

**TO: CCTV EXECUTIVE BOARD**

**STEVENAGE AND NORTH HERTFORDSHIRE CCTV EXECUTIVE**

**FROM: CCTV INDEPENDENT INSPECTORS**

**DATE: 2016/17**

### **1.0 INTRODUCTION**

This report is prepared in accordance with paragraph 5.3.5 of part III of the Code of Practice. This report covers the full year from April 2016 to March 2017

Jane Clark, Melanie Matthews, David Upson, Michael Durrant, Edmond Tickner, Peter Elmer have served as Independent Inspectors throughout the year. We have six inspectors . We could really do with three to four new inspectors.

### **2.0 Achievements**

The Control Room has been inspected normally at least once per week except where Inspector illness has occurred. The duty roster has been replaced with one covering the current year. Visits attempt to cover days and time of day randomly.

During random inspections, we are once again pleased to report that no misuse of the system has been seen and that the Control Room staff continue to be both helpful and cooperative.

The major changes to the technology and to the Control Room appear to be working in a satisfactory manner. Although ADPRO software upgrade seems to be causing a few problems with the computer freezing so you have to reboot or cancel all together.

Payments to Independent Inspectors are without problems.

Parking disc procedures for day time visits work well. For evening visits parking in the loading bays in front of the building causes no problems.

The swipe cards issued to Inspectors are much appreciated and work well.

### **3.0 CODE OF PRACTICE**

The Independent Inspection regime is covered by section 5.3 of the Code of Practice. Inspectors are allocated to specific weeks throughout the year to ensure regular inspection visits. Inspectors continue to value the 'unannounced' aspect of their visits and continue to do this as much as possible. From the start of next year seven Independent Inspectors will attempt to ensure that the Independent Inspection regime is secure. As far as we are aware the Code of Practice document remains unchanged apart from the list of cameras and ADPRO units.

#### **4.0**      **RECOMMENDATIONS**

- 4.1      We have not received any revised list of cameras with the past two years. It is noted that the lists are never dated or identified in any way which makes it difficult for Inspectors to know which is the latest camera list. Can such documents please be dated in future. It would be helpful if when a new list is created it is circulated to all Inspectors. Please can this be done via e-mail to each inspector.
- 4.2      Communication between Inspectors and Mike Read takes place via the special book in which detail, queries and problems are entered together with the detail of checks undertaken during an Inspection visit. This method of communication works well and is expected to continue.
- 4.3      No further training has been offered to Inspectors who are expected to keep in touch with considerably changed and enhanced systems by a once-a-year briefing. Additional training and/or more in-depth briefings are necessary to ensure complete and thorough checking.
- 4.4      Problems are still being encountered by the lack of equipment for the Inspectors to use during their visits. With more staff on site plus police and engineering personnel, this occasionally results in visits being wasted when equipment is not available for Inspectors to use. As a result it is recommended again that a desk and equipment is made available for Inspector usage.

#### **5.0**      **Other Matters**

No other matters were raised.

**SIGNED BY THE INDEPENDENT INSPECTORS**

Jane Clark ..... (date) .....

Melanie Matthews ..... (date) .....

Michael Durrant ..... (date).....

David Upson ..... (date) .....

Edmond Tickner ..... (date).....

Peter Elmer ..... (date).....