

26/08/2022

Our Ref CCTV Partnership Joint  
Executive/05.09.22  
Contact. Committee Services  
Direct Dial. (01462) 474655  
Email. [committee.services@north-herts.gov.uk](mailto:committee.services@north-herts.gov.uk)

To: Members of the Committee:

North Hertfordshire Council: Councillor Ian Albert, Councillor Judi Billing MBE and Councillor Keith Hoskins MBE

East Herts District Council: Councillors: Peter Boylan, Geoffrey Williamson and Jeff Jones

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, GERON ROAD, LETCHWORTH GARDEN CITY**

On

**MONDAY, 5TH SEPTEMBER, 2022 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 CHAIR</b>	
<b>2. APOLOGIES FOR ABSENCE</b>	
<b>3. MINUTES - 21 MARCH 2022</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 21 March 2022	(Pages 5 - 12)
<b>4. CHAIR'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 Chair 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. CCTV OPERATIONS REPORT</b>	(Pages 13 - 58)
<b>6. CCTV OFFICER MANAGEMENT BOARD REPORT</b>	(Pages 59 - 64)

This page is intentionally left blank

## STEVENAGE BOROUGH COUNCIL

### JOINT CCTV EXECUTIVE MINUTES

Date: Monday, 21 March 2022

Time: 6.00pm

Place: Council Chamber, Daneshill House, Danestrete, Stevenage

**Present:** Councillors:  
**Stevenage Borough Council:** Jackie Hollywell (Chair), Richard Henry and Mrs Joan Lloyd  
**Hertsmere Borough Council:** Pervez Choudhury  
**East Herts District Council:** Peter Boylan and Geoffrey Williamson  
**North Herts District Council:** Ian Albert and Sam North

**Start / End** Start Time: 06:00 pm  
**Time:** End Time: 07:16 pm

#### 1 APPOINTMENT OF CHAIR

It was moved by Councillor Mrs Joan Lloyd and seconded by Councillor Peter Boylan that Councillor Jackie Hollywell be appointed Chair for the meeting. After being put to the meeting and a vote taken, the motion was declared carried.

At this juncture, Members and officers paid tribute to Councillor Paul Clark by observing a moment of silence in his remembrance.

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

Apologies for absence were received from Councillors Alexander Curtis, Jeremy Newmark and Judi Billing.

There were no declarations of interest.

#### 3 MINUTES - CCTV COMMITTEE - 18 NOVEMBER 2021

It was **RESOLVED** that the minutes of the Joint CCTV Executive meeting held on Thursday 18 November 2021 be approved as a correct record and signed by the Chair.

#### 4 CCTV OPERATIONS AND PERFORMANCE REPORT

The Community Safety Manager for Stevenage Borough Council (SBC) presented a report in relation to the CCTV operations and performance. She outlined the performance and work of the CCTV Control Room to date and the emerging priorities for 2022/23. The overview of the CCTV performance was reported to the Committee as part of the agreed cycle for CCTV governance.

She advised Members that the following operational objectives had been agreed during the 2021/22 review.

- Intelligence – to have a better understanding of the requirements and needs of partners in respect of the use of CCTV and how it relates to tackling crimes and ASB.
- Expand the partnership – to meet with other districts to discuss their CCTV requirements and expand partnership.
- Communication – to communicate with partners, members of the public and governing bodies to reassure safety in and around the areas covered by CCTV provision.

She further advised Members on the necessity to continue to improve CCTV operations and a number of activities taken forward by the partnership as the following:

- An Operational Action Plan has been identified to ensure partner requirements were progressed in a timely and managed accordingly. The Action Plan was a 'live' document and assessed regularly by CCTV Partnership Officers Board. The Plan was currently in the draft stage and was due to be completed in April 2022.
- Hertsmere Borough Council secured a successful bid to the Safer Streets Fund.
- A close working relationship with police had been established regarding the Digital Asset Management System Project which was a cloud-based link between the police downloading suite and the Force Control Room.
- The Partnership had not received any application for RIPAs since the last report to the Joint Executive in November 2021.
- There had been no Data Protection Act/GDPR breaches or complaints.
- The Partnership had appointed 4 further Data Controllers to ensure greater resilience regarding urgent viewing requests; previously the Partnership had only one. All Data Controllers would receive a BTEC and Level 3 qualifications.
- A customer feedback process had been established, and satisfaction survey had been formatted. The survey would be completed by partners, Members and members of the public. The feedback would identify improvements for the future operations and performance.
- The CCTV Inspector programme had been re-established and invited resident volunteers to undergo appropriate vetting and training to undertake spot checks on CCTV operations and compliance in line with the Code of Practice. The programme stopped during the pandemic and the service would undertake a recruitment drive to attract new inspectors.
- The CCTV team had completed training around GDPR, safeguarding, domestic abuse awareness, hate crimes and Prevent during 2021/22.
- A revised performance dashboard had been prepared to enable district partners to better assess incident and crime trends.

In response to a question from a Member, the Community Safety Manager (SBC)

advised that the Control Room was set up in an efficient way for the police to receive information, and was for the police to do their investigation on how they prioritise cases.

Officers would look at Post Event Viewing category regarding historical incidents to ensure it was easier to understand, and does not duplicate incidents.

Members were informed that there had been a historical arrangement for the partnership to have resident inspectors, and this was an additional community engagement measure to reassure members of the public. The arrangements were ceased during the Covid19 pandemic, and this was now on the Officers radar to recruit and vet resident volunteers to do spot checks.

It was **RESOLVED**:

- That the Committee noted the performance of the CCTV partnership to date and noted the outcomes as documented, together with the priorities for the CCTV Action Plan 2022/23.
- The Committee approved the implementation of a new performance dashboard.

5 **URGENT PART 1 BUSINESS**

None.

9 **URGENT PART II BUSINESS**

None.

**CHAIR**

This page is intentionally left blank



By virtue of paragraph(s) 1, 2, 3, 4, 5, 6a, 6b, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

**Hertfordshire CCTV Partnership Joint Executive  
5th September 2022**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: CCTV Operations Report**

**REPORT OF: CCTV Operations Manager, Stevenage Borough Council**

**EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT**

**COUNCIL PRIORITY: A BRIGHTER FUTURE TOGETHER**

**1. EXECUTIVE SUMMARY**

1.1 To outline the performance and work of the CCTV Control Room to date and the emerging priorities for 2022/23

**2. RECOMMENDATIONS**

The Joint Executive is asked to:

2.1 Note the performance of the CCTV Partnership to date and note the outcomes as documented.

2.2 Approve the changes to the Codes of Practice to reflect the updates for the new Monitoring Contractors.

**3. REASONS FOR RECOMMENDATIONS**

3.1 To provide the Joint Executive with an update on CCTV performance and issues related to CCTV operations. To seek approval to changes to the Codes of Practice.

**4. ALTERNATIVE OPTIONS CONSIDERED**

4.1 None, this report is in accordance with the terms of reference of the Joint Executive.

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

5.1 None, the Joint Executive is the opportunity to discuss partnership performance and issues.

**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 following operational objectives were agreed in 2021/22 and will continue for 2022/23:

1. **Intelligence** - To have a better understanding of the requirements and needs of partners in respect of the use of CCTV and how it relates to tackling crime and ASB.
2. **Expand the Partnership** - To meet with other districts to discuss their CCTV requirements and expand the partnership.
3. **Communications** - To communicate with partners, members of the public and governing bodies to reassure safety in and around the areas/locations covered by our CCTV provision.

