



THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

BUSINESS PLAN

for  
the  
period

January 2015 – December 2019

## 1 AIM

1.1 The aim of this business plan is to set out the Institute's detailed objectives for the next two year period up to June 2017 along with medium term and longer term objectives for the period up to June 2020. In so doing the Institute will build on the significant work done during the last three years to ensure its stability and growth. These objectives are in addition to the requirements of the Institute set out in its Rules.

1.2 The plan is written with regard for the Institute's objectives, these being:

- To promote road safety for the benefit of the public by:
  - Improving the technical and general skill and knowledge of persons engaged in or intending to engage in work of Traffic Accident Investigators or any related occupation concerned with road safety.
  - Improving the standards of safety of vehicles and roads of all kinds.
- To provide for the delivery and holding of lectures, exhibitions, meetings, classes and conferences.
- To print, publish, issue, circulate and commission papers, periodicals, books, circulars and other literary works and by means thereof and by any means whatsoever to make available to Courts of Law, government departments, local authorities, public bodies and persons generally, information as to the work of the Institute.
- To encourage or otherwise assist in carrying out research and tests in connection with vehicles, the building and improvement of roads, and other matters with which the occupation of traffic accident investigator (or any related occupation concerned with road safety) is concerned.
- To encourage the discovery of and to investigate and make known the nature and merits of inventions which may seem capable of

being used in connection with the occupation of traffic accident investigator (or any related occupation concerned with road safety) and to collect and to make known technical knowledge and practical experience acquired by accident investigators.

- To promote just and skilful practice in the conduct of the occupation of traffic accident investigator (or any related occupation concerned with road safety) and to suppress malpractice therein.
- To co-operate with other such associations or institutions

## 2 GENERAL

### 2.1 *Updating the Business Plan*

This plan will be reviewed and updated every two years at which point: the medium term aspirations should become short-term deliverables; long-term aspirations should become aspirations to be worked towards delivering in the medium term; and revised plans for the longer term development of the Institute will be developed.

## 3 JANUARY 2015 TO DECEMBER 2016

### 3.1 ***Regional groups***

The Institute will promote the setting up of regional groups. Each region will be responsible, in collaboration with Council, for organising and hosting events on a rotational basis.

### 3.2 ***Collaboration with other organisations***

#### 3.2.1 *The Chartered Society of Forensic Sciences*

The Institute will work closely with the Chartered Society of Forensic Sciences to support its work around Certificates of Professional Competence and supporting Continuing Professional Development.

#### 3.2.2 *The Parliamentary Advisory Council for Transport Safety*

The Institute is a member of the Parliamentary Advisory Council for Transport Safety (PACTS) and has representation on the Road User, Road

Environment, and Road Vehicle working groups. The Institute has already begun to take a more active role in the work of PACTS and will continue to do so for as long as it retains its membership by: participating in any relevant consultations/reports; attending and contributing to PACTS' quarterly meetings; requiring its working group representatives to provide feedback from each meeting attended; and providing guidance and support to its representative to allow them to effectively represent the Institute at meetings.

### 3.2.3 *Brintex Events*

The Institute will work with Brintex Events (organisers of Traffex Live) to establish if an event can be jointly hosted at MIRA in May 2016.

### 3.2.4 *EVU*

The Institute will continue to contribute to the work of EVU as a member of its Board of Management.

### 3.2.5 *De Montfort University*

The Institute will continue to support and advise on the University Certificate of Continuing Professional Development.

### 3.2.6 *Institute of Motor Industry (IMI)*

The Institute will continue its liaison with IMI.

### 3.2.7 *Other*

The Institute will continue to work with other appropriate professional bodies.

## 3.3 ***Promotion of best practice***

The Institute will produce two best practice guidance documents per year which will be placed on the Institute's website for use of its members.

## 3.4 ***Events***

3.4.1 The Institute will organise one Field Day per year and will provide the results/data from the event as soon as practicable but within 12 months.

3.4.2 The Institute will host the EVU Annual Congress in Edinburgh in October 2015.

3.4.3 The Institute will organise at least one seminar per year to be held in different regions of the country.

### 3.5 **Research**

3.5.1 The Institute will advertise for research project proposals in the field of collision investigation or wider road safety issues on an annual basis. Where appropriate research proposals are submitted, the Institute will select one or more projects to support with funding to the maximum of £5,000 per year and assist with other resources where possible.

### 3.6 **Finance**

3.6.1 Over the past few years expenditure has exceeded income; this will, so far as is possible, cease through:

- the undertaking of comprehensive strategic planning, budgeting, management accounting and cash flow forecasting;
- ongoing monitoring and assessment of risks with appropriate control measures applied; and
- a formal annual review of the Institute's risk management.

3.6.2 The Institute will aim to have sufficient funds available to continue business for 6 months should funding sources cease to allow time to secure further income streams. Reserves in excess of this amount will be held to meet future event expenses as expenditure is incurred prior to revenue being received from delegates.

## 4 JANUARY 2017 TO DECEMBER 2019

4.1 The Institute will investigate the possibility of running online events through its website to allow more of its members to participate and benefit from the Institute's activities.

4.2 The Institute will continue to organise a conference on a biennial basis.

- 4.3 The Institute will seek to increase its membership through offering a wider range of activities and services.
  
- 4.4 The Institute will develop its wider road safety role by engaging with partner agencies involved in traffic accident investigation, motor vehicle development, highway engineering and other allied subjects.

**ITAI Council of Management**

**12<sup>th</sup> December 2014**