

## REQUEST

### Speed awareness policy/guidance

#### **1) A copy of the policy and or guidance which sets out the reasons why and when an offer to attend a speed awareness course will be withdrawn**

No specific recorded information held.

However to assist all speeding offences must be dealt with within 6 months from the date of the offence. The offer of a speed awareness course is made on the basis that a course is undertaken within 120 days of the offence, this is national guidance. This allows time for the police to build and process files for court.

Where an offender engages with us or the course provider, in relation to difficulties with attending a course within that timeframe we will endeavour to allow course attendance outside of this time parameter by providing an extension, if appropriate.

Some guidance is provided on the offer letter, please see below.

*“You must attend and successfully complete the course within 120 days of the date of your offence. The Police retain the right to withdraw a course offer at any time up to the point that you have successfully completed the course. Please also bear in mind that if you book a course close to your 120 days deadline and do not attend, it will **not** be possible to rearrange another course”*

#### **2) A copy of the policy and or guidance used by staff to determine what constitutes good reason should a motorist fails to provide information requested by West Midlands Police when offered the option to attend a speed awareness course or accept a fine and points**

No specific recorded information held.

However to assist we can advise, when a combined course / fixed penalty offer is made there is no requirement for the offender to provide anything further to WMP. It is their responsibility to contact the course provider directly and book and attend a course or to pay the fixed penalty and submit their driving licence to HMCTS.

#### **3) A copy of the policy and or guidance to staff in regard to next steps should a motorist provide all driver details save for driving licence number**

No specific recorded information held.

However to assist Section A of the NIP response clearly requests the DL number and the notice itself request that if you were the driver to complete the information within section A.

In addition to the letter that is sent, the accompanying leaflet also states: *“If you were the driver and wish to be considered for an education course you must respond and provide your full driving licence number”*

It is important to note, that West Midlands Police deal with a significant number of speeding offences each year and do not have the capacity to chase individuals for information that has already been requested.

**4) A copy of the policy and or guidance which sets out the process Police staff should follow when issuing notices or withdrawing offers of speed awareness courses**

No specific recorded information held.

However to assist, the process for issuing notices is largely automated. When an admission is received it is manually input into the national system and an automated eligibility check is completed in relation to the relevant course. If eligible a combined course offer and fixed penalty is automatically generated, if not a fixed penalty alone is generated. Offers are withdrawn based on the time parameters referred to in point 1 above.