## 8. RELEVANT CONSIDERATIONS

- 8.1 Security Services Group Ltd ,(SSG ),are now embedded as the CCTV control room contractors following the re-procurement of the monitoring contract. Operational performance management arrangements have been established as part of the contract. A review of The Code of Practice 2022/23 took place following the change in the CCTV control room contractors; The update is clause 14, which shows the full name and address of the control room contractors. The document has been added to the website A copy has been added to this report as Appendix A
- 8.2 Bishop Stortford, Hertford, and Ware Town Councils have confirmed that they will continue to be part of the Partnership, via East Herts District Council, after completing an exercise to test the CCTV market and the value for money achieved through the partnership.
- 8.3 The Control Room continues to expand, the partnership currently monitors 609 cameras 175 of those are public cameras monitored pro-actively and 434 are monitored reactively..
- 8.4 Officers continue to liaise with police colleagues regarding the Digital Asset Management System project which is a cloud-based link between the Police Downloading suite and the Force Control Room. Officers will continue to meet with the police to assist with their digital ambitions.
- 8.5 The Partnership has received one application for RIPA since the Joint Executive meeting in March 2022. The RIPA was for the Stevenage area and was part of a police/council led operation.
- 8.6 There have been recently a number of mobile cameras purchased within the partnership over the last few months. The Control Room now manages 54 re deployable units. A full breakdown can be provided for each district if required...
- 8.7 There have been no Data Protection Act/GDPR breaches or complaints since the Executive Board in March 2022
- 8.8 A statistical overview of the data collected by the control room for Q1 2022/23 can be seen at Appendix B. The data collection shows that there has been an increase of 78

incidents compared to 2020-21. Overall ASB is the biggest incident reported followed by concern for welfare.

- 8.9 A review has commenced regarding the recharging cost for the monitoring and overheads associated with the management of CCTV for each district. The breakdown will consider both re-active and pro-active monitoring requirements of each district.
- 8.10 An inventory of capital equipment located in the control room has been completed and a forecast for end of life has been included to assist with future planning for capital funding.

## **9. LEGAL IMPLICATIONS**

- 9.1. There are no legal implication arising from this report and the report is delivered in line with the CCTV Code of Practice.
- 9.2. The terms of reference for the Joint Executive include “to deal with all matters defined under the CCTV ‘Code of Practice’ as the responsibility of the CCTV Joint Executive Committee”, “to consider operations and performance reports from the CCTV Operations Manager” and “to consider and agree changes to the CCTV ‘Code of Practice’ “.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no direct financial implications arising from this report. As detailed in paragraph 8.10, a capital forecast has been completed. Each partner Council should consider adding their share to their respective capital programmes.

## **11. RISK IMPLICATIONS**

- 11.1 Operational risks relating to reliance on one data controller for CCTV have been further mitigated by training other members of the Stevenage Community Safety team
- 11.2 An up-to-date CCTV Code of Practice ensures risks are appropriately reduced through robust operational governance.
- 11.3 An internal operational audit has been programmed for quarter 3 2022/23.

## **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 equalities implications arising from this report.

## **13. SOCIAL VALUE IMPLICATIONS**

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

**14. ENVIRONMENTAL IMPLICATIONS**

14.1 There are no known Environmental impacts or requirements that apply to this report.

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 Paragraph 11.1 refers to additional training for members of the Stevenage Community Safety Team. There are no other HR implications arising from this report.

**16. APPENDICES**

- 16.1 A Codes of Practice
- B Q1 2022/23 Partnership Stats.

**17. CONTACT OFFICERS**

Sara Pateman – Community Safety Manager, SBC.  
[sarah.pateman@stevenage.gov.uk](mailto:sarah.pateman@stevenage.gov.uk) - 01438 242666

Rob Gregory – AD – Communities & Neighbourhoods, SBC.  
[rob.gregory@stevenage.gov.uk](mailto:rob.gregory@stevenage.gov.uk) – 01438 242568

Mike Read – Herts CCTV Operations Manager  
[mike.read@stevenage.gov.uk](mailto:mike.read@stevenage.gov.uk) - 01438 242814

**18. BACKGROUND PAPERS**

18.1 None



**HERTFORDSHIRE**  
**CCTV**  
 PARTNERSHIP

# HERTFORDSHIRE CCTV PARTNERSHIP

## OPERATIONAL CODE OF PRACTICE

CCTV Code of Practice May 2022

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE**  
**CCTV**  
 PARTNERSHIP

## Contents

1. INTRODUCTION.....	3
2. TERMS AND REFERENCES.....	5
3. THE PURPOSE STATEMENT .....	7
4. PRIVACY.....	7
5. DATA PROTECTION.....	8
6. REGULATION OF INVESTIGATORY POWERS.....	8
7. DATA PROTECTION CODE OF PRACTICE FOR SURVEILLANCE CAMERAS .....	9
8. OTHER LEGISLATION .....	9
9. CHANGES TO THIS CODE .....	9
10. PUBLIC INFORMATION.....	10
11. RESIDENTIAL PROPERTY.....	10
12. ASSESSMENT OF THE NETWORK.....	10
13. MAINTENANCE OF THE SYSTEM .....	11
14. CONTRACTORS.....	12
15. AIMS AND OBJECTIVES.....	13
16. REPORTING AND EVALUATION .....	14
17. PERMITTED USES OF THE CCTV SYSTEM.....	15
18. EXCLUSIONS .....	15
19. COMPLIANCE WITH THE CODE .....	16
20. BREACHES OF THE CODE.....	17
21. CONTROL ROOM OPERATIONS AND MANAGEMENT .....	17
22. INDEPENDENT INSPECTORS.....	18
23. COMPLAINTS.....	19
24. RECORDED MATERIAL.....	20
25. PHOTOGRAPHS, STILL PRINTS AND OTHER INFORMATION.....	21

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022





# HERTFORDSHIRE CCTV PARTNERSHIP

## 1. INTRODUCTION

Hertfordshire CCTV Partnership has installed a comprehensive CCTV surveillance system and is run by SBC, NHDC, EHDC and HBC which covers key locations, namely town centre areas and associated car parks, play centres, sheltered and supported housing in Stevenage, Hitchin, Letchworth, Baldock, Royston, Knebworth, Hertford, Bishop Stortford, Ware, Stanstead Abbots, Borehamwood, Bushey, Potters Bar, Biggleswade, and Shefford.

The Hertfordshire CCTV Partnership’s mission is to provide a professional and efficient CCTV service to inspire public confidence by ensuring that all Public Area CCTV systems which are linked to the Hertfordshire CCTV Partnership Control Monitoring Room are operated in a manner that will secure their consistent effectiveness in the following aims:

Deter and assist in the detection of crime and anti-social behaviour.

Reduce the fear of crime and anti-social behaviour.

Deter or reduce incidents of environmental crime.

Improving the safety and security of residents, visitors, and the business community.

Facilitate the prosecution providing evidence of offenders in both crime and public order offences.

The CCTV Control Room is monitored 24 hours per day each day of the year. Associated Police Control Rooms and other authorised users are given direct 24-hour access to the system.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



# HERTFORDSHIRE CCTV PARTNERSHIP

Day to day management, co-ordination and overseeing the HCCTVP will be undertaken by the CCTV Operations Manager who is directly employed and funded by the CCTV Partners.

The CCTV Operations Manager will be directly responsible to The Management Board who will, in turn, be responsible to the Executive Board.

This Code of Practice has been arranged in agreement with the stakeholders and the Police. It provides a clear statement of the purpose of the scheme gives guidance on the operation and management of the systems IT and provides a method by which the Public can make representations to HCCTVP about issues raised in relation to the use and installations of CCTV.

All recorded material is owned by HCCTVP and will be subject to the Data Protection Act 1998, the Data Protection 2018 subject to Royal Assent, the General Data Protection Regulation 2018, and the Regulation of Investigatory Powers Act 2000.

---

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



# HERTFORDSHIRE CCTV PARTNERSHIP

## 2. TERMS AND REFERENCES

In this Code of Practice, the following expressions shall have the meanings hereby assigned to the: -

**‘BSIA’** means British Security Industry Association.

**‘CCTV’** means Closed- Circuit Television

**‘CCTV Operations Manager’** means the person responsible for the overall management of the CCTV system and to oversee the companies contracted to provide the Monitoring and Maintenance services.

