief Constable of Police Scotland has the right and responsibility to use all legal means to enforce speed limits outwith the rules of the Programme.

The Handbook reflects the Scottish Government’s commitment to realising our road safety vision and achieving the road safety targets set out in the *Road Safety Framework to 2030 (RSF to 2030)*,¹ and to ensure that safety cameras are deployed primarily where they will have the greatest casualty and collision reduction potential.

Payment of grant for safety camera operations and activity is dependent on compliance with the rules and guidance contained herein.

The Handbook does not constitute Road Traffic legislation, and it is intended that compliance or otherwise with the Handbook by any individual does not offer grounds for defence in any criminal court proceedings.

Section 2 - Purpose of the Scottish Safety Camera Programme

Through targeted camera enforcement and improving driver behaviour, the purpose of the Programme is to contribute to Scotland’s road safety vision and road safety targets as set out in the *RSF to 2030*:

Road Safety Vision	For Scotland to have the best road safety performance in the world by 2030
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Interim Targets to 2030	% reduction
People killed	50
People seriously injured	50
Children (aged <16) killed	60
Children (aged<16) seriously injured	60

Cameras deployed through the Programme must be done so primarily where they have the greatest potential to reduce injury collisions. Cameras will also be

¹ *Scotland’s Road Safety Framework to 2030* is available at: [Scotland’s Road Safety Framework to 2030 \(transport.gov.scot\)](https://www.transport.gov.scot)

deployed at: relevant road works (where speed enforcement contributes to road worker, driver and other road user safety, as well as improving traffic flow); and through Intelligent Transport Systems (ITS) based Managed Motorways² (through which journey time reliability, journey times and road safety can be managed).

Enforcement as part of ITS/ Managed Motorways, at road works, or as part of any other scheme not identified through the site selection criteria, will be considered by the Programme Office for inclusion in the Programme. To ensure that there is no detriment to the Programme's collision and casualty reduction potential, the funding and operations of any such scheme approved as part of the Programme should be provided by the relevant project sponsor.

Section 3 - Governance and Management

3.1 Strategic Governance and Accountability

The Road Safety Strategic Partnership Board was established to oversee the implementation and delivery of the *RSF to 2030*, and provides strategic support and direction for the Programme. The Board will scrutinise the Programme's annual performance reports (including breakdown of spend) and any substantial changes to the Programme, as well as consider any other extraordinary matters of strategic importance.

The Programme is represented on the Board by the Head of the Safety Camera Programme, who is responsible for tabling all papers as above, providing regular updates on Programme performance, and responding to ad hoc requests from Board Members as appropriate.

3.2 National Management

National management of the Programme is shared between Scottish Government and Police Scotland. This division of responsibility is broadly defined as: policy and performance (Scottish Government, through the Programme Office); and operations (Police Scotland).

Representation at the Road Safety Strategic Partnership Board by both parties ensures national consistency and accountability. There must be open and regular lines of communication between the Programme Office, relevant Police Scotland staff (local and specialist divisions), and the Area Safety Camera Managers, for which all parties are responsible.

The Programme Office is responsible for:

- Developing and advising Scottish Government on all safety camera policy and operational matters, reporting ultimately to Scottish Ministers;
- Administering grant funding for camera enforcement activity, ensuring that this is prioritised to maximise the Programme's contribution to reducing injury collisions, and prevent negative outcomes from arising through effective and efficient investment of funding;

² Further information on Intelligent Transport Systems is available at:
<http://www.transportscotland.gov.uk/road/technology-and-traffic-scotland#ITS>

- Monitoring the performance of the Programme, and reporting on this to the Road Safety Strategic Partnership Board;
- Monitoring, evaluating and benchmarking local/Area enforcement activity on a national basis;
- The development and ownership of the Programme Handbook, and providing advice and adjudication on the interpretation of the rules and guidance contained herein;
- Producing an annual report on Programme performance, informed by Key Performance Indicators (KPIs) and Area annual reports;
- Supporting enforcement activity through attendance at local governance meetings as required, and contributing to the resolution of any local matters escalated by stakeholders;
- Overseeing and attending specific working groups as appropriate;
- Liaising with a wide range of stakeholders to promote understanding of Programme activity;
- Delivering national communications (correspondence and media enquiries) in regard to the Programme; and
- Undertaking national research in regard to the Programme

Police Scotland is responsible for:

- National operational performance and sharing information with the Programme Office for performance management purposes;
- National operational prioritisation and deployment of camera enforcement resources, in accordance with the Handbook;
- All staff funded through the Programme, including welfare, health and safety and conduct; and
- Ensuring that salaries are commensurate to the functions delivered, and that terms and conditions are appropriate in meeting the Programme's deployment requirements.

