



Policy Title: Leicestershire County Council Community Speed Watch

1. INTRODUCTION

Community Speed Watch (CSW) originated in Avon and Somerset due to an increased demand from the public for greater involvement in reducing the speed of vehicles through local villages. Traditional methods had been used, such as the introduction of speed limits, additional traffic calming and signing.

The perception of communities was that vehicles were continuing to speed. CSW enables positive action to be taken by the community and does not extract valuable Police/Safety Camera Partnership resources from proven targeted areas.

Community Speed Watch Volunteers (CSWV) will be instructed to record vehicles travelling above the National Police Chiefs Council (NPCC) guidelines. The Police will retain the right to maintain control over the number of enquiries and letters that can be administered.

CSW will form part of a wider road safety strategy including local authority controlled initiatives for example 'Mobile Vehicle Activated Speed Signs. This will be at the discretion of Leicestershire County Council.

CSW has significant potential in terms of the reduction of speed and improving the quality of life of all residents and road users.

CSW provides an innovative alternative to include local communities in coordinated partnership action.

Due to the partnership of police, local authorities and local communities there is a need for a policy to ensure clear understanding of roles and responsibilities and to introduce safe operational deployment.

The policy provides clear direction in terms of use of the scheme and outlines procedures for the storage and maintenance of the equipment, and guidance regarding training and handling of evidence, within the parameters of the [Data Protection Act 2018](#) and [Human Rights Act 1998](#).

2. POLICY

CSW schemes will be supported by Leicestershire County Council, Leicestershire Police and the local communities within the Police force area via the Parish/District Councils (PC/DC).

CSWV will be trained in the use of hand-held speed detection devices. Additional training will be provided in health and safety at the roadside. Volunteers must adhere to the training they

have received. Breaches will make them liable to removal from the scheme and loss of insurance cover.

Trained volunteers will monitor the speed of vehicles at identified locations within their Communities. No attempt will be made to stop any moving vehicle and volunteers must not step into the road. Drivers will not be engaged in conversations, any approach to a volunteer will be dealt with by issuing a prepared letter or leaflet from the Police and if necessary the volunteers withdrawing from the scene. Training in basic conflict resolution techniques will be provided.

Completed logs will be entered on to a spreadsheet by the volunteers, forwarded electronically to the Police for Police National Computer checks. Consideration will then be given for warning letters to be sent to registered keepers. The Police may target persistent offenders for future enforcement. No attempt will be made to trace the driver via section 172 of the Road Traffic Act 1988.

Schemes will be controlled and coordinated by the Traffic & Safety Team, Leicestershire County Council (LCC), who will act as arbiter in cases of dispute. LCC will reserve the right to withdraw equipment, administration and training support if necessary.

a) The aim of the policy

The Policy aims to introduce clear directives and procedures to ensure that Community Speed Watch is used in circumstances that are necessary, reasonable and proportionate, in order to;

- Reduce death and injury on the roads.
- Improve the quality of life for local communities.
- Reduce traffic noise and pollution in local communities.
- Increase public awareness of inappropriate speed.

b) Individual roles and responsibilities

- **Leicestershire County Council** is responsible for the overall management of the Community Speed Watch scheme, including - risk assessing the suitability of potential sites, equipment, clothing, training, administration of covert speed surveys (before and after the live scheme) and deployment of CSW road-side signage. They will also be responsible for monitoring the scheme in operation and ensuring full compliance with all conditions of the scheme and operating procedures.
- **Parish/District Councils and Community Speed Watch Volunteers** are responsible for adherence to procedural guidelines regarding the handling of evidence (the vehicle logs), data protection and all operating rules.
- **Leicestershire Police** are responsible for the acquisition of the registered keeper details and sending out the appropriate letter to the keeper. Consideration will be taken as to whether Police action is required at an identified problem site. Where further action is required in terms of targeting particular offenders this will be done commensurate with their duties.

c) Site Assessment Criteria

Community Speed Watch is supported in a 30 or 40 MPH speed limit and the location where volunteers operate must be a minimum of 200 meters (656 foot) away from the start, end or change in speed limit.

