

**Meeting** CCTV Joint Executive  
**Portfolio Area** Community and Community Safety  
**Date** 25<sup>th</sup> September 2019



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**UPDATE ON AND DECISIONS ARISING FROM THE SIAS GOVERNANCE REPORT**

**NON-KEY DECISION**

**1 PURPOSE**

- 1.1 This report updates members on work carried out since the Committee’s last meeting on 5<sup>th</sup> June 2019 to address the governance issues identified by the Shared Internal Audit Service (SIAS) during their audit commissioned by Stevenage BC on behalf of the CCTV Partnership.
- 1.2 Members are invited to review the revised CCTV Partnership Agreement, this being the only outstanding item from the SIAS audit.
- 1.3 Members are asked to consider a move to holding Joint CCTV Executive Committee meetings twice a year, rather than quarterly as has become the pattern over the last 18 months, and that, until any future review, this frequency of meetings becomes the standard approach.

**2 RECOMMENDATIONS**

- 2.1 That the Joint CCTV Executive approves the draft revised CCTV Partnership Agreement presented at Appendix A and delegates the authority to make any minor drafting amendments required to the Officer CCTV Management Board.
- 2.2 That Joint CCTV Executive meetings are held on a twice yearly basis in, or as near

to, June and November each year until any future review of this arrangement.

### **3 BACKGROUND**

3.1 Given concerns raised by members from each of the four authorities comprising the CCTV Partnership – East Herts, Hertsmere, North Herts and Stevenage – about the governance of the CCTV Partnership and its wholly owned company, Stevenage BC commissioned the Shared Internal Audit Service (SIAS) to conduct a review of the governance arrangements. SIAS completed this work in August 2018. Members will recall that SIAS reported that *“the Hertfordshire CCTV Partnership has proven to be a useful vehicle for the joint management of the CCTV service. However, we have identified a number of weaknesses in the overall governance control framework”*. Consequently, SIAS were only able to provide *“limited assurance that there are effective controls in operation”*.

3.2 Since publication of the SIAS report, the Officer CCTV Management Board has been working through the nine recommendations. The Joint CCTV Executive has by now approved officers’ work on all of the recommendations bar one outstanding recommendation, that is, to review and revise the CCTV Partnership Agreement between the authorities. This Agreement has now been reviewed, with the Joint CCTV Executive now asked to consider and approve the revised version.

### **4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS**

4.1 The Officer CCTV Management Board is now meeting regularly and work to address the issues raised by SIAS has almost concluded. Appendix C summarises the work to date. Members are invited to note that should the first of the two recommendations made in this report be approved, the actions against all nine of SIAS’s recommendations will have been completed.

#### ***Partnership Agreement***

4.2 At its meeting of 5<sup>th</sup> June 2019, the Joint CCTV Executive agreed to amend the deadline for reviewing and revising the CCTV Partnership Agreement from 31<sup>st</sup> March 2019 to 30<sup>th</sup> September 2019 or the date of the next Joint CCTV Executive Meeting, whichever is the sooner. The Officer CCTV Management Board in consultation with detailed legal support and advice provided by Hertfordshire County Council’s Legal Team, which provides Stevenage BC’s legal service, has completed this review. The revised version is available at Appendix A. This can be compared with the current Partnership Agreement available at Appendix B.

4.3 The revised version has been updated in a number of key ways, notably it now includes:

- updated provisions in relation to data protection/GDPR – see clause 16
- greater clarity about the respective roles of Partners and Stevenage BC in its role as, essentially, the provider of the service to the Partnership – see clause 3
- more robust arrangements for annual service planning – see clause 4
- far more explicit arrangements to setting and monitoring the costs of the services provided by Stevenage BC – see clause 10
- greater clarity about the liabilities for various costs between the Partners – see clause 10

- clearer arrangements for amending the Agreement, Partners leaving the Partnership and for what to do should the Partners decide to wind up the Partnership – see clause 11
- explicit reference to the roles of the Officer CCTV Management Board and the Joint CCTV Executive Committee as previously discussed with and approved by the Joint CCTV Executive Committee – throughout the revised Agreement.

4.4 Hertfordshire County Council's Legal Team, in its role as the provider of Stevenage BC's Legal Service, has provided expert support, advice and guidance and has drafted much of the revised wording in consultation with the Officer CCTV Management Board. Officers thus feel confident that the revised Partnership Agreement affords a Partners a more robust basis on which to work together, something that SIAS were very keen to see put into place.