3.3 Local Governance and Accountability

The Programme's purpose can only be achieved through close partnership working and a co-ordinated approach from all partners. Local governance and scrutiny of Programme activity and operations is realised through existing Community Planning structures, associated Community Safety Partnerships, or other relevant bodies (e.g. Local Partnership Forums) as agreed at a local level with partners in the Local Authority area.

Area Safety Camera Managers must liaise with their Police Scotland colleagues in contributing to meetings of these groups, providing Programme information on sites, hours of enforcement, financial matters and any other information relevant to the Local Authority area. Area Safety Camera Managers should attend these meetings as appropriate, and address members' emerging concerns as they arise.

Local policing plans ensure that policing activity across Scotland is directed at local issues and reflects the needs of the community. In their meetings to discuss these plans with Local Authority Chief Executives, Police Scotland Commanders may address any concerns regarding local safety camera activity.

In addition to the local governance and accountability arrangements detailed above, Area Safety Camera Managers must also be available to address any specific concerns raised by Roads Authorities or other partners with a road safety interest regarding the activity and operation of the Programme in their area.

The payment of grant for safety camera operations and activity will only be approved by the Programme Office where the Operational Plan reveals evidence of suitable and appropriate local governance.

3.4 Local Management

Each Safety Camera Area must have an Area Manager, Communications Officer and Data Analyst. All positions funded through the Programme should be filled by civilian members of Police Scotland staff, or those on secondment, with the exception of Police Officers carrying out duties for the Programme as required by the legislative process. Programme funding should not be used to fund Police Officers carrying out the functions of civilian staff.

Area Safety Camera Managers are responsible for:

- Managing the day-to-day activities associated with delivering the Programme against objectives, with the goal of maximising casualty reductions and achieving the Programme's purpose;
- Operational deployment in their Area, taking account of data analysis and input from partners;
- Conducting performance monitoring at existing camera sites, with the latest three years' data where available;
- Leading the annual site identification process, ensuring collaboration with Road Authorities and Police Scotland;
- Assessing and prioritising the long-list of potential sites to short-list of sites, ensuring a collaborative process with Roads Authorities and Police Scotland, and making final recommendations to the Programme Office;
- Take forward decommissioning where a site is no longer assessed as a priority for the short-list;
- Preparing data for the Operational Plan, for clearance and submission by Police Scotland to the Programme Office;
- Reporting to the Programme Office on a quarterly basis on Area performance, KPIs, activity, communications and risk;
- Submitting an annual report to the Programme Office on the previous year's operational plan (including detail on local management and governance, correspondence and FOI responses) no later than six weeks after the end of the financial year; and
- Developing and maintaining relationships with other groups involved in road safety.

Area Safety Camera Managers are encouraged to consider the flexible deployment of resources across Area boundaries, avoiding duplication and sharing resources where appropriate.

Information should be provided proactively about safety cameras, including their deployment and performance, as part of the wider approach to road safety-related

communications. Information about sites must be publicised before enforcement commences and should be updated on relevant web pages and through social media and press releases (prior publicity is preferable but may not always be possible for short-term deployments). Joint initiatives across Areas are encouraged and the Programme Office will consider support for innovative communications activity on a case by case basis.

The Programme is evidence based and consequently specific data is required for local and national monitoring purposes.

Section 4 - Operational Plans

4.1 Process

Police Scotland must submit an annual Operational Plan to the Programme Office, broken down by Area, and no later than 31 December in the preceding calendar year.

The Operational Plan should set out the planned activity (including timescales and proposed enforcement hours) for the forthcoming financial year. KPIs will be collated by the Programme Office to inform the publication of annual reports. The Programme Office must be satisfied that there is an efficient and effective strategy in place to contribute to Scotland's road safety vision and road safety targets as set out in the *RSF to 2030*, and help drive down accidents across Scotland and in each Area.

4.2 Format and Content

Operational Plans must be submitted using the templates provided by the Programme Office, along with any necessary additional information. The Operational Plan must include the following:

- Financial outlook template;
- Site template;
- Fleet monitoring template;
- Local route strategy plans;
- Checklist;
- Communications plan; and
- Area governance structure plan

As required through the Area governance structure plan, details must be provided of the governance arrangements in each Area. This is to be provided on a Local Authority basis, indicating frequency, attendance and format of local governance arrangements.