Community Speed Watch is **not** able to take place where there are:

- traffic calming measures (i.e. road narrowing chicanes, speed tables pedestrian refuse islands, changed lane markings (removal of central line / peripheral hatching).
- average or fixed speed cameras
- Enforced Community Concern site (speed camera van location)
- Obstruction to clear line of sight (i.e. bus shelters/foliage etc.) which would conceal the activity of volunteers
- 20-mph speed limits
- Absence of suitable footpath/location for volunteers to stand (to allow sufficient room for pedestrians to pass – i.e. not less than 2m)

d) Criteria for scheme to be supported

- The Parish or District Council must request to become part of the scheme via the online form.
- Locations of concern must meet LCCs site assessment criteria and must be suitable and safe location/s for the speed checks to be held.
- The Parish/District Council must have a minimum of 9 volunteers, one of which should be identified as the scheme co-ordinator. Volunteers must be able to commit to a two-week rota of speed surveys which will be the responsibility of the co-ordinator to arrange.
- Schemes will go live subject to availability. A set number of schemes will run between April and October.

3. GUIDANCE AND PROCEDURES

a) Risk assessments and health and safety considerations

- The appropriate risk assessments and Health and Safety guidelines will be adhered to by the CSWV.

b) Tactics, methods, practices and procedures

- CSW is a cost-effective method of reducing vehicle speed in specified areas whilst engaging local communities in pro-active and supported schemes.
- CSW provides an opportunity for residents to take positive action in respect of road safety within a controlled environment.
- CSW may be used in situations, which require the monitoring of speed of vehicles in pursuit of the following:
 - Reducing death and injury on the roads.
 - Improving the quality of life for local communities.

- Reducing traffic noise and pollution in local communities.
 - Increasing public awareness of inappropriate speed.
- All volunteers must be aged 18 or over, no lone working and work in groups of up to 4 volunteers (one must have a mobile phone on-site).
 - CSW schemes can only operate between the hours of 07.00 to 20.00 hours and only during daylight hours, unless the Council agrees to vary these times for specific purposes.
 - Individual schemes will run for a maximum of 2 weeks.
 - If there is any misuse or abuse of the equipment the person concerned, or the Parish/District group, may be removed from the scheme.
 - The County Council reserves the right to withdraw the scheme without notice, either from the Parish/District Group or entirely.

c) Data protection / GDPR

- The use of CSW data logs is subject to the [Data Protection Act 2018](#) and [General Data Protection Regulation \(GDPR\)](#) and as such the County Council has a duty to comply with the principles contained within the Act.
- CSWV must not disclose or retain details of vehicle registration numbers to any person/organisation other than those directly involved in the scheme.
- CSWV must provide a copy of the Police Letter (appendix E) to any motorist who challenges their activity or requests a copy or access to their data.

d) Authority

- CSW schemes will only be allowed to operate with the specific authority of Leicestershire County Council and only in agreed locations.

e) Training of Volunteers

- CSWV will be trained in the use of speed detection equipment and any administration required by an assigned Officer from Leicestershire County Council.
- CSWV will receive guidance in dealing with Conflict and how to manage their own and other road users safety.

f) Deployment

- The Parish/District Group's nominated scheme co-ordinator, in consultation with the volunteers, will be responsible for the deployment of CSWV and must ensure a full two-week timetable of speed surveys is planned and communicated to Leicestershire County Council before the scheme goes live.
- CSWV can only operate in locations with a speed limit of 30mph or 40mph.
- Locations covered by static speed cameras and/or mobile enforcement facilities for the Leicester, Leicestershire and Rutland Road Safety Partnership will only be included in Community Speed Watch at the discretion of Leicestershire County Council and Leicestershire Police.

