

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



3 January 2020

Our Ref CCTV 15.01.20  
Your Ref.  
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To: Members of the Committee:

North Hertfordshire District Council:	Councillors Ian Albert, Judi Billing MBE and Paul Clark
East Herts District Council:	Councillors: Peter Boylan, Alexander Curtis and Geoffrey Williamson
Hertsmere Borough Council:	Councillors: Pervez Choudhury, Jeremy Newmark and Anthony Spencer
Stevenage Borough Council:	Councillors Richard Henry, Jackie Hollywell and Joan Lloyd

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE CCTV PARTNERSHIP JOINT EXECUTIVE**

to be held in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERNIN  
ROAD, LETCHWORTH GARDEN CITY SG3 6JF**

On

**WEDNESDAY, 15TH JANUARY, 2020 AT 7.00 PM**

Yours sincerely,

Jeanette Thompson  
Service Director – Legal and Community

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

## **Agenda Part I**

<b>Item</b>	<b>Page</b>
<b>1. ELECTION OF A CHAIRMAN</b>	
<b>2. APOLOGIES FOR ABSENCE</b>	
<b>3. MINUTES - 25 SEPTEMBER 2019</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the	(Pages 5 - 8)
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>5. PRESENTATION BY HERTFORDSHIRE CCTV PARTNERSHIP LTD</b> To receive a presentation from Hertfordshire CCTV Partnership Ltd.	
<b>6. CCTV OPERATIONS REPORT</b> REPORT OF THE CCTV OPERATIONS MANAGER  To receive the CCTV Operations Manager's Report of Control Room Performance for October - December 2019	(Pages 9 - 18)
<b>7. UPDATE FROM OFFICER MANAGEMENT BOARD</b> REPORT OF THE SERVICE DIRECTOR – RESOURCES  To inform the Committee of the work undertaken by the Officer Management Board since the last meeting.	(Pages 19 - 30)

8. **OUTLINE OPTIONS FOR THE FUTURE OF EAST HERTFORDSHIRE'S  
CCTV MANAGEMENT ARRANGEMENTS**  
REPORT OF THE HEAD OF HOUSING AND HEALTH, EAST HERTS  
COUNCIL

(Pages  
31 - 36)

To inform the Committee of the work which has recently commenced between East Herts Council and the Town Councils for Hertford, Ware and Bishop's Stortford regarding the way CCTV is governed within the district of East Herts.

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STEVENAGE BOROUGH COUNCIL

## JOINT CCTV EXECUTIVE MINUTES

Date: Wednesday, 25 September 2019

Time: 6.00pm

Place: Shimkent Room, Daneshill House, Danestrete

**Present:** Councillors:  
Stevenage Borough Council: Jackie Hollywell (Chair) Richard Henry  
and Mrs Joan Lloyd  
Hertsmere Borough Council: Pervez Choudhury  
East Herts District Council: Alexander Curtis and Geoffrey Williamson  
North Herts District Council: Ian Albert and Paul Clark

**Start / End** Start Time: 6.00pm  
**Time:** End Time: 6.45pm

### 1 **APPOINTMENT OF CHAIR**

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

### 2 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received on behalf of Councillors J Newmark and A Spencer – Hertsmere Borough Council, Councillor P Boylan – East Herts District Council and Councillors P Clark and M Stears-Handscomb – North Herts District Council.

There were no declarations of interest.

### 3 **MINUTES - CCTV COMMITTEE - 5 JUNE 2019**

It was **RESOLVED** that the Minutes of the meeting of the Joint Executive Committee held on 5 June 2019 be approved as a correct record for signature by the Chair.

### 4 **OPERATIONS REPORT**

The Committee received an update from the Control Room Manager on the progress and operational effectiveness of the Hertfordshire CCTV Partnership Control Room and Cameras.

It was noted that the over 600 cameras were operated and 38 remote sites monitored from the control room. During April to June the control room operators monitored 52,177 alarms. During this time, the Police had been called four times and the tannoy used eleven times to talk back to people on the sites. Officers reported

that 'Live-view', a system used by the Police to allow officers to watch the CCTV live feed on hand held devices, had now been adopted. One RIPA (Regulation of Investigatory Powers Act 2000) request had been received during this period from Stevenage Police which was ongoing.

Officers also advised that the recent server failure, which had limited the functionality of the cameras ability to pan and move, had been repaired and the system was now fully functional. Members were pleased to note that this server would not be required for the new control room so the risks of a repeat failure would be mitigated by the move.

It was noted that the move to the new control room would involve a gradual migration and it was hoped that it would be open early in the new year. A visit to the Control Room would be arranged for Members of the Committee once it was operational.

It was **RESOLVED** that the Quarterly Management Report be noted.

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

Members received a report giving an update on work carried out since the last meeting in June addressing the governance issues identified by the Shared Internal Audit Service (SIAS) during their audit commissioned by Stevenage Borough Council on behalf of the CCTV Partnership.

It was noted that the Partnership Agreement had been revised by the Officer CCTV Management Board in consultation with detailed legal support and advice provided by Herts County Council Legal Team. The revisions included:

- Provisions in relation to data protection/GDPR;
- Robust arrangements for annual service planning;
- Explicit arrangements for setting and monitoring costs;
- Greater clarity about the Partners' liability for costs;
- Clearer arrangements for amending the Partnership Agreement; and
- Explicit reference to the roles of the Management Board and the Executive Committee.

In relation to the Terms of Reference for the Committee, Members agreed the importance of ensuring the Portfolio Holder from each authority with responsibility for the CCTV Service be included as part of the membership of the Committee.

In terms of the frequency of the meetings, Members agreed to changing to a twice yearly basis following the meeting in January 2020 to avoid a large gap in the calendar.

In response to a question, Officers agreed to share the CCTV Service Risk Register with all authorities.

It was **RESOLVED**:

1. That the draft revised CCTV Partnership Agreement attached at Appendix A to the report be approved and that authority to make any minor drafting amendments required be delegated to the Officer CCTV management Board.
2. That the revised CCTV Partnership Agreement be approved subject to the following amendment to the constitution of the Committee within the Terms of Reference:
  - 2.1 – each partner Council shall nominate three elected Members, including the Portfolio Holder with responsibility for the CCTV Service, to the Committee.
3. That, following the scheduled meeting in January 2020, the frequency of the Joint CCTV Executive Committee meetings be changed to a twice yearly basis in June and November or when Members determine there is sufficient business for more frequent meetings, until any future review of this arrangement.

## 6 **GOVERNANCE REVIEW**

Members received an update on the concluding activities of the CCTV Governance Review.

Members requested that the Directors be invited to attend the January meeting of the Committee to present their Business Plan and growth opportunities and to increase awareness of the future plans of the Company.

The Chair thanked those involved in the Governance Review for their work over the past 12 -18 months to ensure the Partnership was now in a stronger position with clear lines of communication and governance.

It was **RESOLVED** that the progress of the CCTV Officer Management Board in concluding the CCTV Governance Review be noted.

