



**MEETING** : JOINT CCTV EXECUTIVE  
**VENUE** : VIRTUAL MEETING ON ZOOM HOSTED BY  
HERTSMERE BOROUGH COUNCIL  
**DATE** : THURSDAY 19 NOVEMBER 2020  
**TIME** : 6.00 PM

**MEMBERS**

**East Herts Council**

Councillors P Boylan, A Curtis and G Williamson

**Hertsmere Council**

Councillors P Choudhury, J Newmark and A Spencer

**North Herts Council**

Councillors I Albert, J Billing and P Clark

**Stevenage Council**

Councillors R Henry, J Hollywell and J Lloyd

**CONTACT OFFICER: PETER MANNINGS**  
**01279 502174**  
**[PETER.MANNINGS@EASTHERTS.GOV.UK](mailto:PETER.MANNINGS@EASTHERTS.GOV.UK)**

## **DISCLOSABLE PECUNIARY INTERESTS**

A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:

- must not participate in any discussion of the matter at the meeting;
- must not participate in any vote taken on the matter at the meeting;
- must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
- if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
- must leave the room while any discussion or voting takes place.

## **Public Attendance**

East Herts Council welcomes public attendance at its meetings and meetings will continue to be live streamed and webcasted. For further information, please email [democraticservices@eastherts.gov.uk](mailto:democraticservices@eastherts.gov.uk) or call the Council on 01279 655261 and ask to speak to Democratic Services. The Council operates a paperless policy in respect of agendas at committee meetings and the Council will no longer be providing spare copies of Agendas for the Public at Committee Meetings. The mod.gov app is available to download for free from app stores for electronic devices. You can use the mod.gov app to access, annotate and keep all committee paperwork on your mobile device. Visit <https://www.eastherts.gov.uk/article/35542/PoliticalStructure> for details.

## **Audio/Visual Recording of meetings**

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

1. Appointment of a Chair

To appoint a Chair for the meeting.

2. Apologies for Absence

To receive apologies for absence.

3. Chair's Announcements

4. Declarations of Interest

To receive any Members' declarations of interest.

5. Minutes

In the absence of a CCTV Joint Executive meeting in June, due to the impact of Covid-19, Members are provided with an outline report of issues relating to the CCTV Partnership under item 7 Appendix A.

6. Operations Report (Pages 7 - 12)

To inform the CCTV Joint Executive of the status of operational issues relating to the Hertfordshire CCTV Partnership.

7. Officer Management Board Report (Pages 13 - 20)

To inform the Committee of the work undertaken by the Officer Management Board since the last meeting.

## 8. Future Meetings

To agree a date and venue for the next meeting.

This page is intentionally left blank

Meeting name & Date	<b>CCTV Joint Executive – 19<sup>th</sup> November 2020</b>
Agenda item	<b>06</b>
Report title	<b>CCTV Joint Executive Operations Report (6 month)</b>
Report reference no.	N/A
Wards affected	<b>ALL</b>
Report author, job title & email	Mike Read CCTV Operations Manager Mike.read@stevenage.gov.uk Tel. 01438242814
List of Appendices	Appendix A – Partnership Overview of Control Room performance for April – September 2020 Appendix B – Figures for April – September 2020

**PUBLIC REPORT - this report is available to the public.**

## 1 RECOMMENDATION

That the CCTV Joint Executive notes the Management Report (6 Month) and Appendices therein.

## 2 PURPOSE OF THIS REPORT

To inform the CCTV Joint Executive of the status of operational issues relating to the Hertfordshire CCTV Partnership. To approve any changes to the CCTV Code of Practice contained and detailed in the report.

## 3 REASONS FOR RECOMMENDATION

- 3.1 To keep the Committee informed of the work carried out by the Officer Management Board and to consider the strategic and policy issues affecting the Partnership

## 4 ALTERNATIVE OPTIONS

- 4.1. This report highlights the significant strategic and legislative issues that could impact on the Partnership. Operational issues are considered quarterly at the Officer Management Board as set out in the Terms of Reference.

## **5 BACKGROUND**

- 5.1 The CCTV Executive Committee requires updates on the number of incidents and arrests during the 6 months preceding the Executive Committee and to inform them of up to date information on the CCTV Control Room, the Monitoring and Maintenance Contracts. The Committee also need to be assured that no breaches of the Codes of Practice, GDPR, RIPA and PACE have occurred. These items are covered in Appendix A, Operations Report.