- CSWV must comply with risk assessment specifications and the training provided. A person cannot support on the scheme unless they are a named volunteer and have received training.

g) Equipment

- Leicestershire County Council will facilitate the procurement of speed monitoring equipment on behalf of the scheme.
- CSWV will be responsible for the care and maintenance of the equipment when under their control; checks will be made prior to the release of the equipment and upon its return.
- Any loss, damage or malfunction of the equipment will be reported immediately to Leicestershire County Council.
- When not in use by a scheme the equipment will be stored with the County Council.

h) Documentation

- CSWV will be issued with record sheets, all vehicles monitored exceeding the agreed speed threshold will be recorded on the record sheet (copy attached at Appendix A) during each session.
- The CSWV Co-ordinator for the scheme will enter (daily) the above onto the EROS CORE Community Speed Watch Template provided to them by Leicestershire Police and submit these to RPU Traffic Management rpu.tm@leics.police.uk at the end of each day.
- Leicestershire Police will check PNC for registered keeper details.
- First warning letter to registered keeper of vehicle logged on record sheet (copy attached at appendix B).
- Second warning letter to registered keeper of vehicle logged on the record sheet and identified via the database as having been warned previously (copy attached at appendix C).
- Standard 'irate motorist' letter/leaflet to be handed to member of public who approaches or questions the role of the CSWV (copy attached at Appendix E).

i) Speed limit thresholds

- All vehicles exceeding the agreed NPCC guidelines of 10% plus 2mph will be recorded, i.e. 35mph in 30mph limits and 46mph in 40mph limits.

j) Disclosure

- The release of information regarding CSW should be recorded as sensitive on the MG6D, which forms part of the police prosecution file.

k) Media

- Any media enquiries with regard to CSW should be directed to the County Council Press Office (Corporate Communications) and/or the Road Safety Partnership PR Officer.

l) The legal basis and legitimate aims

- The legitimate aims of the policy, as defined by the Human Rights Act are:
 - The interests of public safety

- The protection of health or morals
 - The protection of the rights and freedoms of others
- The provision for CSWV to use speed detection equipment is outside the provisions of Part 2 of the Regulation of Investigatory Powers Act 2000, unless the use of the equipment involves covert or directed surveillance.
- The collection and retention of personal data falls within the provisions of the Data Protection Act 2018. The Principles of the Act have been considered and incorporated within this policy.
- The legal basis for the use of speed detection equipment may be found within a variety of legislation, including the Road Traffic Act 1988, Police and Criminal Evidence Act 1984, Human Rights Act 1998, Data Protection Act 2018 and Part 2 of the Regulation of Investigatory powers Act 2000.
- The appendices A to D inclusive are copies of the scheme documentation.

4.0 IMPLICATIONS OF THE POLICY

a) Financial implications / Best Value

- Leicestershire Police will have an additional administration cost, primarily for the processing of data (PNC checks) and postage of warning letters to the registered keeper of vehicles logged.
- Leicestershire County Council will facilitate the procurement of clothing, speed detection equipment, all insurance and additional signing for sites.
- With regard to best value principles, the policy seeks to enhance the clarity of procedures, thereby developing a more effective and efficient method for the use of the CSW equipment.

b) Cancellation Fee Introduction - In response to a significant number of cancellations by Parish/District Councils, Leicestershire County Council has implemented a cancellation procedure.

- **Service Value Commitment** – The County Council is committed to providing best value services. To safeguard public resources and the efficient use of officer time and data collection efforts, costs incurred will be passed on to the cancelling party.
- **Cancellation Charges** – If a participating group decides not to proceed with their scheme after substantial preparatory work has been undertaken by council officers, a cancellation fee will be applied. This fee will reflect the officer time already committed to the project.
- **Covert Data and Sign Deployment** – In cases where sign deployment and covert data has been ordered / collected prior to cancellation, the cancelling party will be responsible for covering the associated costs.
- **Cancellation Costs** – It must be avoided, where possible, to ensure that no party is financially impacted by the defaulting of a scheme. The County Council will endeavour to support the parish councils / district councils to ensure a successful scheme in their community.