***Alternative options considered***

4.5 Retain the existing Partnership Agreement unamended – **REJECTED** as:

- SIAS has already recommended that the Partnership Agreement be reviewed and updated. It is believed that keeping to the existing, out-of-date would render SIAS unable to increase their assurance rating in future. Furthermore, the existing Agreement does not include updated data protection provisions brought in by the GDPR regulations
- the amended Partnership Agreement proposes a much needed change to the way that capital costs and assets are treated (paragraphs 10.1, 10.7 and 13.7). Previously these were split equally. The change means that half the amount is shared equally and the other half is in proportion to number of cameras. This reflects that number of cameras is a significant factor, as well as the fact that this is a joint partnership that requires investment from each of the Partners. It would be possible to revert to an equal split or to a split based solely on number of cameras.

***Proposed amended meeting schedule of the Joint CCTV Executive Committee***

4.6 Until late 2017, the Joint CCTV Executive Committee met on an annual basis to consider the work of the Partnership. Given the governance issues raised and, in particular, so as to ensure delivery of the actions identified by SIAS, the Committee has been meeting on a quarterly cycle for the last 18 months.

4.7 As the SIAS recommendations have now all been addressed and the Officer CCTV Management Board has been reinstated and is meeting on a quarterly basis (and more frequently if required), officers recommend that the meeting frequency of the Joint CCTV Executive Committee is amended to twice yearly. It is felt by officers that twice yearly rather than annually would provide an appropriate level of oversight, particularly if the two meetings were arranged to, among other issues, review the following items as the following points in the year:

- June – to review the performance for the preceding year
- November – to review (a) progress of the Partnership at the half year point and (b) the proposed service plan for the forthcoming.

4.8 This proposed approach is in keeping with the Terms of Reference for the Committee which state, paragraph 2.2, *“Meetings shall be held at least twice per year or when members determine there is sufficient business for more frequent*

meetings”.

### **Alternative options considered**

- 4.9 Maintain the current quarterly meeting cycle – **REJECTED** as the meeting frequency was increased to quarterly in direct response to the desire for members to oversee the governance review and delivery of the actions recommended by SIAS. Consideration of the first recommendation in this report means that all nine of SIAS’s recommendations will have been addressed to the Committee’s satisfaction. Thus, there is no need to keep meeting on a quarterly basis.
- 4.10 Revert to annual meetings – **REJECTED** as this would not be in line with the Committee’s terms of reference agreed on 5<sup>th</sup> June 2019. Furthermore, officers feel they would benefit from twice yearly oversight of the items of business, among others, listed in paragraph 4.7 above.

## **5 IMPLICATIONS**

### **Financial Implications**

- 5.1 There are no direct additional revenue or capital liabilities falling to any Partner authority as a result of this report. The changes to the split of capital costs and assets could, however, have some implications in the future when further capital investment was required. The current Control Room move and all associated costs are being funded by Stevenage BC.

### **Legal Implications**

- 5.2 The proposed revised Partnership Agreement has been drawn up in close consultation with Hertfordshire County Council’s Legal Team which provides Stevenage BC’s legal service. It is the Legal Team’s view that the revised Agreement meets the needs of the Partnership while incorporating new and amended duties relating to data protection which came into effect since the drafting of the previous Agreement.

### **Risk Implications**

- 5.3 The Officer CCTV Management Board maintains oversight of risks associated with the operation of the Partnership Agreement and the Partnership more generally. No specific risks have been identified that arise from the recommendations in this report.

### **Staffing Implications**

- 5.4 There are no HR implications for any Partner authority arising as a result of this report.

### **Service Delivery Implications**

- 5.5 The revised Partnership Agreement will put the relationship between the four Partner authorities onto a more robust footing, incorporating the issues for improvement identified by SIAS. This will underpin improved service delivery.

### **Community Safety Implications**

- 5.6 CCTV provides a key community safety function across the Partnership. Clearer and

more robust arrangements between the Partners will further enhance the community safety benefits afforded by the CCTV Service.

Background Documents

None

## **APPENDICES**

- A Draft Revised Hertfordshire CCTV Partnership Agreement
- B Current Hertfordshire CCTV Partnership Agreement
- C Progress on SIAS recommendations at September 2019