## **6 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS**

- 6.1 There are no financial implications.

## **7 LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS**

- 7.1 The Terms of Reference of the Joint Executive Committee includes discussing and agreeing the strategic and policy issues relating to the jointly owned and operated CCTV Control and Monitoring service. The Code of Practice is reviewed annually as part of these arrangements and has been updated to reflect the new Icomply data system being used in the new control room.

## **8 EFFICIENCY GAINS AND VALUE FOR MONEY**

- 8.1 The CCTV Partnership was formed to drive value for money through sharing a control room and monitoring service to reduce individual overheads for partner councils. The CCTV Officer Management Board oversee expenditure for the partnership on a quarterly basis.

## **9 RISK MANAGEMENT IMPLICATIONS**

- 9.1 There are no risk implications.

## **10 PERSONNEL IMPLICATIONS**

- 10.1 There are no personal implications,

## **11 EQUALITIES IMPLICATIONS**

- 11.1 There are no specific equalities implications in relation to this report.

## **12 CORPORATE PLAN and POLICY FRAMEWORK IMPLICATIONS**

- 12.1 There are no corporate or policy implications.



**13 ASSET MANAGEMENT IMPLICATIONS**

13.1 There are no asset management implications.

**14 HEALTH AND SAFETY IMPLICATIONS**

14.1 There are no Health and Safety implications.

**15 BACKGROUND DOCUMENTS USED TO PREPARE THIS REPORT**

<b>Document Title:</b>	<b>Filed at:</b>
None	

**16 CONSULTATION ON DRAFT REPORT**

16.1 No Consultation required.

## Appendix A

HCCTV Partnership Joint Executive Meeting

19<sup>th</sup> November 2020

### Joint Executive Meeting 16<sup>th</sup> November 2020

#### CCTV Operations Managers Report of Control Room Performance for April – September 2020

- **Control Room** – The CCTV service has now fully transferred to premises at Cavendish Road, Stevenage. Whilst the move was successful there were a number of implications from reconnecting the wired network, due to Virgin Media’s works, this is still ongoing and we are hoping to resolve this in the coming weeks. The discussions regarding line costs and specific links are subject of regular meeting with our network provider and Management Board have been updated regularly as to this status.
- **Stats and Performance** - The new package software which controls the Matrix and protocols is now fully functioning and the staff are now fully trained. The statistical and performance output is available on the web site and with the Local Authorities should any additional requirements come to mind please feel free to contact Mike Read

**Appendix B** to the main report details 6 months (Apr-Sept) crime and incident data as compared to the same period the year previous. The reduction in arrests is noticeable in those towns with a night time economy, and is largely due to restrictions on licenced premises due the coronavirus pandemic. Incidents have been less affected by the same restrictions and are by their nature more dispersed by location and time of day.

- **Visits to Control Room** – Partner councils are invited to individual visits of the new control room, we have had to limit the numbers by 3 per visit due to the strict guidelines of the Covid19 . These restrictions will be reviewed as the situation changes. Due to the current lockdown measures visits are unable to take place.
- **Codes of Practice** - The Codes of Practice has been updated as part of the annual compliance review for CCTV. Changes include: New reporting system working with Veracity, ( Icomply )

The update is largely a 'housekeeping' matter and does not reflect any legislative and policy changes.

- **Police Information Sharing agreement** The GDPR compliant information sharing protocols have now been agreed and formalised in a legal agreement between the CCTV Partnership and Hertfordshire and Bedfordshire Constabulary. **See Appendix D** to the main report
- **DPIA for CCTV and Surveillance Devices** – Amended new DPIA signed off. The amended Data Protection Impact Assessment includes new provisions that include obligations under the General Data Protection Regulations and require robust procedure for auditing and retaining data.
- **RIPA** – There have no RIPA requests during this period
- **SIA Licences** – No further updates however the CCTV National User Group the official industry body is still in discussion with the SIA and Home office regarding exemption under the Act. Any obligations or requirements when or if established will be reported to the Joint Executive Committee.
- **MOU** – we have now been working closely with Ringways and report back to Officers in a timely fashion. The Memorandum Of Understanding allows the CCTV Partnership to modify lamp columns throughout those partner areas mentioned subject to a condition survey of the proposed deployment site and column. As further deployable cameras are utilised it is important that the ability to deploy is both widespread and cost effective. The MOU allows that work to continue.'
- **Camera Shy** – As instructed we have ceased the publication of the Camera Shy Quarterly newsletter to reduce costs recharged to the company. Case studies can be made available to partners through other means when requested.
- **Web Site** –To improve clarity around communications the decision was made to remove all 'Partnership' details from the CCTV company web site with all appropriate details have now been forwarded to Officers on the Officer Management Board, this includes Monthly stats etc.
- **Independent Inspectors** – Due to the Covid restrictions we have suspended the Independent Inspectors visits until March 2021. We hope to resume these as soon as it is safe to do so. A number of our Inspectors are in a 'high risk' age group.