Full cost recovery will be based on the following principles:

- A staff diary code will be set up for each CSW scheme and officer time will be recorded against it to determine office time spent on delivery of the scheme to the point of cancellation.
- A fixed hourly rate by grade will be established covering direct cost (salary, NI, pension and apprenticeship levy). For 2026/27 this will be based on 2025/26 prices inflated by 3.5% for the assumed pay award.
- All direct costs including covert speed data and sign deployment incurred to the point of which the scheme is cancelled will be charged.
- Indirect costs such as overhead costs to be captured through a x2 multiplier on the base salary hourly rate.
- As a result of the above, charges will vary based on the number of survey locations, number of covert speed surveys / deployment of signage, and how much officer time has been spent on the scheme.

c) Strategic Considerations

- There will continue to be a need to manage and administer CSW as part of the wider road safety strategy; this will be achieved via partnership working with Leicestershire Police, Leicester, Leicestershire and Rutland Road Safety Partnership and Road Safety (Camera) Unit.

d) Diversity

- The use of CSW equipment will be undertaken without discrimination to any particular race, sex or group of people.

e) Property / Security issues

- There are potential data implications with regard to misplaced log sheets. This is low risk with log sheets containing basic information and non-personal data. The equipment will be the responsibility of the Volunteers when not with the Council, for safekeeping it should be kept in locked premises when not in use.

f) Corporate Plan

- The policy supports the strategic aim of the corporate plan to work with other agencies to reduce road collisions and improve traffic flow.

g) Insurance

- The volunteers will be covered by the County Council's Employers Liability, Public Liability and Officials Insurance whilst they are engaged in operating the scheme, providing they adhere to the training they receive.

1. HUMAN RIGHTS CONSIDERATIONS / CERTIFICATION

a) Auditing for potential interference and discrimination

- Have the contents of this policy (and any attendant powers, authorities and directions contained within it) been audited for potential interference with an individuals rights?

Yes – this policy may engage the following Articles of the Human Rights Act 1998:

Article 8 - Right to Respect for Private and Family Life

Article 14 - Prohibition of Discrimination.

- b) Have the contents of this policy been audited for the potential for it to be discriminatory, in relation to the application or provision of such rights?

Yes - in the application of this policy the County Council will not discriminate against any persons regardless of sex, race, colour, language, religion, political, or other opinion, national or social origin, association with national minority, property, birth, or other status as defined under Article 14, Human Rights Act 1998

c) Key Human Rights principles

- Does the policy contain a statement explaining the legal basis for the policy (and any attendant powers, authorities or direction given within it)?

Yes – the policy states that the legal basis lies within a variety of legislation, including, Road Traffic Act 1988, Part 2 of the Regulation of Investigatory powers Act 2000, Data Protection Act 2018, Police & Criminal Evidence Act 1984, and Human Rights Act 1998.

- Does the policy provide details of what could be considered as a legitimate aim(s) for the potential interference with individuals rights by virtue of exercising the policy and its attendant powers, authorities or directions?

Yes – the legitimate aims in respect of this policy, for interfering with an individual's rights, have been identified and considered as necessary for the following reasons; the interests of public safety, the protection of health and morals and the protection of the rights and freedoms of others.

- Are supervisors and practitioners made aware of the need to follow a clearly defined decision making process in considering all information and deciding on courses of action?

Yes – The policy provides staff with clear guidance and procedures in ensuring that their actions are justified and proportionate, having considered the least intrusive and damaging options, in seeking to achieve the legitimate aims.

- Is it explicit within the policy what the minimum standards are in relation to the documentation of such decision making?

Yes – the policy clearly defines the need to document decision-making processes and outcomes of each action.

- Does the policy provide staff with clear guidance on establishing:
 - The legal basis of their action?
 - The aims of their actions (legitimate aims can only be established by virtue of the exemptions and derogation's given in the Act)?
 - Whether their actions are justified and proportionate in seeking to achieve their aims(s)?

- Whether the intended action is the least intrusive and damaging option to achieving the aim(s)?
- The need to document clearly the decision making processes and outcomes of action?