**‘CCTV Operators’** means the persons authorised and responsible for watching, controlling and the recording of pictures produced by the CCTV cameras.

**‘CMR’**, means the CCTV Control and Monitoring Room which is under the control of the Hertfordshire CCTV Partnership.

**‘DATA’** includes personal Data, and all other processed information which is in the possession of the Data Controller which relates to property; or an individual or group of individuals who can be identified; which are processed by means of CCTV equipment operating automatically to further the objectives

**‘DATA CONTROLLER’** means the person who determines the purpose for and the manner in which personal data is, or will be, processed or disclosed. The CCTV Manager holds the post within the Hertfordshire CCTV Partnership

**‘DATA PROCESSOR’** means a Supplier contracted / authorised by the Data Controller to process the data.

**‘DATA SUBJECT’** means an individual making a Data Subject Access Request

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE**  
**CCTV**  
 PARTNERSHIP

**‘DPA’** means the Data Protection Act 1998.

**‘EHDC’** means East Hertfordshire District Council

**‘GDPR’** means General Data Protection Regulation 2018

**‘HBC’** means Hertsmere Borough Council.

**‘HCCTVP’** means Hertfordshire CCTV Partnership

**‘HRA’** means Human Rights Act 1998

**‘NHDC’** means North Hertfordshire District Council.

**‘PACE’** means The Police and Criminal Evidence Act 1984.

**‘PARTNERSHIP’** means Stevenage Borough Council, North Hertfordshire District Council, East Hertfordshire District Council and Hertsmere Borough Council.

**‘PIA’** means Privacy Impact Assessment

**‘POLICE CONTROL ROOM’** means the Police Command and Control facility provided by the Hertfordshire Constabulary.

**‘POFA’** means the Protection of Freedoms Act 2012

**‘RIPA’** means Regulation of Investigatory Powers Act 2000

**‘SBC’** means Stevenage Borough Council.

---

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



# HERTFORDSHIRE CCTV PARTNERSHIP

## 3. THE PURPOSE STATEMENT

*‘The Code of Practice is to regulate the operation of the HCCTV Partnership public space CCTV systems operating within Hertfordshire, Bedfordshire and South Cambridgeshire, it sets out the rules to be observed by the Partnership, its Members, employees, contractors, and the Police involved in the management, operation and administration of the CCTV system in place’.*

## 4. PRIVACY

*The HCCTV Partnership supports the individual’s right of privacy and will insist that all agencies involved in the provision and use of public CCTV systems connected to the CMR accept this fundamental principle as being paramount.*

Every consideration will be given to the right of the general public to go about their daily business with minimum loss of privacy. Total privacy cannot be guaranteed within CCTV surveillance area; however, the cameras will not be used to unduly monitor persons going about their lawful business. It is inevitable that individuals could be caught on camera briefly during general surveillance, but persons will only be specifically monitored for any length of time if there is suspicion or knowledge that an offence may have occurred or be about to occur. In such an event, the CCTV Operator will log the incident giving reason for the monitoring of the individual. CCTV Operators must be able to justify their actions.

The CCTV system will be used for the provision of recordings for evidential purposes to the Police and other bodies having prosecution powers, such as Custom & Excise or the Health & Safety Executive. In some instances, the

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022





# HERTFORDSHIRE CCTV PARTNERSHIP

system will be used for the investigation of specific matters of a different type such as solicitors or insurance companies for road traffic incidents.

## 5. DATA PROTECTION

HCCTVP has an obligation to comply with the requirements of the DPA 1998 and the DPA – CCTV Codes of Practice 2008 and the General Data Protection Act 2018, (GDPR). The HCCTVP system is registered with the Office of the Data Protection Commissioner as a system with joint users and the CCTV Operations Manager is nominated as the Data Controller as required under the Act.

The Operations Manager is named as the Single Point of Contact, (SPOC), responsible for compliance and relevant legal obligations within the HCCTVP.

## 6. REGULATION OF INVESTIGATORY POWERS

The RIPA is to ensure that investigatory powers of the intelligence services are used in accordance with the Human Rights Act 1998. A working protocol for all internal and external requests for “Directed Surveillance” has been approved by the HCCTVP Executive Board members and is contained in the CCTV Control Room Assignment Instructions

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE  
CCTV  
PARTNERSHIP**

**7. DATA PROTECTION CODE OF PRACTICE FOR SURVEILLANCE CAMERAS**

Principle 2 of the Surveillance Code of Practice states that the use of a surveillance camera system must consider the effect on individuals and their privacy. A PIA on each camera has therefore been undertaken and will be reviewed annually which include the POFA 2012, the HRA 1998 and Data Protection Legislation.

**8. OTHER LEGISLATION**

The CCTV system complies with the Airwave Service Code of Practice and holds the necessary TEA2 User Sub Licence. HCCTVP has conducted the 12 Guiding Principles in accordance with the requirements.

**9. CHANGES TO THIS CODE**

Any major change to this code will only take place after full consultation has been undertaken with the relevant interested bodies/groups and upon full agreement of the Partnership.

This Code of Practice and any subsequent amendments will be made available for public examination by the Operations Manager and is available on the website: - [www.hertfordshirecctv.co.uk](http://www.hertfordshirecctv.co.uk).

The Code of Practice will be subject to regular reviews at least annually.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



# HERTFORDSHIRE CCTV PARTNERSHIP

## 10. PUBLIC INFORMATION

Cameras should not be hidden but should be placed on public view. Signage that CCTV cameras are operating will be placed in and around the surveillance area in locations visible to the general public.

The HCCTVP Annual Report will be published on the website following approval of the relevant board.

## 11. RESIDENTIAL PROPERTY

The network will operate in the manner that is sensitive to the privacy of people residing and working in surveillance area. The cameras will only view public areas and not look through windows/doors of private premises.

Pixilation will be overlaid to ensure that this is the case. Exceptions to this may be made when RIPA authorisation is in place or in response to a request by the police when a crime is believed to be taking place.

## 12. ASSESSMENT OF THE NETWORK

The CCTV Operations Manager is responsible for ensuring that the CCTV network is fully functioning and working to the operational requirements. Regular reviews on cameras and faults will be standard and faulty cameras that become beyond economical repair will be replaced.

Evaluation of the Network will include data on the following performance stats from our database such as: -

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022





# HERTFORDSHIRE CCTV PARTNERSHIP

- Number of incidents per camera / town / desk
- Number of arrests per camera / town
- Comparison to previous years data
- Engineer’s fault report
- Engineer’s fault history for a specific camera

### 13. MAINTENANCE OF THE SYSTEM

Owners of CCTV Systems covered by this code must maintain their system to a high standard of operating efficiency using experienced and competent specialist maintenance engineers by means of an appropriate maintenance contract.

No part of the system shall be left inoperative for any reason, other than for the purpose of its maintenance or repair and all such works must be carried out extensively.

All camera faults to be electronically recorded by a CCTV operator.

Any camera disconnected from the system shall be immediately removed from public view.

The Data Processors will be responsible to the Data Controller / Operations Manager

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE  
CCTV  
PARTNERSHIP**

**14. CONTRACTORS**

The names and addresses of the CMR services contractor and the CCTV Equipment Maintenance Contractors are as follows: -

**Control and Monitoring Room Operations Contractors**

Support Services Group Ltd  
Unit 5 Stanton Gate  
49 Mawney Road  
Romford  
London.  
RM7 7HL

**CCTV System Equipment Servicing Contractor**

Eurovia Infrastructure Limited  
Albion House  
Springfield Road  
Horsham  
West Sussex  
RH12 2RW

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE**  
**CCTV**  
 PARTNERSHIP

**15. AIMS AND OBJECTIVES**

The aims and objectives of the Code of Practice are: -

- To operate the CCTV System in a manner which respects an individual’s right to privacy.
- To set operational standards and criteria that will generate public confidence.
- To strictly control the access of viewed and recorded material and to ensure that all such material is used only for its intended legitimate purpose.
- To set out clearly the management and administration arrangements that governs the operation of the system.
- To improve public safety and enhance the general public’s perception of safety
- To improve commercial confidence.
- To assist emergency services.
- To assist the police with the more efficient deployment of resources.
- To assist in supporting civil proceedings that will help detect crime.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE  
CCTV  
PARTNERSHIP**

**16. REPORTING AND EVALUATION**

All significant activities, operations, evidence, incidents, and fault reporting in the CMR will be recorded.

