

**Meeting** CCTV Joint Executive  
**Portfolio Area** Community and Community Safety  
**Date** 29 March 2018



## HERTFORDSHIRE CCTV PARTNERSHIP GOVERNANCE REVIEW

### KEY DECISION

#### 1 PURPOSE

- 1.1 This report outlines the recommendation of a governance review following the questions raised by Members of the CCTV Joint Executive. If Members are in agreement, the review will begin with an internal audit in April to report back to the next meeting of the Joint Executive.

#### 2 RECOMMENDATIONS

- 2.1 To approve a governance review of the Hertfordshire CCTV Partnership and CCTV Company; and
- 2.2 To approve the undertaking of an audit of current governance arrangements to commence in April 2018.

#### 3 BACKGROUND

- 3.1 The Hertfordshire CCTV Partnership was established between North Herts District Council and Stevenage Borough Council in 1996. The partnership expanded to include East Herts District Council in 2006 and Hertsmere Borough Council in 2010 and today includes 167 public realm CCTV sites (cameras) operated from a control room at Swingate House, owned by Stevenage Borough Council.

- 3.2 In 2014, a company was established to drive further commercial opportunities. The company is owned by the members of the partnership where each member is a shareholder and appoints a Director to the Board and a Shareholder Representative.

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

- 4.1 At its meeting on 19 February, the CCTV Joint Executive raised a number of questions in relation to the governance of the CCTV Partnership and the governance relationship with the Company. A subsequent list of governance questions was sent to the Chief Executive of Stevenage Borough Council on 26 February. These were responded to by Stevenage Borough Council on 19 March. A copy of this response is included as a background document and the requested attachments are contained as appendices to this report.
- 4.2 Given the extent of issues raised by the Joint Executive members, it is recommended that a governance review is undertaken in relation to the Hertfordshire CCTV Partnership and Hertfordshire CCTV Company.
- 4.3 It is proposed that the Governance Review begins with an internal audit conducted through the SIAS partnership. Stevenage Borough Council has already allocated ten days to this process to commence in April. If Members of the CCTV Joint Executive are in agreement, the audit will focus on governance, with particular regard to governing documents, schemes of delegation and financial processes. Members may wish to add additional lines of enquiry at the meeting. The findings from the internal audit will inform a number of recommendations for the CCTV Joint Executive to consider.
- 4.4 The Chairman of the CCTV Company has been consulted on this recommendation and is supportive that the audit covers both the CCTV partnership and the Company.

#### **5 IMPLICATIONS**

##### **Financial Implications**

- 5.1 The costs associated with the planned internal audit will be met by Stevenage Borough Council.

##### **5.2 Legal Implications**

- 5.3 The Governance Review will need to consider legal implications to both the structure and form of the partnership and company. Stevenage Borough Council's Legal Services has been consulted on this review and will work with the CCTV Joint Executive to implement recommended governance changes as appropriate.

### **Risk Implications**

- 5.4 The Assistant Director for Communities and Neighbourhoods has been assigned by the Chief Executive of Stevenage Borough Council to facilitate this Governance Review and mitigate identified risks that may impact upon any of the immediate operations of the CCTV Partnership.

### **Staffing Implications**

- 5.5 The Governance Review may inform future staffing implications.

### **Service Delivery Implications**

- 5.6 The Governance Review should lead to more effective governance arrangements to underpin improved service delivery.

### **Community Safety Implications**

- 5.7 CCTV provides a key community safety function across the partnership. Changes to the operation and management of the CCTV partnership following the governance review should pay reference to these.

### Background Documents

- BD1 Questions Raised and Responses Given

### **APPENDICES**

- A Articles of Association – Hertfordshire CCTV Company  
B Shareholder Agreement – Hertfordshire CCTV Company