

ERP D: Proposed revised version

Tracked changes version

Stevenage, North Herts, East Herts and Hertsmere CCTV Joint Executive Committee

Terms of Reference

1.0 PURPOSE OF THE COMMITTEE

1.1 To discuss and agree the strategic and policy issues relating to the jointly owned and operated CCTV Control Room and Monitoring Service.

1.2 To deal with all matters defined under the CCTV 'Code of Practice' as the responsibility of the CCTV Joint Executive Committee.

~~4.21.3~~ To consider operations and performance reports from the CCTV Operations Manager and CCTV Officer Management Board.

~~4.31.4~~ To consider and approve any location, expansion or contraction proposals and service changes for the overall partnership including; the CCTV Control Room, network, and monitoring service.

~~4.41.5~~ To consider and agree changes to the CCTV 'Code of Practice'.

~~4.51.6~~ To ensure the Independent Inspection regime is set up and maintained.

~~4.61.7~~ To receive and approve the Independent Inspectors' annual report.

1.8 To consider complaints regarding any breaches of the CCTV 'Code of Practice' and recommendations for preventing breaches and recommend disciplinary action where appropriate.

~~1.9~~ To express views regards the jointly owned company, Hertfordshire CCTV Ltd, to be channelled through the CCTV Officer Management Board.

1.10 To make recommendations on any of the above to the Officer Management Board.

2.0 CONSTITUTION OF THE BOARD

Comment [JG1]: Proposal to specify the consideration of operational and performance reports

Comment [JG2]: Proposed new provision to enable the Exec Ctte to express views on the company

2.1 The CCTV Joint Executive Committee is constituted as a joint committee of the partner councils. Each partner council shall nominate ~~Executive Committee comprising of~~ three elected members to the Committee. It shall be for of each partner council to determine the mechanism for making these appointments. ~~Authority.~~

2.2 Meetings shall be held at least one ~~twice~~ per year or when members determine there is sufficient business for more frequent meetings.

Comment [JG3]: Proposed increase from once to twice year plus the provision to call additional meetings

~~2.3 To make recommendations on any of the above to the Officer Management Board.~~

3.0 **-QUORUM**

3.1 A Quorum shall be four members with at least one from each of the partner authorities.

4.0 **CHAIRMAN**

3.1 The Chairman shall ordinarily be a member of the council hosting the meeting although members present at the meeting may choose a Chairman from any member present.

5.0 **VENUE**

5.1 The meetings shall alternate between the offices of the partner authorities in whichever way determined by the members of the Committee.

6.0 **PROCEDURAL MATTERS**

6.1 Each meeting shall follow the normal Standing Orders of the council hosting that meeting.

6.2 The hosting council shall ensure that minutes are taken and made available.

7.0 **AMENDING THE TERMS OF REFERENCE**

7.1 Any partner council may request a review and/or amendment of these terms of reference at any time.

'Clean' version with tracked changed approved

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