## 7 **URGENT PART 1 BUSINESS**

None.

## 8 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

## 9 **URGENT PART II BUSINESS**

None.

## **CHAIR**

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**CCTV PARTNERSHIP JOINT COMMITTEE  
15 JANUARY 2020**

**\*PART 1 – PUBLIC DOCUMENT**

CCTV Operations Managers Report of Control Room Performance for

October - December 2019

(Copy of email bullet points sent to Stevenage Police – Insp. Simon Tabert)

*“The long awaited move is nearly upon us so I have put together some bullet points on how we hope to manage the move to Cavendish Road. I have put down below some bullet points that you will need to be aware of. Eurovia, our incumbent engineers, are managing the move and things can change as we are dealing with external companies, such as Virgin and BT, to ensure that this goes as smoothly as possible”.*

- *The fibre switch is scheduled to start on the week commencing the 13<sup>th</sup> of January 2020 this is anticipated to last for 7-10 days. During this time there will be sporadic up and down times for each camera across the estate.*
- *Only static town centre and neighbourhood cameras will be effected. (Camera that have been allocated with 3 digit numbers, Stevenage Cameras: 101-129,201-209,701-730 and 732) this will be a similar issue with North/East Herts, Hertsmere and Beds*
- *Requests for footage before that time will have to be made by the end of the week commencing the 13<sup>th</sup> of January. The footage during that week will be treated as lost. There may be some footage recorded but due to the nature of the fibre switch we cannot guarantee recordings for specific cameras. Hertsmere may be different due to the nature of their recording solution.*
- *Once we have moved to the new control room, expected on the week commencing the 20<sup>th</sup> of January 2020 there will be no access to the old footage before the 13<sup>th</sup> of January and the new recording solution should expect to start the week commencing the 20<sup>th</sup> of January.*
- *Training for the viewing officers will be given. Any officer that needs to be trained should request this before Christmas ideally so it can be scheduled in for January 2020. Whoever the static officer is will get trained as a matter of course.*
- *Footage for all remote sites and mobile cameras will still be available during this time and will not be affected by the fibre switch.*
- *The old control room will be fully manned during the switch. There is no plan to double man the control rooms due the nature of the move and the other services required which are still at the old control room during the fibre switch. We expect CCTV controllers to be moving over on the 20<sup>th</sup> of January depending on services available.*
- *Static Viewing Officers will be provided with the appropriate access control to the new control room, this will be organised to coincide with the CCTV operators access control setup.*
- *The Police IT will be providing a laptop to the static viewing officer for access to emails and police operational software. This will have access via the on-site broadband at the new control room.*

- *Police radios will be moving under a schedule that is currently unknown, the project manager is in conversation with the Airwave provider regarding this.*
- *Town link radios will be provided via a new digital solution and will be able to run in tandem with the old control room once the new fibre network is available on the 20<sup>th</sup> of January*
- *CCTV operators will be given basic training on the new command and control solution before the switch, ongoing training will be continued once the fibre switch is complete. There may be discrepancies in reporting during this time.*
- *The video feeds to the police FCRs in Welwyn Garden City and Bedfordshire will be provided via the new control room once the fibre switch is completed, the expected down time is expected to be minimal. (1-2 days)*
- *Phone numbers to the new control room will be changing and new numbers for the CCTV controller for each area will be provided to the corresponding FCR once they are available.*

(Sent on the 21<sup>st</sup> November as requested)

### **Operations Report**

- **IT Switch off** – Completed on Saturday 16<sup>th</sup> November as scheduled and all successful.
- **Synetic Server** - Continues to cause issues and malfunctions. This server is in urgent need of replacement, however will become redundant post relocation. Whilst not under contract with Synetics we have received a good response to help maintain the server.
- **Ripa requests** – No requests during this period.
- **SIA Licences** – No further updates.
- **MOU** – I have not heard from HCC Legal as to a signed agreement. However we continue to work with Ringways and agree the procedures to ensure that both parties are happy to progress with installing mobile cameras.
- **Camera Replacement programme** – Spreadsheet attached as requested – Appendix 1

**Incident Log**

	SBC	NHDC	EHDC	HERTSMERE
	INCIDENTS	INCIDENTS	INCIDENTS	INCIDENTS
Oct-19	90	40	60	37
Oct-18	130	57	45	20
Var	-40	-17	15	17
Nov-19	113	78	64	35
Nov-18	117	64	49	25
Var	-4	14	15	10
Dec-19	88	53	62	32
Dec-18	134	62	54	25
Var	-46	-9	8	7
Total -19	291	171	186	104
Total- 18	381	183	148	70
Var	-90	-12	38	34

Pictures taken on 16<sup>th</sup> November



Number	Cam Type	PTZ/FV	Location of Equipment	Town	District	Install Date	Comments	Requires Replacement	Life Span	Expected camera replacement
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801	MICKY	PTZ	Mansfield Road - opposite police station	Baldock	NHDC		No longer Supported	YES	0-12 months	2019
804	MICKY	PTZ	High Street - Junc Hitchin Street	Baldock	NHDC		No longer Supported		0-12 months	
805	MICKY	PTZ	Whitehorse Street	Baldock	NHDC		No longer Supported		0-12 months	
802	RED VISION	PTZ	Thurnall Close - behind community centre	Baldock	NHDC	Sep-16			5 - 7 years	
803	RED VISION	PTZ	High Street - Junc. Simpson Drive	Baldock	NHDC	Sep-18			5 - 7 years	
806	RED VISION	PTZ	Great North Road - Baldock Train Station	Baldock	NHDC	Sep-18			5 - 7 years	

10	MICKY	PTZ	John Dyde	Bishops Stortford	EHDC		No longer Supported		0-12 months	
11	MICKY	PTZ	John Dyde	Bishops Stortford	EHDC		No longer Supported		0-12 months	
12	MICKY	PTZ	Anchor Lane - Zest- Bacchus Nightclub	Bishops Stortford	EHDC		No longer Supported	YES	0-12 months	2019
13	MICKY	PTZ	Riverside	Bishops Stortford	EHDC		No longer Supported		0-12 months	
14	MICKY	PTZ	South Street - Bottom Junc. Station Road	Bishops Stortford	EHDC		No longer Supported		0-12 months	
15	MICKY	PTZ	South Street - Outside M&S	Bishops Stortford	EHDC		No longer Supported	YES	0-12 months	2019
18	MICKY	PTZ	North Street - Junc. High Street	Bishops Stortford	EHDC		No longer Supported		0-12 months	
19	MICKY	PTZ	North Street - Opposite Lloyds Bank	Bishops Stortford	EHDC		No longer Supported		0-12 months	
21	MICKY	PTZ	Bridge Street - Opposite Black Lion P/H	Bishops Stortford	EHDC		No longer Supported		0-12 months	
16	RED VISION	PTZ	South Street - opposite Woolworths	Bishops Stortford	EHDC	Jul-18			5 - 7 years	
17	RED VISION	PTZ	Market Square - Potter Street	Bishops Stortford	EHDC	Jul-18			5 - 7 years	