## Appendix B - Incident and Arrests from 01.04.20 – 30.09.20

Location	Incidents 2020 (2019)	Arrests 2020 (2019)
<b>NHDC</b>		
Baldock	24 (38)	6 (12)
Hitchin	139 (156)	29 (39)
Knebworth	8 (6)	1 (4)
Letchworth	85 (101)	14 (30)
Royston	12 (39)	0 (9)
<b>Total</b>	<b>268 (340)</b>	<b>50 (99)</b>
<b>EHDC</b>		
Bishop Stortford	74 (63)	8 (10)
Hertford	156 (194)	13 (80)
Ware	71 (44)	11 (11)
<b>Total</b>	<b>301 (301)</b>	<b>32 (101)</b>
<b>Hertsmere</b>		
Borehamwood	218 (138)	22 (32)
Bushey	5 (2)	0 (0)
Potters Bar	25 (30)	5 (5)
<b>Total</b>	<b>248 (170)</b>	<b>27 (37)</b>
<b>Stevenage</b>	533 (667)	99 (173)
<b>Total</b>	<b>533 (667)</b>	<b>99 (173)</b>
<b>Grand Total</b>	<b>1350 (1478)</b>	<b>208 (470)</b>

Meeting name & Date	<b>CCTV Joint Executive, 19<sup>th</sup> November 2020</b>
Agenda item	<b>07</b>
Report title	<b>Officer Management Board Report</b>
Wards affected	All
Report author, job title & email	Rob Gregory – Assistant Director Communities & Neighbourhoods rob.gregory@stevenage.gov.uk
Appendices	CCTV Officer Management Board update to the CCTV Joint Executive June 2020 Appendix A

**PUBLIC REPORT - this report is available to the public.**

## **1 RECOMMENDATION**

- 1. That the Committee note the work carried out by the Officer Management Board since the last meeting of the Joint Executive.**
- 2. That the Committee notes the service planning and budgetary provisions being made for 2021/22.**
- 3. That the Committee approves further exploratory work to identify other local authority partners to drive further efficiencies.**

## **2 PURPOSE OF THIS REPORT**

- 2.1 To inform the Committee of the work undertaken by the Officer Management Board since the last meeting. This has included the oversight of the Partnership during the Covid-19 pandemic, further considerations in relation to the re-charging arrangements for the company and the preparation of budget estimates and service planning considerations for 2021/22.

## **3 REASONS FOR RECOMMENDATION**

- 3.1 The report forms part of the governance arrangements for the CCTV Partnership and allows the committee to consider relevant strategic and policy issues.

## **4 ALTERNATIVE OPTIONS**

- 4.1 The committee was unable to meet in June 2020 due to the Covid-19 pandemic. An update for members was provided via respective officer leads

(Appendix A). Virtual governance arrangements across all partner councils are now in place to enable the committee to meet formally.

## 5 BACKGROUND

- 5.1 The CCTV Officer Management Board has continued to meet quarterly over the course of 2020 to review the operations of the partnership. The Operations Report is included as a report on this agenda.
- 5.2 The Partnership has successfully transferred the CCTV Control Room to new facilities at Cavendish Road, Stevenage. This has included a complete upgrade of the CCTV Control Room. This was hindered by switch issues on behalf of Virgin media, which caused service disruption. Legal action is now being pursued in relation to this.
- 5.3 The Control Room has remained fully operational through the Covid-19 pandemic, with adapted working practices to mitigate risks to control room staff. The pandemic has seen a decrease in community safety incidents and arrests during this period that the CCTV control room has detected or been asked to support with the detection of..
- 5.4 The Officer Board has also requested a review of the partnership's approach to communications. A new website has been launched by the company, which focuses on external clients. The decision was also made to cease the production of the Camera Shy Newsletter due to quality and the costs of production.