CCTV operators will keep a record all arrests and notable incidents that have been assisted by the use of the public CCTV system.

Monthly reports shall be presented on the HCCTVP website to show the number of recorded incidents by location, date, type, arrest etc.

Each owner will be presented with a management report comprising of the number of incidents and faults recorded each quarter.

Personal Data shall be processed fairly and lawfully.

Personal Data shall be accurate and where necessary kept up to date.

Personal Data shall be processed lawfully under GDPR Article 6 and 9 fairly and in a transparent manner in relation to individuals.

Process data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE**  
**CCTV**  
 PARTNERSHIP

**17. PERMITTED USES OF THE CCTV SYSTEM**

Subject to permitted use modifications agreed in accordance with the procedures set out in this Code of Practice, the use of any CCTV system(s) connected to the HCCTVP CMR shall be restricted to the following general purposes: -

- To assist the prevention and detection of crime and offences assisting the police with the efficient deployment of resources for the purpose of deterring crime and apprehending criminals.
- The provision of supplying evidence for the prosecution of criminals
- To assist the tracking and apprehension of persons who are suspected of having committed a criminal offence.
- To assist the identification and compilation of information that can be used to ensure the safety of the general public.
- To assist the Fire, and Ambulance and civil emergency services with the efficient deployment of their resources to deal with emergencies.
- To assist the management and efficiency of public services in the area of CCTV coverage.

**18. EXCLUSIONS**

Any public CCTV system connected to the jointly managed CMR will not be used to obtain recorded evidence to prosecute minor street offences unless accompanied by a more serious offence or unless it is of a nature which causes public danger or nuisance.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022





# HERTFORDSHIRE CCTV PARTNERSHIP

## 19. COMPLIANCE WITH THE CODE

All owners, CCTV Operators and users of the CCTV systems connected to the CMR shall be required to give a formal undertaking that they will comply with this Code of Practice and act in good faith with regard to the basic principles which it embodies.

All such owners, CCTV Operators and users shall comply with this requirement by signing a copy of a Code of Practice compliance declaration.

All owners, CCTV Operators, users, and any visitors to the CMR will be required to sign a formal confidentiality declaration that they will treat any viewed and / or written material as being strictly confidential and that they undertake not to divulge it to any other person.

All visitors will be required, upon arrival, to sign in a Visitors Book and sign out on departure and to be kept by the CMR Operators and management.

The CCTV Manager is authorised to decide on behalf of the HCCTVP as to who can have access to the control room. This will normally be:

1. Staff employed to operate the control room
2. Authorised Police Officers to carry out downloads.
3. Police Officers collecting recorded media being considered or used for evidential purpose.
4. Maintenance contractors by prior arrangement
5. Only those persons with a legitimate purpose will be permitted access to the CMR, such as cleaners and SBC facilities staff.
6. The Independent Inspectors appointed under the Code of Practice may visit the CMR without prior appointment.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE  
CCTV  
PARTNERSHIP**

**20. BREACHES OF THE CODE**

Breaches of the Code of Practice will be investigated by a Senior Officer of the Partnership who is not directly involved in the management of the CCTV service. The findings of that officer will be presented to the CCTV Executive Board which shall determine if any disciplinary action warranted and what remedial action/ changes may be required to prevent a recurrence.

**21. CONTROL ROOM OPERATIONS AND MANAGEMENT**

Control and Monitoring room operations will only be carried out by a reputable and competent security company which can demonstrate an ability to maintain the confidence of the Public, the Police, the Crown Prosecution Service and CCTV System owners. At all times the company will be required to comply with the standards contained in the British Standards Authority Code of Practice

Throughout the period of the contract all operators will have a Security Industry Authority, SIA licence and BSIA 7858 and 7499 compliant.

Only personnel who are fully trained or under supervised training in the use of the systems monitoring equipment, communication systems and the operational and management procedures required under this Code of Practice will be permitted to undertake duties within the CMR.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE**  
**CCTV**  
 PARTNERSHIP

**22. INDEPENDENT INSPECTORS**

A system is in place to allow authorised independent inspection of the CMR, its operational procedures and review footage of the operators work.

Independent inspectors will be persons who have undergone police vetting and verification procedures. They will be allowed access to the CMR at any time without prior notification.

Independent Inspectors shall be encouraged to carry out frequent and random visits with a minimum of one visit per month.

All visits to be logged a report form filled in and a summary report completed after every visit.

The independent inspectors will be asked to provide a summary report for inclusion in the HCCTVP Annual Reports.

---

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022





**HERTFORDSHIRE  
CCTV  
PARTNERSHIP**

**23. COMPLAINTS**

To obtain recognition this Code of Practice must address the interests of all who may be affected by it.

A complaints procedure allows the public and anyone affected by the operation of the CCTV systems, connected to the CMR to formally raise any issue which is causing concern.

Complaints or concerns shall initially be made to the CCTV Operations Manager through the website at [enquire@hertfordshirecctv.co.uk](mailto:enquire@hertfordshirecctv.co.uk) or in writing to c/o Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, Hertfordshire, SG1 1HN.

Complaints received via the CCTV Control Room will be recorded in the incident/ occurrence log. A designated complaints file will be set up in order to hold information and associated correspondence of all complaints that are issued against the CCTV system and/or its owner. The contents of the complaints file will be subject to the conditions and provisions of the Data Protection legislation.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



# HERTFORDSHIRE CCTV PARTNERSHIP

## 24. RECORDED MATERIAL

Recorded material will be retained for a period of 28 days and will then be over-written. All recorded material / images can be identified by their camera number, the date the images were recorded and the start and end times of the sequence of events.

Statutory prosecuting authorities will be permitted to access recorded material where it is necessary for the investigation and detection of a particular offence or offences or for the prevention of crime or where required under the PACE Act 1984.

In the case of any recorded material which is deemed to contain evidential material this will then be put onto a disc and produced as an exhibit. Once removed the disc will not be permitted back into the CMR because its continuity, correct storage and handling cannot be assured or verified.

Recordings of such material removed from the CMR as evidential material must be exhibited and a fully completed disclaimer signed prior to their release. Continuity of evidence from that point resides with the Statutory Prosecuting Agency.

There shall be no public access to recorded material other than in connection with the investigation, prosecution, or prevention of crime under the guidance of the Police and PACE Act 1984 criteria.

Any subject access requests made under the provision of the GDPR 2018 will be dealt with in accordance with the Act. A copy of the relevant data will be produced and sent out to the individual if all the conditions of the Act are met.

All subject access requests to be dealt with by the CCTV Manager by writing.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022



**HERTFORDSHIRE**  
**CCTV**  
 PARTNERSHIP

**25. PHOTOGRAPHS, STILL PRINTS AND OTHER INFORMATION.**

Still prints shall not be taken as a matter of routine or without justifiable reasons and will not be allowed to leave the control room

Usage of mobile appliances to take photographs of either live or playback incidents captured on the CCTV system shall be strictly forbidden.

Still prints shall be considered recorded material and therefore subject to all restrictions and controls relating to other recorded material detailed in this code.

Any other personal data or information received from statutory prosecuting agencies will be subject to the same guidelines outlined above for all still prints or photographs and shall be subject to the requirements of the DPA 1998.