4.3 Changes to Operational Plans

As funding is pre-determined, amendments to Operational Plans should be few. In general, they should be limited to substantial changes in spending plans, notification of new or abandoned sites etc or changes in circumstances. Any variations from the Operational Plan in Area annual spend of £10,000 or more should be notified to the Programme Office for clearance.

4.4 Data Collection and Measurement

Data collection and measurement is essential to provide evidence of the effectiveness of activity funded through the Programme. It is the responsibility of each Area Safety Camera Manager to ensure that respective Area site information on the national database is correct, and this must be updated on a quarterly basis.

Section 5 – Enforcement and Site Selection for Casualty Reduction Potential

5.1 Enforcement

Taking advantage of the latest technology, the days and hours of mobile enforcement deployment should reflect collision and speeding profiles, and the Area Safety Camera Manager must have the flexibility to address this issue.

Area deployment should reflect local collision profiles and circumstances, and include consideration of weekend and 24-hour deployment.

5.2 Site Selection Requirements

Education and engineering solutions must be considered prior to proposing camera enforcement at any site. The minimum requirements for new fixed, mobile, average speed and red-light camera sites are set out in **Annex A**, with evidence of collisions and speeding required. All camera sites or routes where cameras are to be deployed through the Programme must be included in the Operational Plan submission.

Route strategies should be proposed to the Programme Office for consideration. Strategies will be considered for funding for those routes, or sections of routes, that have a history of personal injury collisions and speeding. Identification and prioritisation of any route strategy must include a comparative camera type cost analysis.

5.3 Site Prioritisation

On an annual basis, Area Safety Camera Managers must lead a two-stage collaborative process on camera site identification, assessment and prioritisation, with data analyst involvement as required.

- Stage 1: Roads Authorities, Area Safety Camera Managers and data analysts to work collectively in identifying a long-list of potential new sites that fulfil the minimum requirements.
- Stage 2: Roads Authorities, Area Safety Camera Managers and Police Scotland to assess and prioritise long-list to a short-list of sites (this short-list will include those sites where enforcement already takes place). This must include an analysis of the available options for camera enforcement.

5.4 Short-Term Deployment

To improve operational effectiveness and deployment flexibility, there will be occasions when short-term mobile enforcement deployments are required. The Programme therefore includes flexibility to reallocate provision in response to emerging issues or one-off/short-term events where the expected change in traffic behaviour has raised road safety concerns from stakeholders.

Given the nature of such events, any deployments of this manner will be limited to a maximum period of 1 month. Prior to deployment, agreement to respond must be reached between the Area Safety Camera Manager, Roads Authority and Police Scotland. Advance notification should also be provided to the Programme Office.

5.5 Flexible Deployments

A number of enforcement hours will be available for deployments in support of improving driver behaviour and speed limit compliance in high footfall areas where active travel could be encouraged by lower speeds while reducing risk exposure. Flexible deployments should be based around a clearly evidenced prioritisation considering speed and risk factors in accordance with the Flexible Deployment Selection Criteria (**Annex B**). All flexible deployments must be agreed between the Area Safety Camera Unit and the Roads Authority. Advance notification should also be provided to the Programme Office.

5.6 Decommissioning Sites

On an annual basis, Area Safety Camera Managers, in conjunction with the Roads Authorities, will monitor performance at relevant camera sites. Based on the last three years performance, if a site is no longer assessed as a priority for enforcement on the short-list of sites, it must be made dormant (i.e. camera housing and signage remains in-situ but without enforcement activity taking place).

A site may remain dormant for a period of three years, after which a decision must be taken on whether it will be abandoned or re-activated. If after or during the three years:

- the site meets the selection requirements, and is deemed to be a priority site (i.e. on the short-list), it is reactivated;
- the site meets the selection requirements but is not deemed a priority site for the short-list, it should form part of the annual assessment of sites (for a maximum of three years before it is reassessed and if still not deemed a priority site, it is abandoned).

If after three years the site does not meet the selection requirements, site infrastructure should be removed.

Once a decision has been made to abandon a site, signing and equipment should be removed as soon as practicably possible, and in any case no later than 12 months following the decision to remove the site.

Section 6 – Road Works and ITS Enforcement

6.1 Road Works

Speed enforcement at road works contributes to road worker, driver and other road user safety, and improves traffic flow, and should be considered where there are high traffic volumes, and/or particular road works-specific safety risks are identified (e.g. road worker safety, road layout etc).