650	MICKY	PTZ	Shenley Rd/Theobald St	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
651	MICKY	PTZ	Shenley Rd / Furzehill Rd	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
652	MICKY	PTZ	Shenley Rd / Clarendon Rd	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
653	MICKY	PTZ	Shenley Rd / Halifax Bank	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
654	MICKY	PTZ	Shenley Rd / Tesco's	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
655	MICKY	PTZ	Elstree Way - Civic Offices	Borehamwood	HERTSMERE		No longer Supported	YES	0-12 months	2019
656	MICKY	PTZ	Skate Park	Borehamwood	HERTSMERE		No longer Supported	YES	0-12 months	2019
657	MICKY	PTZ	Aberford Park	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
658	MICKY	PTZ	Aberford Park	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
659	MICKY	PTZ	Manor Way Pub	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
660	MICKY	PTZ	Manor Way Shops	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
661	MICKY	PTZ	Bowls green	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
662	MICKY	PTZ	Bowling Green	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
663	MICKY	PTZ	Townsend Road	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
664	MICKY	PTZ	Aycliffe /Baldock Road	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
665	MICKY	PTZ	Torworth Rd	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
666	MICKY	PTZ	Front of Pub	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
667	MICKY	PTZ	Gateshead Road	Borehamwood	HERTSMERE		No longer Supported		0-12 months	
668	MICKY	PTZ	Howard Drive	Borehamwood	HERTSMERE		No longer Supported		0-12 months	

902	MICKY	PTZ	Parliament Square- Blackbirds P/H Deco Nightclub	Hertford	EHDC		No longer Supported		0-12 months	
904	MICKY	PTZ	Fore Street - Opposite Post Office	Hertford	EHDC		No longer Supported	YES	0-12 months	2019

907	MICKY	PTZ	Birchley Green Shops - Junc. Market Street	Hertford				No longer Supported		0-12 months	
908	MICKY	PTZ	Bull Plain - Salisbury Square	Hertford				No longer Supported		0-12 months	
909	MICKY	PTZ	Maidenhead Street - Junc. The Wash	Hertford				No longer Supported		0-12 months	
915	MICKY	PTZ	Fleming Crescent	Hertford				No longer Supported		0-12 months	
916	MICKY	PTZ	St Andrews Street	Hertford				No longer Supported		0-12 months	
917	MICKY	PTZ	Railway Street - Hertford East Train Station	Hertford				No longer Supported		0-12 months	
901	RED VISION	PTZ	Old Cross - Library	Hertford		Hertford TC	Sep-19			5 - 7 years	
903	RED VISION	PTZ	Fore Street - Shire Hall opposite Magistrates Court	Hertford		Hertford TC	Sep-19			5 - 7 years	
906	RED VISION	PTZ	Bus Station - Opposite Lloyds Bank	Hertford		Hertford TC	Sep-19			5 - 7 years	
910	RED VISION	PTZ	St Andrews Street car park- Exit	Hertford			Dec-17			5 - 7 years	
918	RED VISION	PTZ	Parliament sq linked to 902	Hertford			Feb-16			5 - 7 years	
912	RED VISION	PTZ	Hartham Car Park - top	Hertford			Aug-18			5 - 7 years	
913	RED VISION	PTZ	Hartham Car Park - middle	Hertford			Apr-18			5 - 7 years	
914	RED VISION	PTZ	Hartham Car Park - bottom	Hertford			Jul-18			5 - 7 years	
905	RED VISION	PTZ	Fore Street - The Sportsman P/H	Hertford			Jan-19			5 - 7 years	
911	SHOEBOX	PTZ	St Andrews Street car park- Entrance	Hertford					No longer Supported	0-12 months	

303	MICKY	PTZ	Bancroft - Junc. Hermitage Road	Hitchin					No longer Supported		0-12 months	
304	MICKY	PTZ	Brand Street - Junc High Street	Hitchin					No longer Supported		0-12 months	
305	MICKY	PTZ	Market Place - outside Corn Exchange	Hitchin					No longer Supported		0-12 months	
307	MICKY	PTZ	Hermitage Road top - bottom Windmill Hill	Hitchin					No longer Supported		0-12 months	
314	MICKY	PTZ	St Marys car park - Queen Street	Hitchin					No longer Supported		0-12 months	
316	MICKY	PTZ	Station Approach	Hitchin					No longer Supported		0-12 months	
317	MICKY	PTZ	Junction of Nightingale Road	Hitchin					No longer Supported		0-12 months	
300	RED VISION	PTZ	Bancroft - North corner of Fishponds Road	Hitchin			Apr-18			5 - 7 years		
301	RED VISION	PTZ	Bancroft car park - rear Sainsbury's, Bancroft	Hitchin			Mar-18			5 - 7 years		
302	RED VISION	PTZ	Bancroft - Middle	Hitchin			Feb-15			5 - 7 years		
306	RED VISION	PTZ	Market Place - outside Churchgate Shopping Centre	Hitchin			Sep-16			5 - 7 years		
308	RED VISION	PTZ	Queen Mother Theatre car park	Hitchin			Sep-18			5 - 7 years		
309	RED VISION	PTZ	Churchyard - Outside Triangle Café	Hitchin			Sep-16			5 - 7 years		
310	RED VISION	PTZ	Churchyard - Outside Simmons Bakers	Hitchin			Mar-16			5 - 7 years		
311	RED VISION	PTZ	Sun Street	Hitchin			Sep-18			5 - 7 years		
312	RED VISION	PTZ	Bucklesbury - Outside Red Hart P/H	Hitchin			Aug-13			5 - 7 years		
313	RED VISION	PTZ	Biggen Lane car park	Hitchin			Mar-18			5 - 7 years		
315	RED VISION	PTZ	Portmill Lane car park	Hitchin			Sep-16			5 - 7 years		
822	RED VISION	PTZ	Westmill - John Barker Place	Hitchin			Sep-16			5 - 7 years		

411	MICKY	PTZ	Broadway Gardens - North	Letchworth					No longer Supported		0-12 months	
416	MICKY	PTZ	Roof of Council Building	Letchworth					No longer Supported	YES	0-12 months	2019
820	MICKY	PTZ	Grange Estate - Southfields	Letchworth					No longer Supported		0-12 months	
821	MICKY	PTZ	Grange Estate - Rear shops	Letchworth					No longer Supported		0-12 months	
823	MICKY	PTZ	Jackmans - Ivel Court shops	Letchworth					No longer Supported		0-12 months	
824	MICKY	PTZ	Jackmans - Rabourn Way, opposite Ivel Court	Letchworth					No longer Supported		0-12 months	
412	RED VISION	PTZ	Broadway Gardens - South	Letchworth			Jan-18				5 - 7 years	

