

MINUTES OF A MEETING OF THE  
JOINT CCTV EXECUTIVE HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON THURSDAY 4 JUNE 2026,  
AT 7.00 PM

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PRESENT:

<u>East Herts Council</u>	Councillors A Daar, M Goldspink and C Wilson
<u>Hertsmere Borough Council</u>	Councillor M Amron
<u>North Herts Council</u>	Councillors I Albert and M Debenham
<u>Stevenage Borough Council</u>	Councillors M Arceno, R Broom and N Choudhury

OFFICERS IN ATTENDANCE:

Richard Baldock	- Procurement and Compliance CCTV Manager
Steve Cook	- CCTV Manager
Loran Kingston	- Community Safety Manager
Peter Mannings	- Committee Support Officer

1 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor Goldspink and seconded by Councillor Wilson, that Councillor Daar chair the 4 June 2026 meeting of the Joint CCTV Executive.

After being put to the meeting and a vote taken, the motion was declared CARRIED.

**RESOLVED** – that Councillor Daar chair the 4 June 2026 meeting of the Joint CCTV Committee.

2 APOLOGIES

Apologies for absence were submitted from Councillors V Bryant, C Gray and P Hodgson-Jones.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES - 20 OCTOBER 2025

Councillor Albert proposed and Councillor Broom seconded, a motion that the minutes of the meeting held on 20 October 2025 be confirmed as a correct record and signed by the Chair.

After being put to the meeting and a vote taken, the motion was declared CARRIED.

**RESOLVED** – that the minutes of the meeting held on 20 October 2025 be confirmed as a correct record and signed by the Chair.

5 OFFICER CCTV MANAGEMENT BOARD - TERMS OF REFERENCE

The joint CCTV Executive were invited to consider and note the terms of reference of the Officer CCTV Management Board. Members noted the terms of reference.

**RESOLVED** – that the terms of reference of the officer CCTV Management Board be noted.

6 HERTFORDSHIRE CCTV PARTNERSHIP

The joint CCTV Executive received a report that set out the composition and purpose of the Hertfordshire CCTV Partnership. Members received the report.

**RESOLVED** – that the report be received.

7 OFFICER MANAGEMENT BOARD REPORT

The Procurement, Compliance and CCTV Manager presented a report that gave an overview of the Hertfordshire CCTV Partnership, to inform Members of the 2025/26 quarter four budget position.

The Joint CCTV Executive was advised of a £32,766 variance in the budget for 2025/26 and the reasons for this were set out by the Procurement, Compliance and CCTV Manager. He referred to the actual budget figure for 2025/26 and set out the predicted final variance figure.

Following a comment from Councillor Albert, the Procurement, Compliance and CCTV Manager undertook to circulate the budgetary figures for 2026/27.

Councillor Albert asked about the local risk register. The Procurement, Compliance and CCTV Manager said that this could also be circulated. The joint CCTV Executive received the report.

**RESOLVED** – that the report be received.

8 CCTV OPERATIONS AND PERFORMANCE REPORT

The CCTV Manager presented a report that covered the performance of the CCTV operations. He said that there had been no RIPA applications or data protection act/GDPR breaches since the last meeting of the officer board meeting.

The CCTV Manager summarised a number of key updates in the report and responded to questions from

the Joint CCTV Executive. The joint CCTV Executive received the report.

**RESOLVED** – that the report be received.

9 OVERVIEW OF STATISTICS FOR THE HERTFORDSHIRE  
CCTV PARTNERSHIP CONTROL ROOM OPERATIONS

The Procurement, Compliance and CCTV Manager presented an overview report that covered the statistics for the operation of the Hertfordshire CCTV Partnership Control Room.

Councillor Amron asked if the police reported back where CCTV had been used in a police operation. The CCTV Manager advised that feedback was not usually forthcoming from the police.

Members were also advised that there were weekly and monthly reports on the categories of incidents covered by CCTV. Councillor Choudhury asked about the methodology that was followed when there were requests for the disclosure of CCTV.

The CCTV Manager said that requests were addressed on a case-by-case basis. Members were advised that a tour of the CCTV control room could be arranged if Members were interested in visiting the facility.

The joint CCTV Executive received the report.

**RESOLVED** – that the report be received.

10 HERTFORDSHIRE CCTV PARTNERSHIP - OPERATIONAL  
CODE OF PRACTICE

The Procurement, Compliance and CCTV Manager introduced a report that presented the Hertfordshire CCTV Partnership Operational Code of Practice.

Members asked a number of questions and Officers

responded to the questions asked. The joint CCTV Executive received the report.

**RESOLVED** – that the report be received.

11 BUSINESS CASE FOR EXPANSION OF THE CCTV SERVICE - RICHARD BALDOCK

The Procurement, Compliance and CCTV Manager presented the business case report for the expansion of the CCTV Services.

Members were presented with the costings for expanding the services. Councillor Goldspink asked a question about the demand for expanding the CCTV partnership. The CCTV Manager said that there could be an appetite for expanding the partnership.

Councillor Choudhury asked about the length of time footage was retained. Members were advised that footage was retained for 5 years if requested and for 28-31 days if not. The joint CCTV Executive received the report.

**RESOLVED** – that the report be received.

12 CCTV CONTROL ROOM OPERATING SYSTEM UPGRADE - MIKE BOURNE / STEVE COOK

The Procurement, Compliance and CCTV Manager updated the Joint CCTV Executive in respect of the operating system upgrade to the operating system for the CCTV control room.

Members were advised that network issues were being resolved, and the list of known faults was reducing. Members were updated in respect of network speeds and hardware updates. The joint CCTV Executive received the report.

**RESOLVED** – that the report be received.

13 PROCUREMENT TO RENEW THE CCTV CONTROL ROOM STAFFING CONTRACT - RICHARD BALDOCK

The Procurement, Compliance and CCTV Manager said that the existing contract was due to expire in March 2027 and there had been premarket engagement in respect of the new contract.

The Procurement, Compliance and CCTV Manager said that TUPE rules would apply to terms and conditions and more details, and the specifications of the contract would be coming out from August onwards.

The joint CCTV Executive received the report.

**RESOLVED** – that the report be received.

14 URGENT BUSINESS

There was no urgent business.

15 EXCLUSION OF THE PRESS AND PUBLIC (IF REQUIRED)

There was no urgent part two business.

The meeting closed at 8.04 pm

Chairman .....
Date .....