Yes – the policy provides clear guidance on the above points.

d) Delineating between Policy and Tactics

The policy is suitable for full public disclosure in accordance with the requirements of the Freedom of Information Act 2000.

e) Rights, Publication, Audit and Inspection

This policy is suitable for full public disclosure. Persons affected by the exercise of powers, directives or actions under this policy have the right to make representations and / or challenges and / or appeals to the decisions involved via judicial processes (e.g. Civil law) and / or non-judicial processes (e.g. internal management, grievance or police compliant procedures).

The policy will be made available via the County Council's methods of public access, i.e. Public Access Website.

A person who claims that a public authority has acted (or proposes to act) in a way which is unlawful under the Human Rights Act 1998, may bring proceedings against the authority under the Act in the appropriate court or tribunal. Or the person may rely on the Convention right or rights concerned in any legal proceedings if they are a victim (or would be) of the alleged unlawful act.

Concerning the maintenance of audits and inspections of decision making in relation to this policy, it is recommended that existing levels of management are sufficient to monitor and inspect the individual decision making processes and required documentation of officers applying this policy. The inclusion of an authority to utilise the equipment seeks to bring to the attention of all supervisors the importance of properly checking and validating processes.

Concerning the levels of independent scrutiny of decision making and complaints, it is recommended that, depending on the circumstances of each particular case, the following provisions are available;

- Existing levels / structures of management
- Grievance, complaints and disciplinary procedures
- Police Complaints Authority
- Courts and tribunals
- Staff associations

f) Certification of Compliance

Consideration has been given to the compatibility of this policy and related procedures with The Human Rights Act; with particular reference to the legal basis of its precepts; the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making processes and outcomes of action.

g) Legal Vetting

The Policy has been subject to legal vetting for Human Rights compliance by the County Council Solicitor.

h) Policy Review Date

The formal policy review date will be annually from the date when the policy was first ratified.

6. PROMOTION / DISTRIBUTION

This policy and procedural guidance will be issued to each scheme at its commencement.

7. MONITORING / REVIEW

a) Monitoring

The Traffic & Safety Team will monitor the implementation of this policy.

b) Review

The policy will be reviewed annually after the date when it was formally ratified. However, the policy will be reviewed at an earlier date in the event of any changes to legislation, or amendments to NPCC guidance.

Appendix list

- Appendix A Vehicle log record sheet
- Appendix B Police letter 1
- Appendix C Police letter 2
- Appendix D Police irate motorist letter

APPENDIX A – Vehicle log record sheet



LEICESTERSHIRE COUNTY COUNCIL COMMUNITY SPEED WATCH LOG



LOCATION..... VOLUNTEERS.....

DAY..... DATE..... TIMES.....AM/PM (24HR)

⊕ Direction key – Towards (T) Away (A)

	TIME	MAKE	MODEL	COLOUR	VEH REG	SPEED	DIRECTION
EG	14.25	BMW	MINI	BLACK	AB23 ABC	38	T
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							

APPENDIX B – Police Letter 1

NAME
ADDRESS LINE
POSTCODE

DATE

Dear

Ref. EXAMPLE/00/0001 MOTOR VEHICLE: XXXX XXX

The above vehicle, which is registered to you was detected on the (DATE) at (TIME) on (LOCATION / STREET / TOWN) exceeding the 30-mph speed limit. This vehicle was monitored by Community Speed Watch Volunteers who have given their time to carry out speed checks, and are working in partnership with Leicestershire Police.

The local community is concerned about the large number of vehicles that are exceeding the speed limit in their area. A reduction of speed will directly contribute to saving lives and will improve the quality of life of people within this area. The initiative is supported by the community.

Leicester, Leicestershire and Rutland Road Safety Partnership consist of a number of strategic organisations committed to working together to reduce the number of vehicle collisions and casualties occurring on our roads. **Sadly, in 2024, 1516 people were injured on the roads within the Partnership Area.** Every year many people suffer serious and life changing injuries. In approximately **30%** of those cases excessive or inappropriate speed has been identified as the main or a contributory factor.