413	RED VISION	PTZ	Gernon Road	Letchworth	NHDC	Sep-18			5 - 7 years	
414	RED VISION	PTZ	Howard Memorial Hall - Car park	Letchworth	NHDC	Apr-18			5 - 7 years	

689	MICKY	PTZ	Skateboard Park	Potters Bar	HERTSMERE		No longer Supported	YES	0-12 months	2019
691	MICKY	PTZ	Opposite Train station	Potters Bar	HERTSMERE		No longer Supported		0-12 months	
692	MICKY	PTZ	Opposite War Memorial	Potters Bar	HERTSMERE		No longer Supported		0-12 months	

809	MICKY	PTZ	Subway (Burns Road)	Royston	NHDC		No longer Supported		0-12 months	
810	MICKY	PTZ	Lower King Street - Opposite Barracuda P/H	Royston	NHDC		No longer Supported	YES	0-12 months	2019
813	MICKY	PTZ	Corn exchange - Junc A10	Royston	NHDC		No longer Supported	YES	0-12 months	2019
817	MICKY	PTZ	Subway (Brook Road)	Royston	NHDC		No longer Supported		0-12 months	
811	RED VISION	PTZ	Lower High Street	Royston	NHDC	Sep-16			5 - 7 years	
812	RED VISION	PTZ	Upper High Street - Opposite Woolworths	Royston	NHDC	Mar-16			5 - 7 years	
814	RED VISION	PTZ	Market Hill - opposite Angel Pavement	Royston	NHDC	Sep-18			5 - 7 years	
815	RED VISION	PTZ	Fish Hill - Opp NU nightclub	Royston	NHDC	Sep-18			5 - 7 years	
816	RED VISION	PTZ	Council Offices car park	Royston	NHDC	Dec-17			5 - 7 years	
818	STATIC	FV	Subway (West)	Royston	NHDC				5 - 7 years	
819	STATIC	FV	Subway (East)	Royston	NHDC				5 - 7 years	

30	MICKY	PTZ	Car Park, High Street	Stanstead Abbots	EHDC		No longer Supported		0-12 months	
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101	MICKY	PTZ	Corner of Swingate and Danestrete	Stevenage	SBC		No longer Supported		0-12 months	
102	MICKY	PTZ	Danestrete - on top of council offices (roof mount)	Stevenage	SBC		No longer Supported		0-12 months	
103	MICKY	PTZ	Town Square - In front of Wilkinson	Stevenage	SBC		No longer Supported		0-12 months	
109	MICKY	PTZ	Foot ramp to Stevenage Leisure Centre	Stevenage	SBC		No longer Supported		0-12 months	
112	MICKY	PTZ	Danestrete - Plaza junction opposite Matalan	Stevenage	SBC		No longer Supported		0-12 months	
123	MICKY	PTZ	Six hills Way - Opposite ASDA	Stevenage	SBC		No longer Supported		0-12 months	
201	MICKY	PTZ	High Street - North- Outside White Lion P/H	Stevenage	SBC		No longer Supported		0-12 months	
704	MICKY	PTZ	Oval - outside Times Club	Stevenage	SBC		No longer Supported		0-12 months	
730	MICKY	PTZ	Bedwell - rear of shops	Stevenage	SBC		No longer Supported		0-12 months	
732	MICKY	PTZ	Georges Way - Bowes Lyon and Swimming Pool	Stevenage	SBC		No longer Supported		0-12 months	
104	RED VISION	PTZ	Park Place	Stevenage	SBC	Dec-16			5 - 7 years	
105	RED VISION	PTZ	Market Place	Stevenage	SBC	Dec-16			5 - 7 years	
106	RED VISION	PTZ	Corner of leisure centre	Stevenage	SBC	Apr-19			5 - 7 years	
107	RED VISION	PTZ	Lytton Way - Railway North car park	Stevenage	SBC	Feb-15			5 - 7 years	
108	RED VISION	PTZ	Southgate car park - opposite Fire Station	Stevenage	SBC	Feb-15			5 - 7 years	
110	RED VISION	PTZ	Plaza - main entrance	Stevenage	SBC	Mar-15			5 - 7 years	
113	RED VISION	PTZ	Queensway North - in front of Poundland	Stevenage	SBC	Feb-15			5 - 7 years	
116	RED VISION	PTZ	Forum - south car park	Stevenage	SBC	Jul-19			5 - 7 years	
117	RED VISION	PTZ	Forum - service yard rear Tesco and BHS	Stevenage	SBC	Jul-19			5 - 7 years	
118	RED VISION	PTZ	Forum - North car park	Stevenage	SBC	Jul-19			5 - 7 years	
122	RED VISION	PTZ	Outside the Towers flats opposite Cash Converters	Stevenage	SBC	Mar-15			5 - 7 years	
126	RED VISION	PTZ	ALDI Car Park - King George Playing Field	Stevenage	SBC	Mar-15			5 - 7 years	
149	RED VISION	PTZ	Council Depot - Staff Parking, Cavendish / Compton	Stevenage	SBC	Jan-15			5 - 7 years	