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022





**HERTFORDSHIRE**  
**CCTV**  
PARTNERSHIP

This page is left intentionally blank

---

Issued	01.May.2022
Version Number	1.1 / 22
Review Date	01. May 2022

This page is intentionally left blank



# Q1 2022-23

Overview of statistics for the  
Hertfordshire CCTV Partnership  
Control Room Operations  
For the Members of the Partnership  
Stevenage, North Herts, East Herts  
and Hertsmere Councils

Page 41



# CCTV Incident Categories



All Reported CCTV Incidents are given a Category

Each Category can be used on its own, however some categories have Subcategories to differentiate between certain areas that may need to be reported on separately

In the next slide shows all the Categories and their subsequent Subcategories that are associated with them



Category	Subcategory
Abduction	
Alarm Activation	
	Intruder Alarm
	Personal Attack
	Monitored site
Anti Social Behaviour	
	Drunken Behaviour
	Public Order
	Affray
	Begging
	Indecency
	Littering
	Nuisance
	Disorder
Arson/Fire	
Assault	
	Rape
	Sexual Assault
	ABH
	GBH
	Robbery
Bomb Threat/Suspect Package	

Category	Subcategory
Breach	
	Bail
	Court Order
	Curfew
	CPN
	CBO
Burglary	
	Ram Raid
Concern for Welfare	
	Missing Persons
	Injury
	Mental Health
COVID19 Related	
Criminal Damage	
Deceased	
	Murder
	Sudden Death
	Suicide
Deception/Fraud	
	Banking Protocol
	Extortion
Domestic	
	Assault
	Anti-social
Drug Related	

Category	Subcategory
Emergency Incident	
	East Herts Emergency Plan
Environmental	
	Flooding
	Damage
Fly Tipping	
Hate Crime	
	Race Related
Immigration	
Lone Worker	
	East Herts Lone Worker
Other	
Police Request	
	Operation
	RIPA
	False/abandoned 999
	Warrant or wanted
Post Event Viewing	
	Download for Police
	Download for Authority
	Public Viewing Request
Suspicious Activity	

Category	Subcategory
Theft	
	Handing Stolen Property
	Shoplifting
	Purse Dipping
Traffic Incident	
	RTC
	Broken Down Vehicle
Unauthorised Access (Trespass)	
Vehicle	
	Stolen
	Theft From
	Damage
	DUI
	ANPR activation
	No Insurance
Weapon	
	Firearms
	Knife
	Bat/Bar

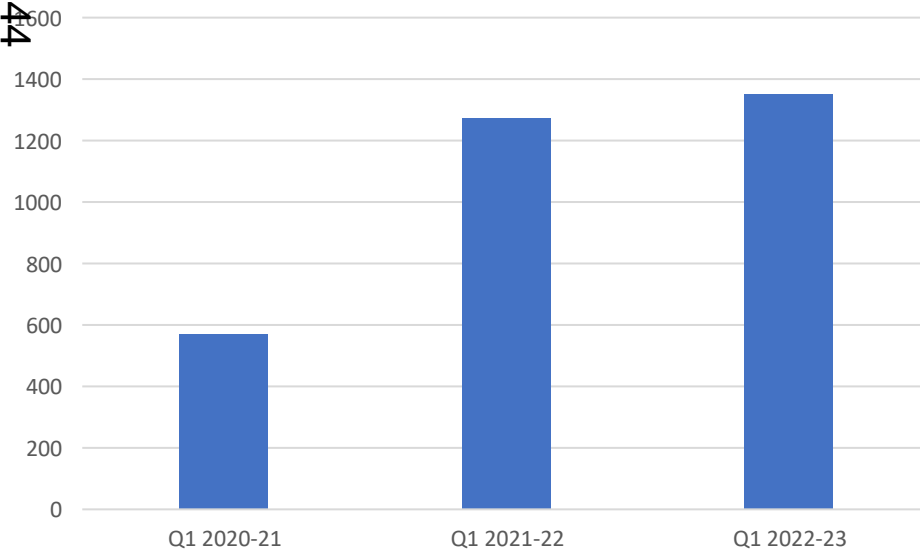
# Control Room Total Incident Data

The CCTV Control Room recorded 1351 Incidents in Q1 2022-23 Relating to CCTV

This was an increase from 1273 incidents in Q1 2021-22 and an increase from 569 the year before