Camera enforcement should only be considered as part of a wider speed management strategy for any road works scheme. Where enforcement is required, average speed cameras should typically be deployed at road works. However, if

there are site-specific risks, mobile or fixed camera enforcement may also be considered.

The Project Sponsor for the road works scheme is responsible for the payment of all additional capital and revenue costs associated with enforcement at road works, including camera infrastructure and Programme costs resulting from the project. The respective Area Safety Camera Manager will be notified of any proposed schemes well in advance of deployment and engaged during the project planning stage to consider accommodation of the project within existing operations. Approval is required from the Area Safety Camera Manager, the Programme Office and Police Scotland before enforcement can commence.

6.2 Managed Motorways/ITS

The strategic road network plays a vital role in fulfilling this Government's strategic objectives for enabling economic growth and moving towards a low carbon economy. The safe and efficient movement of people, goods and services between our major towns and cities enhances productivity and delivers faster, more sustainable growth. By optimising our existing network, and enabling more reliable journeys, new opportunities for business, leisure and tourism are realised, and making journey times more reliable by improving traffic flows and avoiding stop-start conditions is one of the key methods of reducing the network's carbon footprint.

Camera enforcement of speed limits in ITS-based Managed Motorway schemes will be considered by the Programme Office for inclusion in the Programme.

The Project Sponsor for the ITS scheme is responsible for the payment of all capital and revenue costs associated with enforcement on the scheme, including camera infrastructure and all additional costs resulting from the project. Early advice must be provided to the respective Area Safety Camera Manager and the Programme Office to support the development and operation of any ITS scheme within existing Programme capacity. The Area Safety Camera Manager, the Programme Office and Police Scotland must be engaged during the planning stage to consider accommodation of the scheme within existing operations. Approval is required from the Area Safety Camera Manager, the Programme Office and Police Scotland before enforcement can commence.

Section 7 – Conspicuity, Visibility and Signing

This guidance on camera conspicuity, visibility and signing relates only to the ability to claim grant payments through the Programme. It does not apply to enforcement activity undertaken by Police Officers and has no bearing on the prosecution of offences. Non-compliance does not provide any mitigation of, or defence for, an alleged offence.

7.1 Conspicuity

Fixed spot speed and red-light camera sites should be highlighted so as to be conspicuous in their surroundings.

Vehicles from which enforcement may take place must be liveried and clearly identifiable as an enforcement vehicle. The national livery standard approved by Police Scotland and Transport Scotland must be applied for all new vehicles.

Camera housings in average speed camera systems must be yellow. If installed at roadworks, average speed camera systems should be mounted on yellow poles or gantries, or be conspicuous in their surroundings.

7.2 Visibility

All fixed, average and red-light camera sites and mobile enforcement vehicles should be clearly visible to the road user and not hidden behind bridges, signs, trees, bushes or any other type of obstacle that would reduce the site's visibility to an approaching driver.

7.3 Signing

All permanent safety camera sites must have a camera information sign placed prior to the point where enforcement takes place. All signs must comply with those specified in TSRGD 2016 or be specially authorised, and camera signs should continue to be co-located with speed limit signs where permitted and practicable. All permanent camera sites should be signed in a clear, visible and conspicuous manner. Temporary or portable signs may be used where existing signs have been damaged, or until permanent signs are installed at sites on the prioritised short-list (within a period of 4 months of any enforcement activity commencing).

Where enforcement is as part of a short-term or flexible deployment signage should be considered but not a requirement where the environment does not make this practicable given the short term nature of these deployments.

Average speed camera sites must be preceded by a sign or signs in advance of the entry camera location. All signs must comply with those specified in TSRGD 2016 or be specially authorised. "Average Speed" camera signs should be used and ideally co-located with a speed limit roundel. Signs, which may include VAS and/or road markings, should be repeated at intervals throughout the length of the site.

Signing through road works should be consistent with current best practice as set out in the Traffic Signs Manual Chapter 8.³

Mobile camera sites must be preceded by a sign placed in the direction of enforcement. Where the mobile site includes enforcement in both directions, a sign must be placed at both start points of the site. Depending on the site length, a sign must also be placed at intervals throughout the length of the site ahead of any regular enforcement locations. Where local conditions make this impractical, the most appropriate location should be chosen. Signs should ideally be co-located with a speed limit roundel sign. Where two or more sites run consecutively

³ The *Traffic Signs Manual* is available at:
<https://www.gov.uk/government/publications/traffic-signs-manual>

on a road, it is permissible to treat these as one site as far as entry signage is concerned.