150	RED VISION	PTZ	Council Depot - Service Yard	Stevenage	SBC	Jan-15		5 - 7 years	
202	RED VISION	PTZ	High Street - Outside Waitrose	Stevenage	SBC	Mar-15		5 - 7 years	
203	RED VISION	PTZ	Middle Row - Opposite Red Lion P/H	Stevenage	SBC	Apr-18		5 - 7 years	
204	RED VISION	PTZ	High Street - South outside Marquis of Lorne P/H	Stevenage	SBC	Dec-17		5 - 7 years	
205	RED VISION	PTZ	Basils Road car park	Stevenage	SBC	Apr-18		5 - 7 years	
206	RED VISION	PTZ	Primett Road - Junc Drapers Way- Lorry Park	Stevenage	SBC	May-16		5 - 7 years	
207	RED VISION	PTZ	Middle Row - Outside Standing Order P/H	Stevenage	SBC	May-16		5 - 7 years	
208	RED VISION	PTZ	Albert Street Junc. Letchmore Road	Stevenage	SBC	May-16		5 - 7 years	
209	RED VISION	PTZ	Popple Way Shops	Stevenage	SBC	Nov-16		5 - 7 years	
701	RED VISION	PTZ	Hyde - Shephall Way	Stevenage	SBC	Dec-16		5 - 7 years	
702	RED VISION	PTZ	Hyde - outside chip shop	Stevenage	SBC	Nov-16		5 - 7 years	
703	RED VISION	PTZ	Hyde - Oxley Road, rear of shops	Stevenage	SBC	Apr-17		5 - 7 years	
705	RED VISION	PTZ	Oval - Outside council offices	Stevenage	SBC	Mar-16		5 - 7 years	
706	RED VISION	PTZ	St Nicholas Play Centre - Opposite St. Nicholas P/H	Stevenage	SBC	Feb-15		5 - 7 years	
707	RED VISION	PTZ	St Nicholas Play Centre - opposite community centre, rear of shops	Stevenage	SBC	Apr-18		5 - 7 years	
708	RED VISION	PTZ	Glebe - on Chells Way	Stevenage	SBC	Feb-15		5 - 7 years	
709	RED VISION	PTZ	Glebe - Rear of shops	Stevenage	SBC	Mar-16		5 - 7 years	
710	RED VISION	PTZ	Bedwell - Opposite The Poacher P/H	Stevenage	SBC	Mar-16		5 - 7 years	
711	RED VISION	PTZ	Bedwell - Bedwell Crescent Opp' Community centre	Stevenage	SBC	Feb-15		5 - 7 years	
712	RED VISION	PTZ	Marymead - Opposite shops	Stevenage	SBC	Feb-15		5 - 7 years	
713	RED VISION	PTZ	Marymead - Willows Link, rear of shops	Stevenage	SBC	Aug-19		5 - 7 years	
714	RED VISION	PTZ	Shephall - Peartree Pub Valley Way Junc Hydean Way	Stevenage	SBC	Sep-19		5 - 7 years	
715	RED VISION	PTZ	Oval - rear car park	Stevenage	SBC	Mar-19		5 - 7 years	
716	RED VISION	PTZ	Filey Close - Tom Tiddlers P/H	Stevenage	SBC	May-17		5 - 7 years	
717	RED VISION	PTZ	Filey Close - Scarborough Ave shops	Stevenage	SBC	Feb-17		5 - 7 years	
718	RED VISION	PTZ	Glebe - Business Park	Stevenage	SBC	Mar-15		5 - 7 years	
719	RED VISION	PTZ	Glebe - rear car park	Stevenage	SBC	Mar-15		5 - 7 years	
720	RED VISION	PTZ	Mobbsbury Way - shops	Stevenage	SBC	Feb-17		5 - 7 years	
721	RED VISION I.P.	PTZ	Monkswood - Rockingham Way shops, Twin Foxes P/H	Stevenage	SBC	Mar-19		5 - 7 years	
722	RED VISION	PTZ	Chells Way - Opp' Squirrel P/H	Stevenage	SBC	Feb-17		5 - 7 years	
723	RED VISION	PTZ	Oaks Cross - Pied Piper p/h	Stevenage	SBC	Mar-18		5 - 7 years	
724	RED VISION	PTZ	Shephall Way - Burwell Road shops, March Hare P/H	Stevenage	SBC	Jun-17		5 - 7 years	
725	RED VISION	PTZ	Roebuck shops - Broadwater Crescent	Stevenage	SBC	Aug-19		5 - 7 years	
726	RED VISION	PTZ	Archer Road - King Pin shops	Stevenage	SBC	Dec-17		5 - 7 years	
727	RED VISION	PTZ	Almond Tree P/H	Stevenage	SBC	Sep-18		5 - 7 years	
728	RED VISION	PTZ	Emperors Head P/H - rear car park	Stevenage	SBC	May-17		5 - 7 years	
729	RED VISION	PTZ	Emperors Head P/H - Fairlands Way	Stevenage	SBC	Apr-17		5 - 7 years	
750	RED VISION	PTZ	Junction 8 A1M - Corey's Mill	Stevenage	SBC	Aug-18		5 - 7 years	
751	RED VISION	PTZ	Junction 7 A1M - Glaxo Roundabout (ANPR)	Stevenage	SBC	Mar-19		5 - 7 years	
111	STATIC	FV	Danestrete - Plaza walkway (static camera)	Stevenage	SBC			5 - 7 years	
114	STATIC	FV	Leisure Centre Walkway - Railway Station (static cam)	Stevenage	SBC			5 - 7 years	
115	STATIC	FV	Leisure Centre Walkway - Town Centre (static cam)	Stevenage	SBC			5 - 7 years	
120	STATIC	FV	Underpass - Market Place to Museum	Stevenage	SBC			5 - 7 years	



121	STATIC	FV	Underpass - Museum to the Market Place	Stevenage	SBC				5 - 7 years	
124	STATIC	FV	Underpass - ASDA old underpass (static camera)	Stevenage	SBC				5 - 7 years	
125	STATIC	FV	Underpass - ASDA new underpass (static camera)	Stevenage	SBC				5 - 7 years	
127	STATIC	FV	Underpass - Park Place to Blind Gardens (static cam)	Stevenage	SBC				5 - 7 years	
128	STATIC	FV	Underpass - Blind Gardens to Park Place	Stevenage	SBC				5 - 7 years	
129	STATIC	FV	Sensory Garden Subway Facing WC	Stevenage	SBC				5 - 7 years	

50	MICKY	PTZ	Roundabout Watton Road - Wadesmill Rd- Baldock Street	Ware	EHDC		No longer Supported		0-12 months	
51	MICKY	PTZ	Baldock Street - Junc. Priory Street	Ware	EHDC		No longer Supported	YES	0-12 months	2019
52	MICKY	PTZ	Tudor Square - West Street	Ware	EHDC		No longer Supported		0-12 months	
53	MICKY	PTZ	High Street - opposite Church Street leading to Tesco	Ware	EHDC		No longer Supported		0-12 months	
54	MICKY	PTZ	Star Street - opposite Navigator P/H	Ware	EHDC		No longer Supported		0-12 months	
55	MICKY	PTZ	Amwell End- Viaduct Road, leading to Sky Nightclub	Ware	EHDC		No longer Supported		0-12 months	
56	MICKY	PTZ	Amwell End Car Park	Ware	EHDC		No longer Supported		0-12 months	

850	RED VISION		Station Road - Junc London Road	Knebworth	NHDC	Mar-15			5 - 7 years	
851	RED VISION		London Road - Junc St Martins Road nr post office	Knebworth	NHDC	Apr-18			5 - 7 years	

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**CCTV PARTNERSHIP JOINT COMMITTEE  
15 JANUARY 2020**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: UPDATE FROM OFFICER MANAGEMENT BOARD**

REPORT OF THE SERVICE DIRECTOR: RESOURCES

EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT

COUNCIL PRIORITY : PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 To inform the Committee of the work undertaken by the Officer Management Board since the last meeting. This has included completion of the governance work (paragraphs 8.1 to 8.6), a consideration of future revenue and capital expenditure (paragraphs 8.7 to 8.11) and potential changes to cameras by partners (paragraph 8.12).

**2. RECOMMENDATIONS**

- 2.1. That the Committee note the work carried out by the Officer Management Board since the last meeting of the Joint Executive.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1. To keep the Committee informed of the work carried out by the Officer Management Board. This allows the Committee to consider the strategic and policy issues affecting the Partnership.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1. This report highlights the significant issues that could impact on the Partnership. This attempts to find a balance between keeping the Committee informed but not providing too much detail. Operations issues are discussed at the Officer Management Board but to avoid duplication are not covered in this report (e.g. the Control Room move).