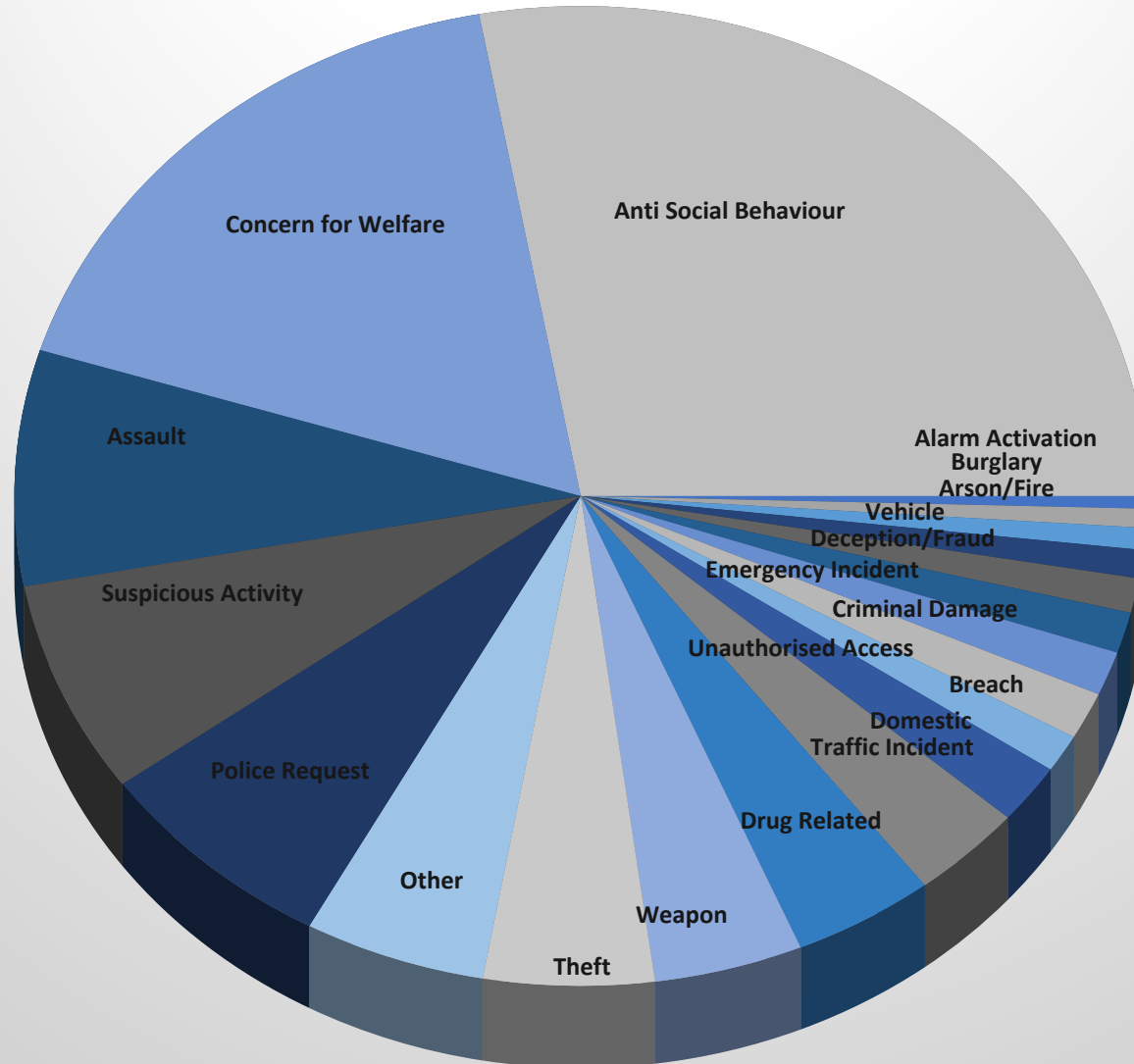
Page 44

Q1 Total Incidents



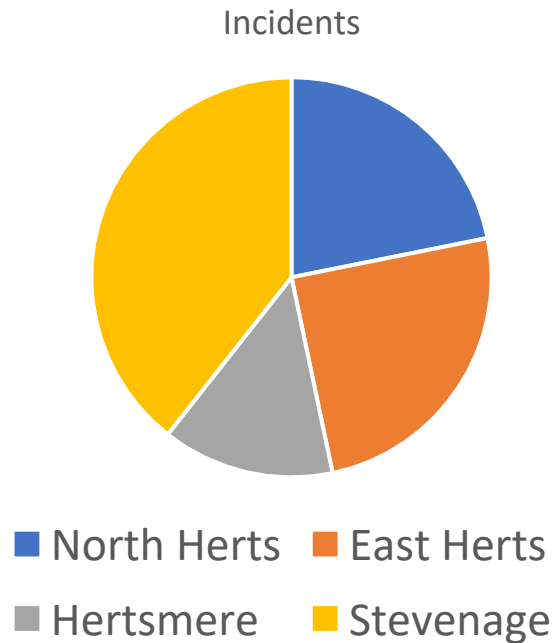
Q1 2020-21	Q1 2021-22	Q1 2022-23
569	1273	1351

# Incident Category Split all Partners



- Alarm Activation
- Burglary
- Arson/Fire
- Vehicle
- Deception/Fraud
- Emergency Incident
- Criminal Damage
- Unauthorised Access
- Breach
- Domestic
- Traffic Incident
- Drug Related
- Weapon
- Theft
- Other
- Police Request
- Suspicious Activity
- Assault
- Concern for Welfare
- Anti Social Behaviour

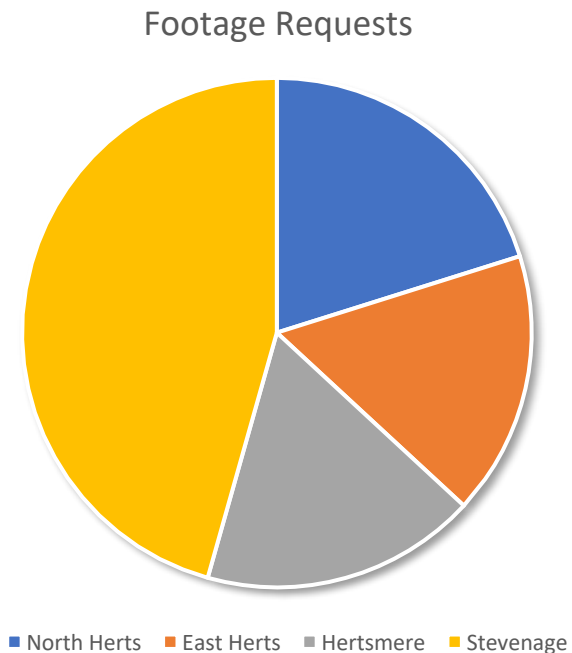
# Incident Statistics By Partner



Partner	Incidents
North Herts	212
East Herts	241
Hertsmere	135
Stevenage	382

# Footage Request Data

The CCTV Control Room recorded a total of 263 footage requests for the CCTV Partners cameras in Q1 2022-23



Partner	Footage Requests
North Herts	53
East Herts	44
Hertsmere	46
Stevenage	120

# Stevenage Incidents

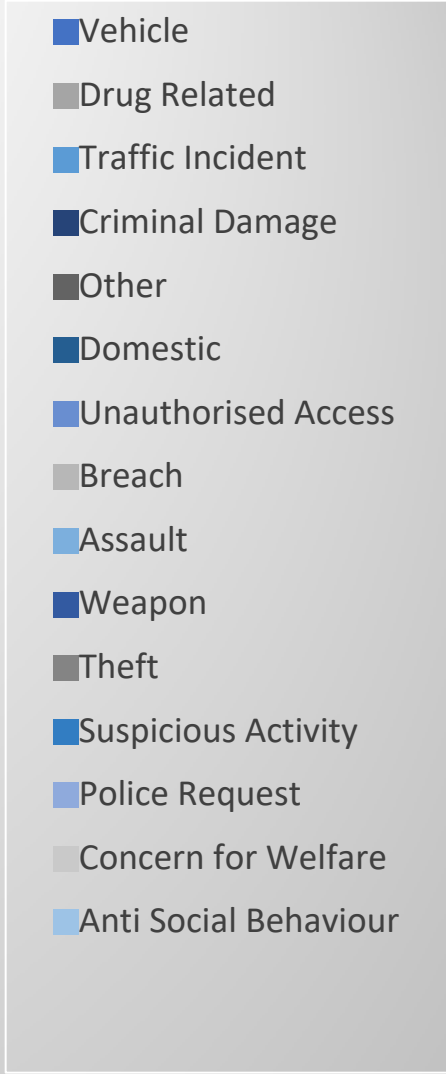
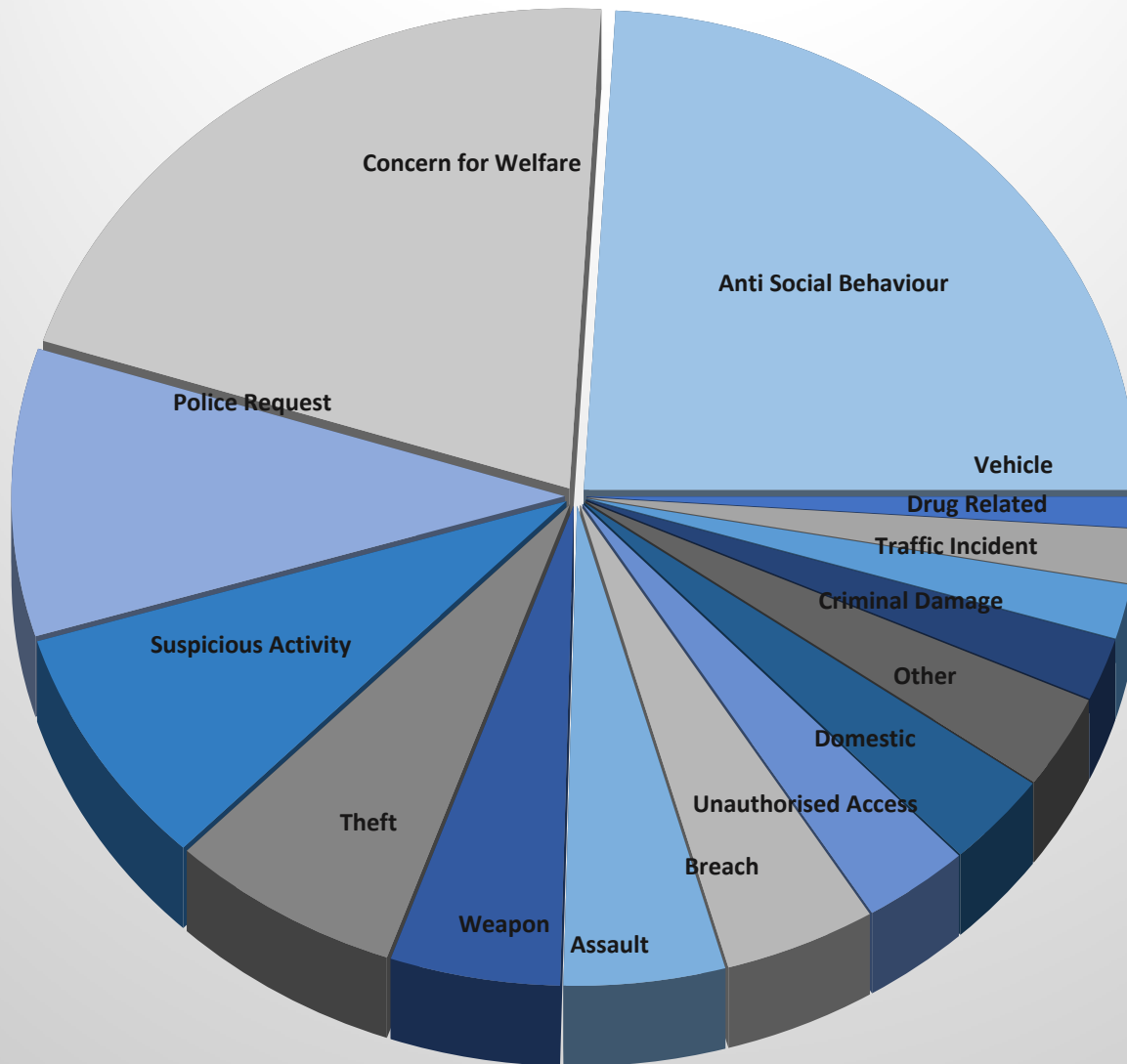
Page 45

