

ERP E: Proposed revised version

Tracked changes version

Stevenage Borough, ~~and~~ North Hertfordshire District Council, East Hertfordshire District Council and Hertsmere Borough Council

CCTV Scheme

CCTV **Officer** Management Board

Terms of Reference:

The Management Board will take responsibility for ~~major~~ significant decisions affecting the operational management of the joint CCTV initiative. They will monitor the effectiveness of the CCTV operations and associated financial and management controls. They will approve any change to the structure of the control room and the suitability and viability of new customers in the joint initiative. They will oversee all changes necessary to abide by new legislation and updates to the Code of Practice. They will also consider data and intelligence to help plan for -and cope with movements in crime patterns and antisocial behaviour. They will report to the CCTV Joint Executive on the progress of the Partnership and significant decisions to be considered by partners.

Main Objectives

- To ensure that all ~~significant~~ major operational decisions are agreed and ratified by officers ~~representing the partner councils of both Stevenage Borough Council and North Hertfordshire District Council.~~
- To ensure that the Joint Executive Committee Board is ~~are~~ made aware of changes to the day to day running of the partnership and able to provide adequate governance oversight of the operations.
- To ensure that the Joint Executive Committee is provided with adequate information on the performance and effectiveness of CCTV provision across the partnership.
- To drive innovation and oversee new opportunities to provide a cost-effective and well run CCTV Partnership.
- To monitor the financial operation of the Partnership and agree charges and reasonable inflationary increases. ~~potential new clients to the scheme and any withdrawals.~~
- To take reports on any relevant items that ~~ae~~ affect the operation of the CCTV system Partnership, including the Code of Practice and make recommendations to the Joint Executive Committee Board.
- To liaise with Shareholder Representatives to ensure clear communications between the CCTV Partnership and Hertfordshire CCTV Ltd.
- To liaise directly with the Company's Board of Directors.

Membership

The membership of the Management Board is comprised of ~~two at least one~~ nominated officer ~~Corporate Directors~~ or their appointed representatives from each partner authority and the CCTV Operations Manager, employed by Stevenage Borough Council. The Group Accountant and other support services from Stevenage Borough Council will attend by request.

Frequency

~~Initially it is envisaged that there will be a quarterly meeting of the CCTV Management Board. However once established a six monthly frequency is more likely.~~ The Management Board will meet quarterly, or as required.

Chair/Quorum/Venue

The Chair of the Board will ~~alternate between be a Head of Services~~ senior officer from each partner authority ~~on an alternating basis. The initial meeting to be chaired by the Director of Technical Services for Stevenage Borough Council.~~ Quorum will be maintained as long as one head of service officer or their appointed representative from ~~each partner~~ both partners (NHDC & SBC) is present. ~~Alternate venues between NHDC and SBC to be arranged initiating with SBC~~ Venues will be agreed from across the partnership.

Reports

~~A summary/Minutes will be taken by the Parking Services Manager and circulated to Management Board Members~~ Minutes will be taken by the CCTV Manager and circulated to Board members no less than two weeks after each meeting.

The CCTV Management Board will provide progress reports to the CCTV Joint Executive on a regular basis.

'Clean' version with tracked changed approved

**Stevenage Borough, North Hertfordshire District Council, East Hertfordshire
District Council and Hertsmeire Borough Council**

CCTV Officer Management Board

Terms of Reference:

The Management Board will take responsibility for significant decisions affecting the operational management of the joint CCTV initiative. They will monitor the effectiveness of the CCTV operations and associated financial and management controls. They will oversee all changes necessary to abide by new legislation and updates to the Code of Practice. They will also consider data and intelligence to help plan for and cope with movements in crime patterns and antisocial behaviour. They will report to the CCTV Joint Executive on the progress of the Partnership and significant decisions to be considered by partners.

Main Objectives

- To ensure that all significant operational decisions are agreed and ratified by officers representing the partner councils..
- To ensure that the Joint Executive Committee is made aware of changes to the day to day running of the partnership and able to provide adequate governance oversight of the operations.
- To ensure that the Joint Executive Committee is provided with adequate information on the performance and effectiveness of CCTV provision across the partnership.
- To drive innovation and oversee new opportunities to provide a cost-effective and well run CCTV Partnership.
- To monitor the financial operation of the Partnership and agree charges and reasonable inflationary increases.
- To take reports on any relevant items that affect the operation of the CCTV Partnership, including the Code of Practice and make recommendations to the Joint Executive Committee.
- To liaise with Shareholder Representatives to ensure clear communications between the CCTV Partnership and Hertfordshire CCTV Ltd.
- To liaise directly with the Company's Board of Directors.

Membership

The membership of the Management Board is comprised of at least one nominated officer or their appointed representatives from each partner authority and the CCTV

Operations Manager, employed by Stevenage Borough Council. The Group Accountant and other support services from Stevenage Borough Council will attend by request.

Frequency

The Management Board will meet quarterly, or as required.

Chair/Quorum/Venue

The Chair of the Board will alternate between each partner authority. Quorum will be maintained as long as one officer or their appointed representative from each partner is present. Venues will be agreed from across the partnership.

Reports

Minutes will be taken by the CCTV Manager and circulated to Board members no less than two weeks after each meeting.

The CCTV Management Board will provide progress reports to the CCTV Joint Executive on a regular basis.