Red-light camera sites must be preceded by a camera information sign in the direction of detection. The sign should be located in an appropriate position to provide advance warning to drivers approaching the camera site.

Route strategies should be signed in accordance with the camera type used i.e. mobile route strategies should comply with mobile site signing requirements.

Signing for enforcement on ITS-based Managed Motorways should be located in an appropriate position to provide warning to drivers approaching and through the scheme.

Section 8 – Funding

8.1 Funding Arrangements

Grant funding will be allocated consistent with the rules set out in the Scottish Public Finance Manual. Transport Scotland will make payments to the Scottish Police Authority (SPA) in line with the sum agreed as part of the Operational Plan approval process to a maximum of available grant. Payments will be made in accordance with the dates set out in the Grant Condition Letter.

Police Scotland is required to provide the Programme Office with quarterly monitoring reports on budget expenditure, broken down on an Area basis. Reports should give an accurate indication of the expenditure incurred up to the appropriate date. This will provide an opportunity for underspends within the Programme to be identified and corrective action, including amendments to the grant funding, to be taken where appropriate. Any overspends against the Operational Plan will not be met by Programme funding.

8.2 Allowable Expenditure

The proportion of any grant paid in terms of Section 88 of the Police and Fire Reform (Scotland) Act 2012 will continue to be subject of strict control to ensure only costs directly attributable to the purchase, installation, maintenance and use of safety cameras can be funded from these grant payments. Specific detail on the funding requirements is set out in the grant condition letter.

The basic rules governing allowable expenditure for any grant paid are as follows:

- All capital and revenue expenditure should be directly attributable to speed and red-light camera enforcement or alternative interventions at approved sites or routes.
- All revenue expenditure must be attributable to that activity or associated communications and education programmes.
- Capital and revenue expenditure must demonstrate Best Value to secure continuous improvement in performance whilst maintaining an appropriate balance between quality and cost.

8.3 Double Funding

Double funding occurs when a core activity of a partner organisation is already paid for from central funding (or other forms of grant payment) and an attempt is made to claim monies through another mechanism such as this Programme. HM Treasury rules make it illegal for public services to be double funded and care must be taken not to claim for centrally funded activities.

Double funding can include:

- Management time;
- Organisational training costs;
- HR and welfare costs;
- Centrally funded equipment; and
- Full costs associated with shared equipment or resources.

8.4 Audit

Relevant organisations will be audited through their own internal auditing procedures. The Programme Office may instruct an external audit as required.

The grant condition letter sets out the rules under which grant funding can be spent. Should it become evident that expenditure is not compliant with these rules, action will be taken to recover costs for unallowable expenditure.

As part of its strategic governance role, the Road Safety Strategic Partnership Board will have visibility of grant expenditure. Board members will be given access to year-end account information and will have an opportunity to query any of the costs charged against the grant.

MINIMUM SITE SELECTION REQUIREMENTS⁴

ANNEX A

RULE	REQUIREMENT	
	SPEED ENFORCEMENT SITES	RED-LIGHT SITES
1. Site length	A fixed camera site must not exceed 1km A mobile camera site must not exceed 10km	Begin at stop line and continue 'downstream' to a maximum of 25 metres beyond the end of junction in the line of travel.
2. Speed Limit	The roads authority must be satisfied that the speed limit is appropriate.	
3. Number of injury collisions	<p>There must be a minimum number of injury collisions in the last five years for a site to qualify for enforcement. The number of points required before a site can be considered for enforcement is 9 per kilometre. Points are attributed as follows:</p> <p>Fatal collision – 7.1 points Serious collision – 4.5 points Slight collision - 1 point</p> <p>The above noted weightings are doubled when a collision involves either a motorcyclist, pedal cyclist, pedestrian or horse rider.</p> <p>Collision data over the most recent five year period should be assessed and must only include collisions in the direction of proposed enforcement.</p>	<p>There must be a minimum number of injury collisions in the last five years for a site to qualify for enforcement. Good practice is to include collisions from the stop line to a point 25 metres beyond the junction in the line of travel. The number of points required before a site can be considered for enforcement is 9. Points are attributed as follows:</p> <p>Fatal collision – 7.1 points Serious collision – 4.5 points Slight collision - 1 point</p> <p>The above noted weightings are doubled when a collisions involves either a motorcyclist, pedal cyclist, pedestrian or horse rider.</p> <p>Collision data over the most recent five year period should be assessed.</p>
4. Vehicle speeds	<p>For those sites which meet the minimum requirements for injury collisions then either:</p> <p>(1) The 85th percentile speed during free-flow conditions must equal or exceed the posted speed limit by 10% plus 2mph i.e. 35mph in a 30mph zone; or</p> <p>(2) There must be an agreed minimum number of vehicles exceeding the posted speed limit by 10% plus 2mph i.e. 35mph in a 30mph zone measured over a time period which aligns with the collision profile for the route.</p>	<p>If the camera type proposed is capable of enforcing speed on green then the 85th percentile speed should be recorded prior to enforcement and every year thereafter.</p>
5. Suitability of site	The roads authority and Police must be in agreement that the proposed intervention is the most appropriate for the circumstances.	
6. Visibility and conspicuity	The site must comply with the visibility and conspicuity requirements set out in section 7.	
7. Camera Type	The site locus and collision files must be reviewed and agreed by the Area Safety Camera Manager when considering the most appropriate camera type for the location.	

