

SCHEDULE 2 Taken from the CCTV partnership agreement

Officer CCTV 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 Officer CCTV 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 Officer CCTV Management Board will meet quarterly, or as required. Chair/Quorum/Venue

The Chair of the Board will alternate between each partner authority. The 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 more than two weeks after each meeting.

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

SCHEDULE 3

East Herts, Hertsmere, North Herts and Stevenage

Joint CCTV Executive Committee

Terms of Reference

1.0 PURPOSE OF THE COMMITTEE

- 1.1 To discuss and agree the strategic and policy issues relating to the jointly owned and operated CCTV Control Room and Monitoring Service.
- 1.2 To deal with all matters defined under the CCTV 'Code of Practice' as the responsibility of the Joint CCTV Executive Committee
- 1.3 To consider operations and performance reports from the CCTV Operations Manager and Officer CCTV Management Board.
- 1.4 To consider and approve any location, expansion or contraction proposals and service changes for the overall partnership including; the CCTV Control Room, network, and monitoring service.
- 1.5 To consider and agree changes to the CCTV 'Code of Practice'.
- 1.6 To ensure the Independent Inspection regime is set up and maintained.
- 1.7 To receive and approve the Independent Inspectors' annual report.
- 1.8 To consider complaints regarding any breaches of the CCTV 'Code of Practice' and recommendations for preventing breaches and recommend disciplinary action where appropriate.
- 1.9 To express views regards the jointly owned company, Hertfordshire CCTV Ltd, to be channelled through the Officer CCTV Management Board.
- 1.10 To make recommendations on any of the above to the Officer CCTV Management Board.

2.0 CONSTITUTION OF THE COMMITTEE

- 2.1 The Joint CCTV Executive Committee is constituted as a joint committee of the partner councils. Each partner council shall nominate three elected members to the Committee. It shall be for each partner council to determine the mechanism for making these appointments.
- 2.2 Meetings shall be held at least twice per year or when members determine there is sufficient business for more frequent meetings.

3.0 QUORUM

- 3.1 A Quorum shall be four members with at least one from each of the partner authorities.

4.0 CHAIRMAN

4.1 The Chairman shall ordinarily be a member of the council hosting the meeting although members present at the meeting may choose a Chairman from any member present.

5.0 VENUE

5.1 The meetings shall alternate between the offices of the partner authorities in whichever way determined by the members of the Committee.

6.0 PROCEDURAL MATTERS

6.1 Each meeting shall follow the normal Standing Orders of the council hosting that meeting.

6.2 The hosting council shall ensure that minutes are taken and made available.

7.0 AMENDING THE TERMS OF REFERENCE

7.1 Any partner council may request a review and/or amendment of these terms of reference at any time.