No further action will be taken on this occasion but please ensure that in future you comply with the speed limits. Police enforcement of the speed limit would have resulted in one of the following measures: a four hour Driver Education Workshop; an endorseable fixed penalty notice resulting in a £100 fine and 3 points on your licence; or, possibly, court action with more severe penalties. Leicestershire Police will be monitoring this area and will carry out enforcement if drivers choose to ignore this advice to curb their speed.

If you were not the driver or the vehicle is registered to a company, please forward this warning letter to the driver at the time of the incident. If you are no longer the Registered Keeper of this vehicle then please inform the DVLA.

Yours faithfully,



Graham Compton
Senior Traffic Management Officer

APPENDIX C – Police Letter 2

NAME
ADDRESS
POSTCODE

DATE

Dear

EXAMPLE/00/0001 MOTOR VEHICLE: XXXX XXX

The above vehicle, which is registered to you, was detected on (LOCATION / ROAD / TOWN) at (TIME) on (DATE), exceeding the 30 mph speed limit. This is the **SECOND occasion** your vehicle has been detected by Community Speed Watch Volunteers who are working in partnership with Leicestershire Police.

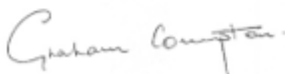
The local community is concerned about the large number of vehicles that are exceeding the speed limit in their area. A reduction of speed will directly contribute to saving lives and will improve the quality of life of people within this area. The initiative is supported by the community, who have voluntarily given their time to carry out the speed checks.

The Leicester, Leicestershire and Rutland Road Safety Partnership consist of a number of strategic organisations committed to working together to reduce the number of vehicle collisions and casualties occurring on our roads. **Sadly, in 2024, 1516 people were injured on the roads within the Partnership Area.** Every year many people suffer serious and life changing injuries. In approximately **30%** of those cases excessive or inappropriate speed has been identified as the main or a contributory factor.

This is the final written warning you will receive in relation to driving at excess speed. Leicestershire Police will be monitoring this area and will carry out enforcement if drivers choose to ignore this advice to curb their speed. Police enforcement of the speed limit would have resulted in one of the following measures: a four hour Driver Education Workshop; an endorseable fixed penalty notice resulting in a £100 fine and 3 points on your licence; or, possibly, court action with more severe penalties.

If you were not the driver or the vehicle is registered to a company, please forward this warning letter to the driver at the time of the incident. If you are no longer the Registered Keeper of this vehicle then please inform the DVLA.

Yours faithfully,



Graham Compton
Senior Traffic Management Officer
Traffic Management Section

APPENDIX D – Police Support of CSW Letter

Community Speed Watch

Dear Sir / Madam

The person(s) you have approached are operating under the direction of Leicestershire County Council in partnership with Leicestershire Police, as Community Speed Watch Volunteers.

They are obliged to report to the Police any threats, acts of intimidation or violence directed towards them.

They are also under instruction not to get involved in any disputes over their activity. If you wish to raise any issues regarding this matter you can report this on-line <https://www.leicestershire.gov.uk/roads-and-travel/road-maintenance/report-a-road-problem> under the heading Report something else. Community Speed Watch supports the Police by monitoring the speed of vehicles through local communities.

Whilst the volunteers have no powers to sanction a prosecution, details will be passed on to Leicestershire Police so that an officer can visit the registered keeper of the offending vehicle or be sent a warning letter. The driver will be asked to respect local speed limits in the same way as they would wish them to be respected within their local communities.

Community Speed Watch is designed to support the Police by making us all aware of the dangers of travelling too fast for the prevailing conditions. **Sadly, in 2024, 1516 people were injured on the roads within the Leicestershire Police Force Area.** Every year many people suffer serious and life changing injuries. In approximately 31% of those cases excessive or inappropriate speed has been identified as the main or a contributory factor.

Thank you for your co-operation.



Graham Compton
Senior Traffic Management Officer
Traffic Management Section