

HERTSMERE BOROUGH COUNCIL

CCTV PARTNERSHIP JOINT EXECUTIVE

Minutes of the meeting held in Council Chamber, Civic Offices and remotely online

19 November 2020

Present:

Voting Members:

Hertsmere Borough Council:	Councillors: P Choudhury (Chair), J Newmark and A Spencer
East Herts District Council:	Councillors: P Boylan, A Curtis and G Williamson
North Hertfordshire District Council:	Councillors J Billing MBE and P Clark
Stevenage Borough Council:	Councillors R Henry and J Hollywell

Officers:

R Gregory	Assistant Director Communities and Neighbourhoods, Stevenage Borough Council
I Couper	Service Director- Resources, North Hertfordshire District Council
J Geall,	Head of Housing and Health, East Herts Council
M Bourne	Stevenage Control Room Manager, Hertfordshire CCTV Partnership Ltd
M Read	Operations Manager Hertfordshire CCTV Partnership Ltd
V Kane	Community Safety Manager, Hertsmere Borough Council
M Lowe	Principal Democratic Services Officer, Hertsmere Borough Council

1. **APPOINTMENT OF A CHAIRMAN**

It was moved, seconded and **RESOLVED** that Councillor P Choudhury be elected to serve as Chair of the Joint CCTV Executive Committee for this meeting.

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors J Lloyd – Stevenage Borough Council, and Councillor I Albert - North Herts District Council.

3. **CHAIR'S ANNOUNCEMENTS**

The Chair reminded Members that due to the COVID-19 pandemic this was the first meeting since the lockdown.

Following changes to legislation, the meeting was being held online due to the ongoing Covid-19 restrictions and social distancing. Councillors and Officers were participating online and the Press and Public were able to view the meeting live on Hertsmere Borough Council's website.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made at the meeting.

5. **MINUTES**

It was **RESOLVED** that the Minutes of the meeting of the Joint Executive Committee held on 15 January 2020 be approved as a correct record for signature by the Chair.

The outline report of issues circulated to all Members by email in the absence of the meeting originally scheduled in June 2020 relating to the CCTV Partnership under item 7 Appendix A of the agenda was **NOTED**.

6. **CCTV JOINT EXECUTIVE OPERATIONS REPORT (6 MONTH) (CCTV MANAGEMENT REPORT (6 MONTH))**

The CCTV Joint Executive received the management report for the six month period April to September 2020 which informed Members of the status of operational issues relating to the Hertfordshire CCTV Partnership. The CCTV Joint Executive Committee was asked to approve any changes to the CCTV Code of Practice contained and detailed in the report.

During the discussion which ensued the following points were raised and addressed.

- As soon as the lockdown restrictions allowed, arrangements would be made for Members to visit the new Control Centre, which had not been possible due to the COVID-19 pandemic.
- The CCTV Operations Manager would be discussing with the Chief Superintendent the implementation of how the police would respond to Member's access to data in relation to serious incidents within their Wards.
- The CCTV Operations Manager was not aware of any issues around the management of downloading data in the downloading suite for local police. There were various systems which could be installed should the local police require this issue to be investigated.

- Waiting time for evidence obtained from downloaded footage had been streamlined and should be delivered by internal mail within 48 hours. There was no travelling time involved. The liaison officer had all the required authority to request information. Security of evidence was paramount.

RESOLVED that the CCTV Joint Executive Committee Operations report and appendices Partnership Overview of Control Room performance and figures for April – September 2020 be noted.

7. **OFFICER MANAGEMENT BOARD REPORT**

The report informed the Committee of the work undertaken by the Officer Management Board since the last meeting. Included in the report was the oversight of the Partnership during the Covid-19 pandemic together with 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.

Members drew attention to the request from the Company to review the amount of contribution that they paid, due to the reduced number of cameras that they had. The view was expressed that in light of the current and future financial pressures faced by Local Authorities it would be very difficult for partner authorities to justify additional contributions in the new financial year.

The CCTV Partnership Joint Executive Committee would need to know what options and opportunities were available the company to expand and develop further partnerships in other sectors and locations, such as schools and retail shopping centres. The strip out cost savings had not been mentioned in the report of Officers.

The Officers advised that a range of options were being considered regarding potential to expand, however no decisions had yet been made and further exploratory work would be needed before the Company would be in a position to decide how to proceed. The newly created role of Assistant Business Development Manager for an initial six month contract with the aim to build business together with servicing existing clients would mitigate additional contributions made by current partner authorities.

Members asked about the proposed increase in income that the Company predicted they would receive from the work carried out by the Assistant Business Development Manager (ABDM). Members stated that they expected that the expansion of the business would be equal to the value of the ABDM's salary. As this information would be useful to reflect back on in 6-12 months' time to see if this prediction has been met or not and if the appointment of the officer has been worthwhile.

Officers reported that the target set for the ABDM, in the six month period, would be to generate additional business by a minimum of 20 percent growth space with an increase in capacity by at least 50%. The Company had the

capacity at the moment to double plus one the amount of area, with ten data racks for the data centre. There was the potential to expand both space and capacity without incurring any further costs.

Members welcomed the proposed expansion of business which was seen as positive. However, Members requested that the CCTV Partnership Joint Executive Committee received regular updates from the Officer Management Board reporting on the progress of the expansion of the business.

Members stated that the CCTV Partnership Joint Executive Committee expected to be able to consider and agree a coherent business strategy and comprehensive business plan before any initiatives were adopted.

The Company were to be invited to present their business case for their proposals to a future meeting of the Committee, setting out how they would grow the business, economies of scale, risks involved and outlining the governance arrangements to further reduce costs.

RESOLVED that:

1. The work carried out by the Officer Management Board since the last meeting of the CCTV Partnership Joint Executive be noted;
2. The service planning and budgetary provisions being made for 2021/22 be noted;
3. Further exploratory work to identify other local authority partners to drive further efficiencies be approved; and
4. Member of the CCTV Partnership Joint Executive receive regular updates of the discussions and progress in relation to the expansion of the business; and
5. The Company attend a future meeting of the CCTV Partnership Joint Executive to present their business case for future expansion of the business.

8. **FUTURE MEETINGS**

It was **AGREED** that the next meeting of the CCTV Partnership Joint Committee would be held in June 2021 and hosted by East Hertfordshire District Council.

CLOSURE: 6.59 pm

CHAIR