## 6 BUDGET CONSIDERATIONS

- 6.1 The Officer Management Board maintains oversight of CCTV expenditure during the year. A draft budget for the following year is presented annually to the Joint Executive in or after November of the preceding year. Budget forecasts for 2021/22 are outlined below. The table shows the current draft budget for 2021/22. Prices have been adjusted for inflation, and include a reduction in staff parking costs due to the move to the new control room. For both 2020/21 and 2021/22 the income from the Company is based on the existing charging structure, which includes the transfer of a number of Partner owned cameras from the company in to the Partnership (as per the decision in June 2019).

	<b>Original Budget 2020/21</b>	<b>Draft budget 2021/22</b>	<b>Movement</b>	<b>Assumptions</b>
Employees	103,710	106,420	2,710	Salary Inflation 2.25%
Premises Related	22,940	23,260	320	CPI 0.5% / General Inflation 2% Reduction in staff car
Transport Related	8,550	850	(7,700)	
Supplies &	561,080	563,880	2,800	

Services				parking
Recharges	19,320	19,700	380	General Inflation 2%
<b>Total Expenditure</b>	<b>715,600</b>	<b>714,110</b>	<b>(1,490)</b>	
Income from the Company	(236,980)	(236,980)	0	
Balance recovered from Partners	<b>478,620</b>	<b>477,130</b>	<b>(1,490)</b>	
<b>Partner Shares</b>				
193,000	40.45%	SBC		
125,960	26.40%	North Herts		
99,200	20.79%	East Herts		
58,970	12.36%	Hertsmere		
<b>477,130</b>				

- 6.2 The Officer Management Board have received a request from the Company to review the amount that they pay, due to the reduced number of cameras that they have. The amount that the Company currently pays (£237k) equates to around 38% of the direct monitoring costs (£163k out of £429k) and 26% of other costs (£74k out of £285k). They currently have 59 camera units out of a total of 277, which is 21%. Their request is to reduce the amount they pay for direct monitoring to £91k (21% of total). This reduction of £72k would lead to an increased contribution from the Partners. At the moment there has not been a request to change the amount contributed for other costs. If the lower amount was agreed then the partner contributions would be:

<b>Partner Shares</b>			<b>Increased share</b>
221,990	40.45%	SBC	28,990
144,880	26.40%	North Herts	18,920
114,090	20.79%	East Herts	14,890
67,830	12.36%	Hertsmere	8,860
<b>548,790</b>			<b>71,660</b>

- 6.3 The Officer Management Board will continue to discuss with the Company Directors and Shareholder representatives. Even if the share of monitoring costs is reduced, it might still be appropriate for the Company to pay a higher share (either at the current 26% of even greater) of the other costs. The Company are also investing to try and get new business and any charge will need to reflect both the actual capacity needed (when new business starts) and also ensuring that capacity is available when it is needed. To try and mitigate costs, the Officer Management Board are seeking authorisation from the Joint Executive to try and see if there is any

other Local Authority interest. This could be on a fixed price per camera basis, or could be through becoming a Partner.

## **7 SERVICE PLANNING CONSIDERATIONS**

- 7.1 The service planning for 2021/22 will focus on driving further financial efficiencies and exploring interest from neighbouring local authorities and further considerations in relation to decisions made by the company and capacity requirements. The service plan will be presented at the next meeting of the CCTV Joint Executive.

## **8 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS**

- 8.1 The financial considerations outlined in this report relate to the Joint CCTV Partnership Agreement agreed by all partners.
- 8.2 The partner councils share costs in relation to the operation of CCTV Partnership. The reduction in client demands from Hertfordshire CCTV Ltd will have an impact on the overall finances of the partnership and the associated recharges to partners.

## **9 LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS**

- 9.1 The provision of a public CCTV network via the CCTV Partnership follows the conventions set out by the Surveillance Camera Commissioner and the Home Office and is governed by a Code of Practice. Partner's individual legal obligations are outlined in the Partnership Agreement.

## **10 EFFICIENCY GAINS AND VALUE FOR MONEY**

- 10.1 The Officer Management Board is continuing to drive opportunities for further efficiency gains, one of these opportunities may be the pursuit of other local authority partners, given the recent investment in the CCTV Control Room.