⁴ This table sets out the minimum requirements for the long list of sites. All sites that demonstrate a collision and speed history will then be assessed and prioritised. Camera enforcement resource shall be prioritised at those sites with the potential for maximum casualty reduction. These minimum requirements do not apply to enforcement as part of ITS/ Managed Motorways, at road works, as part of a route strategy, or through short-term deployments.

MINIMUM FLEXIBLE DEPLOYMENTS SELECTION REQUIREMENTS

ANNEX B

SCOTTISH SAFETY CAMERA PROGRAMME - FLEXIBLE DEPLOYMENTS		
Lead SCU	North / West / East (delete as appropriate)	
Site Description	ADD LOCATION	
Initial Assessment • <i>Only locations with score at/greater than 2 and with Pass considered further</i>	RATIONALE FOR CONSIDERATION	WEIGHTING
	Multiple members of public independently express concern	0 or 1 (delete as appropriate)
	Community Council / Stakeholder Organisation / Elected Member expresses concern	0 or 1 (delete as appropriate)
	Roads Authority expresses concern	0 or 1 (delete as appropriate)
	Local Road Policing Unit expresses concern	0 or 1 (delete as appropriate)
	Speed survey results of either: <ul style="list-style-type: none"> • An 85thile speed which equals or exceeds the posted speed limit by 10% + 2mph; or • 10 vehicles per hour over the posted speed limit + 10% + 2mph 	Pass or Fail (delete as appropriate)
	TOTAL SCORE	ADD TOTAL SCORE
Roads Authority	ADD LEAD ROAD AUTHORITY	
Start Co-Ordinates	ADD EASTING	ADD NORTHING
End Co-Ordinates	ADD EASTING	ADD NORTHING
Roads Authority Consultation	Y / N	
Risk Factor Assessment • <i>Each factor must be within 1km of proposed enforcement area.</i> • <i>Only locations with score at/greater than 5 should be considered</i>	RISK FACTOR	SCORE
	Location postcode rank on Scottish Index of Multiple Deprivation	0 – 20% Least Deprived (0pts) 21% - 79% (1pts) 80% - 100% (2pts) (Delete as appropriate)
	Pre Schools / School / College / Uni	0 / 1 (delete as appropriate)
	Hospital / Recreation / Public Buildings	0 / 1 (delete as appropriate)
	Public Houses	0 / 1 (delete as appropriate)
	Shops, Cafes, Restaurants	0 / 1 (delete as appropriate)
	Tourist Attraction	0 / 1 (delete as appropriate)
	Known cycle route	0 / 1 (delete as appropriate)
	Footway present	0 / 1 (delete as appropriate)
	Bus Stops	0 / 1 (delete as appropriate)
	Residential Housing / Care Home / Sheltered Accommodation	0 / 1 (delete as appropriate)
	Known Young Driver Route	0 / 1 (delete as appropriate)
	Known Motorcycle Route	0 / 1 (delete as appropriate)
TOTAL RISK FACTOR SCORE	ADD TOTAL SCORE	
Final Decision	Add decision and rationale	
Enforcement Timings	Add deployment start and end date	

Authorised By	Add name and date		
Evaluation (1)	Dates of enforcement	Add Start Date	Add End Date
	Hours of Enforcement	Add hours	
	Date of Speed Survey	Add date	
	Survey findings	Add survey findings	
	Next Step	Add next steps	

Further information about the Scottish Safety Camera Programme can be found online at: www.SafetyCameras.gov.scot