All Stats relate to incidents in Stevenage including

- Town Centre
- Neighbourhood Centres
- Old Town
- Residential Blocks

Category	Count
Vehicle	4
Drug Related	7
Traffic Incident	7
Criminal Damage	8
Other	12
Domestic	12
Unauthorised Access	12
Breach	17
Assault	18
Weapon	19
Theft	26
Suspicious Activity	31
Police Request	37
Concern for Welfare	80
Anti Social Behaviour	92

# Stevenage Incidents Q1 2022-23



# North Herts Incidents

Page 59

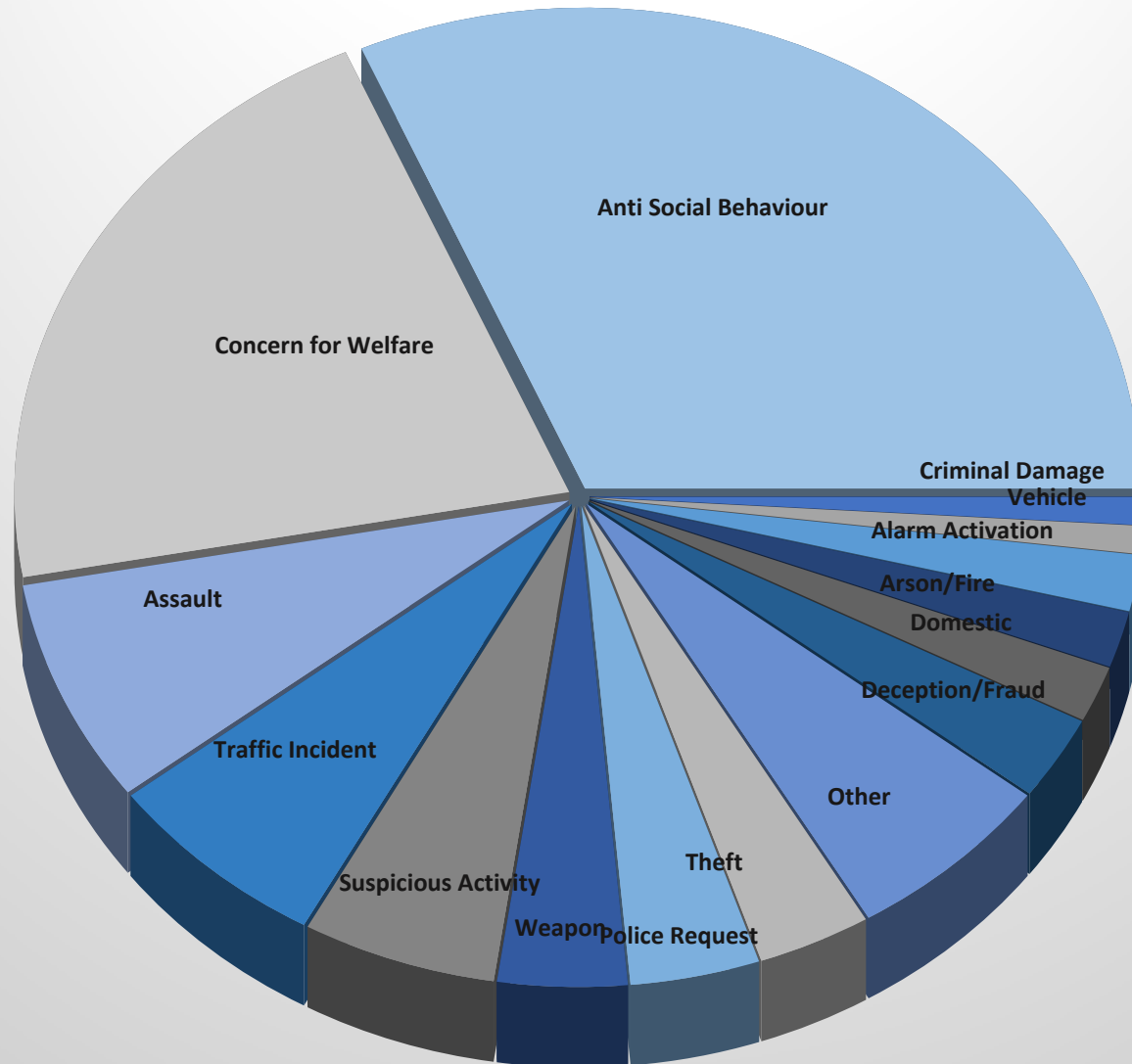
All Stats relate to incidents in the towns of

- Hitchin
- Letchworth
- Baldock
- Royston
- Knebworth

Category	Count
Criminal Damage	2
Vehicle	2
Alarm Activation	4
Arson/Fire	4
Domestic	4
Deception/Fraud	6
Other	13
Theft	7
Police Request	8
Weapon	8
Suspicious Activity	12
Traffic Incident	14
Assault	16
Concern for Welfare	45
Anti Social Behaviour	67



# North Herts Incidents Q1 2022-23



- Criminal Damage
- Vehicle
- Alarm Activation
- Arson/Fire
- Domestic
- Deception/Fraud
- Other
- Theft
- Police Request
- Weapon
- Suspicious Activity
- Traffic Incident
- Assault
- Concern for Welfare
- Anti Social Behaviour