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1. The Officer Management Board is made up of the nominated Officer representative from each of the Partner Authorities, as well as the CCTV Partnership Manager.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

## **7. BACKGROUND**

- 7.1. The terms of reference for the Officer Management Board were approved by the Joint Committee at their meeting in June 2019. Those terms of reference detail that the Officer Board should meet at least quarterly. Since the last Joint Executive meeting (in September) the Officer Board have met on two occasions- in October and December.

- 7.2. At the meeting of the Joint Committee in September the Committee approved the following two recommendations that are relevant to this report:

- 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.
- That the Joint Executive notes the progress of the CCTV Officer Management board in concluding the CCTV Governance Review.

- 7.3 At the meeting of the Joint Committee in June the Committee approved the following recommendation that is relevant to this report:

- Approve the reassignment of partner-owned cameras to the CCTV Partnership

## **8. RELEVANT CONSIDERATIONS**

### **CCTV Governance**

- 8.1. In November 2019, the Shared Internal Audit Service issued a follow up final audit report in relation to CCTV Partnership Governance Arrangements. This report found that all the findings that were identified in the audit report in August 2018 had been addressed, as nothing substantial remained outstanding.
- 8.2. East Hertfordshire, Hertsmere and North Hertfordshire still need to update their Constitutions (Stevenage have updated theirs) to reflect the agreed Terms of Reference for the Joint Executive. This is in progress in accordance with the set process for updating the Constitution at each Authority.
- 8.3. The audit report noted that the CCTV Company are due to present their business plan to this meeting.
- 8.4. This therefore confirmed that, as reported to the Joint Committee in September, the governance review had been completed.
- 8.5. The audit report is attached at appendix A.

## Partnership Agreement

- 8.6. Following the approval of the agreement by the Joint Committee in September, the Officer Management Board have completed a final review. This has resulted in two minor changes and a final version has been agreed. This will now be signed by all the Partners.

## Camera Condition and Future Capital Expenditure

- 8.7. The CCTV Partnership Manager provided a list of all the Partner owned cameras, their current status and when they might need to be replaced. A few cameras are already not working and for a further batch it is no longer possible to get spare parts, which means that they might keep operating for a year or more, or they could break very soon and not be repairable. The remaining cameras have an expected useful life of 5 - 7 years.
- 8.8. The decision on when (or if) to replace cameras is a local decision to be made by each of the Partners individually. Although there could be a medium term impact (in line with the Partnership Agreement) on the split of costs if Partners choose to not replace cameras.
- 8.9. The CCTV Partnership Manager was asked to provide an estimate of future capital costs in relation to the Control Room. Given that this is a brand new facility, it is expected that short-term costs will be zero or very low. However Partners will need to plan for costs in the medium to long-term.

## 2020/21 Revenue Budget

- 8.10. The Group Accountant from Stevenage Borough Council presented the draft Partnership budget for 2020/21. The Control Room costs with a comparison to the 2019/20 original budget are shown below:

<b>£000</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Proposed Original Budget</b>
Employees	99	104
Premises	9	9
Transport	10	9
Supplies and Services (including Control Room monitoring contract)	553	561
SBC Management Costs (overheads)	42	35
<b>Total Control Room Costs</b>	<b>713</b>	<b>718</b>

- 8.11. A proportion of the Control Room Costs are charged to the CCTV Company for the capacity that they use. The amount to be charged in 2020/21 for this is lower than was budgeted in 2019/20 as all Partner cameras have now been reassigned to the Partnership, rather than some being charged via the CCTV Company. As detailed in the tables below the Partners will see a reduction in the amounts that they are charged by the CCTV Company.

<b>£000</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Proposed Original Budget</b>
Total Control Room Costs	713	718
Less: Income from CCTV Company	(320)	(237)
<b>Net amount to be charged to Partners</b>	<b>393</b>	<b>481</b>

<b>£000</b>	<b>2019/20 Original Budget</b>			<b>2020/21 Proposed Original Budget</b>		
	<b>Partnership Charge</b>	<b>Company charge</b>	<b>Total Cost</b>	<b>Partnership Charge</b>	<b>Company charge</b>	<b>Total Cost</b>
Stevenage	146	51	197	195	0	195
North Herts	108	19	127	127	0	127
East Herts	85	14	99	100	0	100
Hertsmere	54	3	57	59	0	59
<b>Total</b>	<b>393</b>	<b>87</b>	<b>480</b>	<b>481</b>	<b>0</b>	<b>481</b>

## **Potential Changes**

- 8.12 As detailed in a separate report on this agenda, East Hertfordshire are looking at how they can involve their Town Councils more in the provision and management of CCTV cameras. North Hertfordshire have identified some potential locations for new cameras but being mindful of budget constraints, are going to review the locations of all their cameras and prioritise where they should be located.

## **9. LEGAL IMPLICATIONS**

- 9.1. *The Terms of Reference of the Joint Committee include* “to discuss and agree the strategic and policy issues relating to the jointly owned and operated CCTV Control and Monitoring service (paragraph 11.7.2 (a)).

## **10. FINANCIAL IMPLICATIONS**

- 10.1. The proposed revenue budget for the partnership and partner contributions is detailed in paragraphs 8.10 and 8.11. As detailed in the table in paragraph 8.11 there is not a significant change in the total costs that the Partners will need to pay in 2020/21 (compared to 2019/20).
- 10.2. Paragraphs 8.7 to 8.9 refer to future capital costs in relation to cameras and the control room.

## **11. RISK IMPLICATIONS**

- 11.1. The completion of the governance review in paragraphs 8.1 to 8.5 ensures that there are good controls in place in relation to the operation of the partnership. This helps to manage risk.
- 11.2. Any change to cameras (e.g. number of cameras, management of cameras) by any of the partners has the potential to affect the other partners. The partnership agreement puts conditions in place to try to manage these implications and risks.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. There are no specific equalities implications in relation to this report.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. The Social Value Act and “go local” requirements do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1. There are no direct HR implications arising from this report.

## **15. APPENDICES**

- 15.1. Appendix A - CCTV Partnership Follow-up Audit Report

## **16. CONTACT OFFICERS**

- 16.1. *Ian Couper, Service Director: Resources, [ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk), Phone 01462 464243*

## **17. BACKGROUND PAPERS**

- 17.1. None

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## **Follow Up Final Audit Report**

# **Stevenage Borough Council – Hertfordshire CCTV Partnership Governance Arrangements 2019/20**

**November 2019**

**Issued to:** Rob Gregory – SBC Assistant Director, Communities and Neighbourhoods

**Copied to:  
(Final Only)** Clare Fletcher – SBC Assistant Director, Finance & Estates  
Mary Cormack – SBC Lead Legal Officer  
Isabel Brittain – Head of Strategic Finance & Property, East Herts Council  
Valerie Kane – Community Safety Manager, Hertsmere Borough Council  
Ian Couper – Service Director (Resources), North Herts District Council