## **11 RISK MANAGEMENT IMPLICATIONS**

- 11.1 The CCTV Operations Manager maintains a risk register for the service.

## **12 PERSONNEL IMPLICATIONS**

- 12.1 There are no personnel implications relating to this report.

## **13 EQUALITIES IMPLICATIONS**

- 13.1 There are no equalities implications relating to this report.



**14 CORPORATE PLAN and POLICY FRAMEWORK IMPLICATIONS**

14.1 The provision of CCTV relates to the work of the 4 partner councils in community safety and the protection of the public.

**15 ASSET MANAGEMENT IMPLICATIONS**

15.1 There are no asset management implications relating to this report.

**16 HEALTH AND SAFETY IMPLICATIONS**

16.1 There are no health and safety implications relating to this report.

**17 BACKGROUND DOCUMENTS USED TO PREPARE THIS REPORT**

<b>Document Title:</b>	<b>Filed at:</b>
None	

**18 CONSULTATION ON DRAFT REPORT**

18.1 Not applicable.

## CCTV Officer Management Board Update to the CCTV Joint Executive

### June 2020

#### Summary

In the absence of a CCTV Joint Executive meeting in June, due to the impact of Covid-19, the CCTV Officer Management Board representing the 4 districts of the CCTV Partnership have provided an outline report of issues relating to the CCTV Partnership in the way of an update for members of the committee. The next meeting will be scheduled during November and will be hosted by Hertsmere Borough Council.

#### Financial Outturn 2019/20

The below table provides a summary of the partnership finances at the end of the financial year 2019/20.

	<u>2019/20 Working</u> <u>Budget</u> <u>£</u>	<u>2019/20</u> <u>Actuals</u> <u>£</u>	<u>2019/20 Variance</u> <u>to Working</u> <u>Budget</u> <u>£</u>
Employees	100,440	105,265	4,825
Premises Related	8,500	8,771	271
Transport Related	10,400	10,449	49
Supplies & Services (including Control Room monitoring contract)	552,790	574,488	21,698
SBC Management Costs (overheads)	38,980	40,527	1,547
Income from CCTV Company	--319,800	-327,573	-7,773
Income from Partners	-391,310	-410,655	-19,345
<b>Total</b>	<b>0</b>	<b>1,272</b>	<b>1,272</b>

There was an over spend due to the necessary upgrade of switches to enable better digital connectivity, although this had been unbudgeted for. This was largely offset by an increase in income to the partnership relating to the decision to transfer council owned cameras out of the company and into the partnership.

#### CCTV Operations

The CCTV service has now fully transferred to premises at Cavendish Road, Stevenage. Whilst the move was successful there were a number of implications from reconnecting the wired network, due to Virgin Media's works, excluding Hertsmere which is supplied by BT. This meant some disruption to the network during February, with some issues still occurring. This is currently being pursued via SBC's legal team.

The control room has maintained a 24/7 service during the Covid-19 pandemic with new cleansing regimes and social distancing measures in place. The CCTV Manager's Report is attached as Appendix A.

## **Code of Practice**

The Code of Practice has been updated as part of the annual compliance review for CCTV.

The code of practice included reference to our internal database and back-up- BORIS and Abot which are now obsolete as part of our control room move. These references have now been removed. There have not been any significant changes for the Joint Executive Committee to approve. The updated version is attached as Appendix B for information.

## **Forward Plan**

The impact of Covid-19 will have a significant economic consequence. This will inevitably affect partner authorities. There will be a need to continue to drive efficiencies and value for money through CCTV provision. The Officer Management Board will need to maintain an ongoing dialogue with the Directors of the CCTV company as the commercial landscape changes.

The Officer Management Board will continue to meet on a quarterly basis.

Further member updates can be provided by respective council officers:

East Herts – Jonathan Geall [jonathan.geall@eastherts.gov.uk](mailto:jonathan.geall@eastherts.gov.uk)

Hertsmere – Valerie Kane [valerie.kane@hertsmere.gov.uk](mailto:valerie.kane@hertsmere.gov.uk)

North Herts- Ian Couper [ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk)

Stevenage- Rob Gregory [rob.gregory@stevenage.gov.uk](mailto:rob.gregory@stevenage.gov.uk)

For Control Room and operational enquiries please contact:

Mike Read [mike.read@stevenage.gov.uk](mailto:mike.read@stevenage.gov.uk)

This page is intentionally left blank