

MINUTES OF A MEETING OF THE
JOINT CCTV EXECUTIVE HELD IN THE
SHIMKENT ROOM, DANESHILL HOUSE,
STEVENAGE, SG1 1HN ON THURSDAY 10
SEPTEMBER 2015, AT 6.00 PM

Present:

East Herts District Council: Councillors James Cartwright and Graham McAndrew, Mari Stevenson.

Hertsmere Borough Council: Councillors Pervez Choudhury and Jean Heywood.

North Herts District Council: Councillors Tony Hunter and Mrs L A Needham.

Stevenage Borough Council: Councillors Sherma Batson MBE DL CC, Mrs Joan Lloyd and Ann Webb.

1 APPOINTMENT OF CHAIR FOR THE MEETING

The Group Leader CCTV and Parking Services opened the meeting and called for nominations to chair the meeting.

It was moved, seconded and **RESOLVED** that Councillor S Batson MBE DL CC be appointed Chair for the meeting.

Councillor S Batson in the Chair.

2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors T Ash and T Hone.

There were no declarations of interest.

3 ANNUAL MONITORING REPORT

The Operations Manager presented the Annual Management Report and updated Members on the number of recorded incidents and arrests for the period 1

April to 8 September 2015 against the same period in 2014.

Stevenage Borough Council had seen an increase of 194 incidents and 49 arrests; North Herts District Council had seen an increase of 127 incidents and 18 arrests; East Herts District Council had seen an increase of 57 incidents and a decrease of 27 arrests and Hertsmere Borough Council had seen an increase of 60 incidents and a reduction of 19 arrests.

It was noted that in Hitchin CCTV evidence had resulted in a review of the taxi marshal operation which was believed to be the principal driver behind the reduction in the number of arrests.

The Committee was advised that following the promotion of Borehamwood Football Club to the Vanarama National League concerns had been expressed that the area adjacent to the club's stadium had inadequate CCTV coverage. As other areas of the town were also considered to require further coverage the Operations Manager undertook to liaise with Councillor Needham to arrange a meeting with all relevant parties with a view to the provision of extra cameras in those areas.

Members asked a number of questions about the examples of casework provided to which the Officer undertook to respond.

Members identified a number of typographical errors in the report which the Officer undertook to correct prior to the publication of the Annual Report.

In reply to a question concerning liaison and cooperation with the Constabulary the Committee was advised that CCTV images could be 'patched' through to the police although it was not possible for the police to take direct control of the Council's cameras.

In reply to a further question it was confirmed that a

Privacy Impact Assessment had been completed for every camera and that it was impossible for a camera to look into private premises. It was further confirmed that the operators had received no complaints regarding invasion of privacy allegations.

In reply to a question concerning the provision of financial data the Group Leader CCTV and Parking Services undertook to report the holding company's accounts and yearly report at the next meeting.

It was **RESOLVED** that the Management Report be approved subject to the correction of the typographical errors identified at the meeting.

Reason for Decision: As contained in the report.

Other Options Considered: As contained in the report.

4 CCTC CODE OF PRACTICE AMENDMENTS

The Group Leader CCTV and Parking Services advised the Committee that the Code of Practice had been updated to reflect recent changes in legislation and partnership structures.

In reply to a question it was confirmed that the Government's 12 guiding principles of CCTV operation were adhered to and that every camera location had been fully assessed in line with the guidelines.

Members identified a number of typographical errors in the Code of Practice which the Operations Manager undertook to correct.

It was also noted that there were a number of inaccuracies in the descriptions of the locations of the cameras at Part 3 to the Code of Practice. Members were requested to notify the Operations Manager of any amendments they wished to make.

It was **RESOLVED** that the Code of Practice be approved

subject to the correction of the typographical errors identified at the meeting.

Reason for Decision: As contained in the report.

Other Options Considered: As contained in the report.

5 PROJECTION – YEAR END

The Group Leader CCTV and Parking Services advised the Committee that plans for the future included an upgrade to the ADPRO system to eliminate false alarms, upgrading the deployable mobile units to 4G to improve image quality, an increase in the scope of operations and taking on more maintenance contracts.

It was **RESOLVED** that the update be noted.

6 URGENT PART 1 BUSINESS

East Herts District Council undertook to arrange and host the next meeting to be held in September/October 2016.

The meeting closed at 7.25 pm

Chairman
Date