**Original Report Date:** August 2018

**Original Assurance:** Limited

**Status of Recommendations:** 9/9 recommendations implemented

**INDEX**

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## **1 Introduction**

- 1.1 Internal Audit provides Stevenage Borough Council with an independent and objective opinion on the organisation's governance arrangements, encompassing internal control and risk management, by completing an annual risk-based internal audit plan. This follow up audit forms part of Stevenage Borough Council's approved 2019/20 Internal Audit Plan.
- 1.2 The Hertfordshire CCTV Partnership commenced operations in 1999 as a formal joint initiative between Stevenage Borough Council and North Herts District Council. CCTV monitoring services initially covered public spaces in Stevenage, Hitchin and Letchworth. Thereafter, East Herts Council and Hertsmere Borough Council joined the CCTV Partnership as formal equal partners, expanding the provision to include surveillance of public spaces in additional towns in the county. More than 600 cameras are now monitored 24 hours a day, 365 days a year from the central control room in Stevenage.
- 1.3 Since 2015, the CCTV Partnership has operated a separate private limited company which is wholly owned by the four partners. The arrangement is designed to enable the CCTV Partnership to trade in the market on a commercial basis, with partners equally sharing the financial risk. Partners benefit if the company generates profits and conversely must absorb any losses.
- 1.4 Governance of the CCTV Partnership is achieved through an established two layered model. The Joint Executive, comprising member representatives from each partner, provides strategic oversight of the overall operation (including the commercial trading business) and is the primary decision maker. The Officer Management Board oversees operational and financial performance, and provides the Joint Executive with information and advice to inform the strategic decision making process.
- 1.5 In August 2018, we issued our report to partners on the governance and financial management arrangements of the CCTV Partnership. The report concluded that limited overall assurance was the appropriate position, as our work indicated significant concerns and potential scope for improvement in nine areas. The associated findings raised were all assigned our high priority level, reflecting the emphasis for appropriate and timely remedial action. Partners accepted the findings and proposed a formal action plan in response to address the shortcomings.
- 1.6 As the lead authority for the CCTV Partnership, Stevenage Borough Council has commissioned us to conduct a follow up audit of the original action plan. Given the significance of the findings being reviewed we have sought to prove, through audit verification testing of available evidence rather than relying on management assurance, that the appropriate actions are complete and embedded.

## **2 Follow Up Conclusion**

- 2.1 Based on the work performed in this follow up audit, we have concluded that appropriate evidence exists to confirm that all nine of the areas highlighted in our original report are now complete. This outcome clearly demonstrates a positive direction of travel and step change in the governance and financial management

arrangements of the CCTV Partnership. The Officer Management Board should be commended for its commitment and diligence in working in collaboration to implement the action plan and in its efforts to provide the Joint Executive with open and transparent reports on progress throughout the period.

- 2.2 The position of the original action plan according to the results of this follow up audit is summarised in the table below.

<b><u>Finding</u></b>	<b><u>Summary Description</u></b>	<b><u>Audit Conclusion</u></b>
1	Governance framework for the CCTV Partnership	Implemented
2	New Partnership Agreement	Implemented
3	New Shareholders Agreement	Implemented
4	ToRs for Joint Executive & Officer Management Board	Implemented
5	Partner constitutional arrangements	Implemented
6	New Business Plan	Implemented *
7	SBC Finance Business Partner support service	Implemented
8	Partner reporting arrangements	Implemented
9	Partner charging arrangements	Implemented





\* Subject to appropriate monitoring arrangements for the new business plan being developed and embedded.

### **3 Audit Commentary**

- 3.1 In regards to the intention that partners will incorporate the revised terms of reference for the Joint Executive into their constitutional arrangements, we note that the only outstanding part of the agreed action is for East Herts Council, Hertsmere Borough Council and North Herts District Council to now finalise the arrangements locally at the appropriate time. On that basis we have concluded that the recommendation is implemented, as the Officer Management Board has overseen that partners have taken all reasonable action. As good practice, we would advise the Officer Management Board to update the Joint Executive once the remaining constitutions have been updated.
- 3.2 Although the new business plan for the company has not yet been to the Joint Executive, we understand directors of the company are scheduled to attend and give a presentation on it to members at the meeting in January 2020. This will technically signal conclusion of the first part of the original action, as the new business plan will have been ratified at the company's annual general meeting and considered by the Joint Executive. There is, however, the need to ensure appropriate monitoring arrangements are established to close off the second part of the original action. We note that there are valid reasons for the delay in achieving the planned and revised target dates for the new business plan, and on consideration we have concluded the Officer Management Board has taken all reasonable steps to achieve implementation. Development of the internal service plan for the CCTV service, separately to the action

plan for the original audit, is a positive step and a clear demonstration of Stevenage Borough Council's commitment for ongoing good governance.

## Appendix A – Definitions of Findings Priorities

Priority Level			Definition
Corporate	<b>Critical</b>		Audit findings which, in the present state, represent a serious risk to the organisation as a whole, i.e. reputation, financial resources and / or compliance with regulations. Management action to implement the appropriate controls is required immediately.
Core Service	<b>High</b>		Audit findings indicate a serious weakness or breakdown in control environment, which, if untreated by management intervention, is highly likely to put achievement of core service objectives at risk. Remedial action is required urgently.
	<b>Medium</b>		Audit findings which, if not treated by appropriate management action, are likely to put achievement of some of the core service objectives at risk. Remedial action is required in a timely manner.
	<b>Low / Advisory</b>		Audit findings indicate opportunities to implement good or best practice, which, if adopted, will enhance the control environment. The appropriate solution should be implemented as soon as is practically possible.

**CCTV PARTNERSHIP JOINT COMMITTEE  
15 JANUARY 2020**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: EAST HERTS CCTV GOVERNANCE REVIEW**

REPORT OF: HEAD OF HOUSING AND HEALTH, EAST HERTS COUNCIL

EXECUTIVE MEMBER: NEIGHBOURHOODS, EAST HERTS COUNCIL

COUNCIL PRIORITY :

**1. EXECUTIVE SUMMARY**

*To inform the Committee of the work which has recently commenced between East Herts Council and the Town Councils for Hertford, Ware and Bishop's Stortford regarding the way CCTV is governed within the district of East Herts. A number of options are being considered, some of which could potentially have implications for the Hertfordshire CCTV Partnership, hence, members of the Joint CCTV Executive Committee are being given an early briefing.*

**2. RECOMMENDATIONS**

- 2.1. That the Committee notes the work being carried out by East Herts Council and the Town Councils of Hertford, Ware and Bishop's Stortford to review the CCTV governance arrangements within the district of East Herts.
- 2.2. That the Officer Management Board be asked to review any emerging options in detail and refer any substantive issues and implications to a future Joint Executive CCTV Committee for consideration.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1. To keep the Committee fully informed of the work recently started in East Herts to review how decisions on the operation and strategic direction of CCTV cameras in Hertford, Ware and Bishop's Stortford town centres is managed and to direct the Officer Management Board to identify any substantive implications for the CCTV Partnership as they emerge and refer these to the Joint Executive CCTV Committee for consideration.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1. To bring final proposals to the Joint Executive CCTV Committee rather than to provide this early briefing – REJECTED as the Officer Management Board believes it is important that members are informed about the deliberations in East Herts at this early stage as, ultimately, specific proposals could have implications for the CCTV Partnership.

## **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1. The Officer Management Board has been kept informed of the work in East Herts by East Herts Council's Head of Housing and Health. This report now seeks to inform the Joint Executive CCTV Committee of the work conducted thus far.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

## **7. BACKGROUND**

- 7.1. Prior to East Herts Council joining the Hertfordshire CCTV Partnership, the cameras in Hertford town centre and some in Ware and Bishop's Stortford were provided and managed by the town councils for those areas. When East Herts Council joined the Partnership, the governance of the cameras was combined and a single charge was levied by Stevenage BC to East Herts Council; this provided all to benefit from economies of scale. Consequently, East Herts Council recharges the town councils in proportion to the number of cameras in each of the towns. Thus, in effect, East Herts Council acts as the umbrella organisation for the town councils.
- 7.2. As time has passed, the details of the governance arrangements within the district of East Herts have become less clear. For example, while not a matter directly for the CCTV Partnership to consider, it is worth noting that there has recently been a lack of clarity within East Herts as to which body(ies) have the ultimate say on camera replacements and the introduction of new cameras. On occasion, this has also proved confusing for the CCTV Service provided by Stevenage BC.
- 7.3. Given this local situation, East Herts Council's Executive Member for Neighbourhoods recently asked that officers of the district council and the three town councils jointly consider options for (re)creating a more direct governance link between the town councils and the CCTV provider for the Partnership, that is, Stevenage BC, with the aim of streamlining decision-making about operational matters, notably camera maintenance and replacement, and more strategic matters including the number and siting of cameras in the town centres.

## **8. RELEVANT CONSIDERATIONS**

### **CCTV Governance in East Herts**

- 8.1. In October 2019, officers of East Herts Council and the Town Councils for Hertford, Ware and Bishop's Stortford met to begin to consider governance options. No firm proposals have yet been made, however, three broad options have emerged. These are discussed in the table below:



Potential option	Pros and cons	Issues for the CCTV Partnership
Status quo	<p>Pros</p> <ul style="list-style-type: none"> <li>Established approach</li> </ul> <p>Cons</p> <ul style="list-style-type: none"> <li>Doesn't address confusion about ultimate responsibility for operational and strategic decisions</li> </ul>	<p>None</p> <p>although some continued possible confusion about decision-making in East Herts that could impact operational matters managed by Stevenage BC</p>
CCTV 'board' established within East Herts to oversee management of CCTV, with East Herts Council remaining a partner of, and East Herts representative to, the Hertfordshire CCTV Partnership	<p>Pros</p> <ul style="list-style-type: none"> <li>Provides a mechanism within East Herts for clarifying decision-making between the different local government tiers</li> <li>Maintains the existing relationship between East Herts Council and the Partnership</li> </ul> <p>Cons</p> <ul style="list-style-type: none"> <li>Retains the current 'distance' between those ultimately responsible for the CCTV in their towns (the town councils) and the CCTV Services provider (Stevenage BC)</li> <li>Retains the need for East Herts Council to recharge the town councils, a mechanism that could otherwise be simplified</li> </ul>	<p>None</p> <p>although it is likely that potential confusion for Stevenage BC about decision-making in East Herts would be removed as East Herts Council would be able to give a clear view formed collectively by the East Herts CCTV 'board'</p>
A direct contractual relationship is formed between the town councils and the CCTV Partnership	<p>Pros</p> <ul style="list-style-type: none"> <li>Provides a direct relationship between those ultimately responsible for the CCTV in their towns (the town councils) and the CCTV Services provider (Stevenage BC)</li> <li>Removes the need to recharge between East Herts Council and the town councils</li> </ul> <p>Cons</p> <ul style="list-style-type: none"> <li>Adds to the number of contractual relationships to be managed by the CCTV Partnership and, in particular, Stevenage BC</li> <li>Could bring into question East Herts Council's membership of the CCTV Partnership (although the district council could remain a client/partner by virtue of its own cameras) which could possible impact more broadly on the Partnership</li> </ul>	<p>Depending on the nature of any new relationships agreed between the town councils and the CCTV Partnership, this option could have implications for the workload of the CCTV Services provider (Stevenage BC) and the governance of the Partnership (including legal and financial implications)</p>

- 8.2. The Officer Management Board briefly considered the emerging options at its meeting on 9<sup>th</sup> December 2019. The Board, and East Herts Council more specifically, recognises that amended governance arrangements within East Herts *could* potentially have wider implications for other Partnership members. Therefore, the Officer Management Board is recommending the Joint CCTV Executive Committee requests that the Board reviews any options in detail as they emerge and refers any substantive issues and implications to a future Joint Executive CCTV Committee for consideration.

## **9. LEGAL IMPLICATIONS**

- 9.1. The Terms of Reference for the Joint CCTV Partnership Committee afford members the responsibility *'To discuss and agree the strategic and policy issues relating to the jointly owned and operated CCTV Control Room and Monitoring Service'*. While the matters discussed in this report do not have any immediate legal implications, the review currently underway in East Herts has the potential to impact on the wider working of the Partnership and so it is appropriate to brief members at this stage.
- 9.2. Any future proposals regarding the governance of CCTV in East Herts that could potentially have substantive implications for the Partnership will be brought to a future Committee meeting. Legal advice will be provided at the time as appropriate. It is to be expected that East Herts Council will only decide whether or not to proceed with any future proposals having taken into account its legal obligations under the existing Partnership Agreement and related documentation.

## **10. FINANCIAL IMPLICATIONS**

- 10.1. There are no financial implications for the CCTV Partnership arising simply from the governance review taking place in East Herts.
- 10.2. Any future proposals regarding the governance of CCTV in East Herts that could potentially have substantive implications for the Partnership will be brought to a future Committee meeting. Financial advice will be provided at the time as appropriate. It is to be expected that East Herts Council will only decide whether or not to proceed with any future proposals having taken into account its financial obligations under the existing Partnership Agreement and related documentation.

## **11. RISK IMPLICATIONS**

- 11.1. None arising directly from this report.
- 11.2. It is noted, however, that any change to cameras, including the number of cameras and management and governance of those cameras, by any of the partners has the potential to affect the other partners. The Partnership Agreement puts conditions in place to try to manage these implications and risks.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2. There are no specific equalities implications in relation to this report.

**13. SOCIAL VALUE IMPLICATIONS**

13.1. The Social Value Act and “go local” requirements do not apply to this report.

**14. HUMAN RESOURCE IMPLICATIONS**

14.1. There are no direct HR implications arising from this report.

**15. APPENDICES**

15.1. None.

**16. CONTACT OFFICERS**

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**17. BACKGROUND PAPERS**

17.1. None

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