# East Herts Incidents

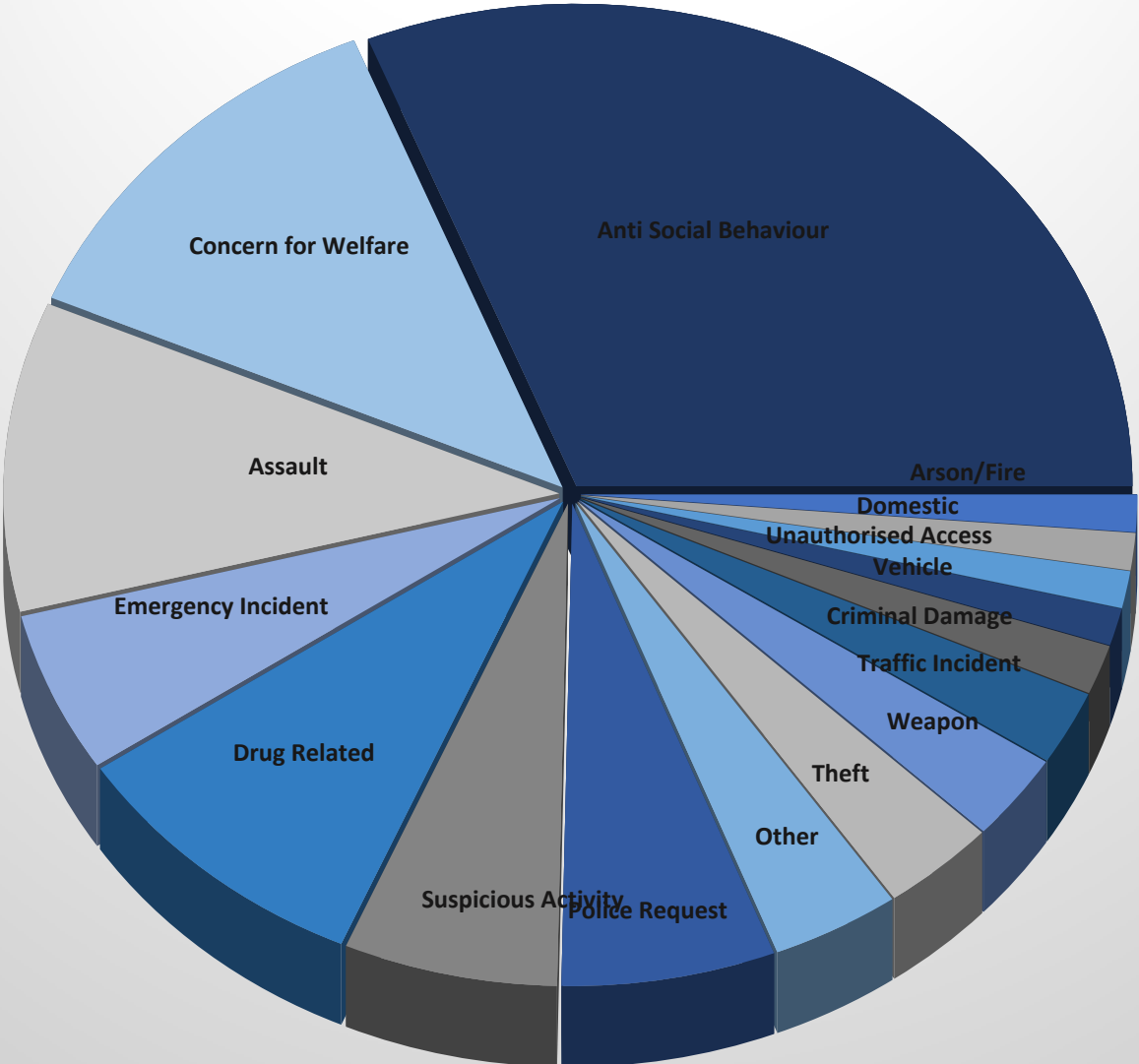
Page 52

All Stats relate to incidents in the towns of

- Hertford
- Ware
- Bishops Stortford
- Stanstead Abbots

Category	Count
Arson/Fire	3
Domestic	3
Unauthorised Access	3
Vehicle	3
Criminal Damage	4
Traffic Incident	6
Weapon	7
Theft	8
Other	9
Police Request	15
Suspicious Activity	15
Drug Related	22
Emergency Incident	13
Assault	25
Concern for Welfare	30
Anti Social Behaviour	75

# East Herts Incidents Q1 2022-23



- Arson/Fire
- Domestic
- Unauthorised Access
- Vehicle
- Criminal Damage
- Traffic Incident
- Weapon
- Theft
- Other
- Police Request
- Suspicious Activity
- Drug Related
- Emergency Incident
- Assault
- Concern for Welfare
- Anti Social Behaviour

# Hertsmere Incidents

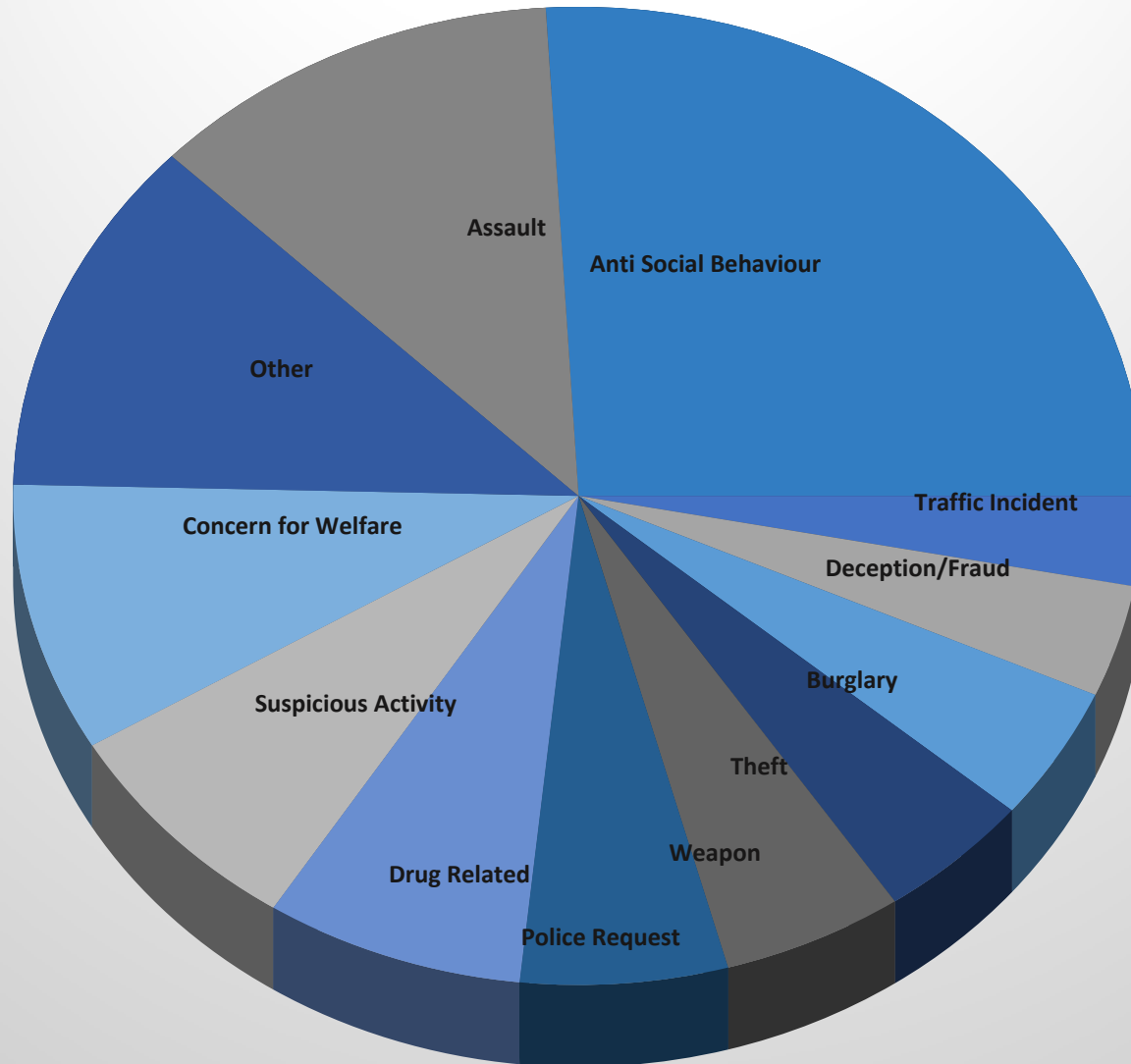
Page 54

All Stats relate to incidents in the towns of

- Borehamwood
- Bushey
- Potters Bar

Category	Count
Traffic Incident	4
Deception/Fraud	5
Burglary	6
Theft	6
Weapon	7
Police Request	8
Drug Related	10
Suspicious Activity	10
Concern for Welfare	12
Other	16
Assault	16
Anti Social Behaviour	35

# Hertsmere Incidents Q1 2022-23



- Traffic Incident
- Deception/Fraud
- Burglary
- Theft
- Weapon
- Police Request
- Drug Related
- Suspicious Activity
- Concern for Welfare
- Other
- Assault
- Anti Social Behaviour

# Call Sources

The CCTV Control Room incidents come from a number of different sources as explained in this slide

Page 56

**Controller:** the CCTV Controller has monitored this incident pro-actively

**Police Airwaves:** A call via the Police Airwaves Radio to the control room

**Police Control:** The Police Control Room Operator has called the CCTV Control Room via the telephone

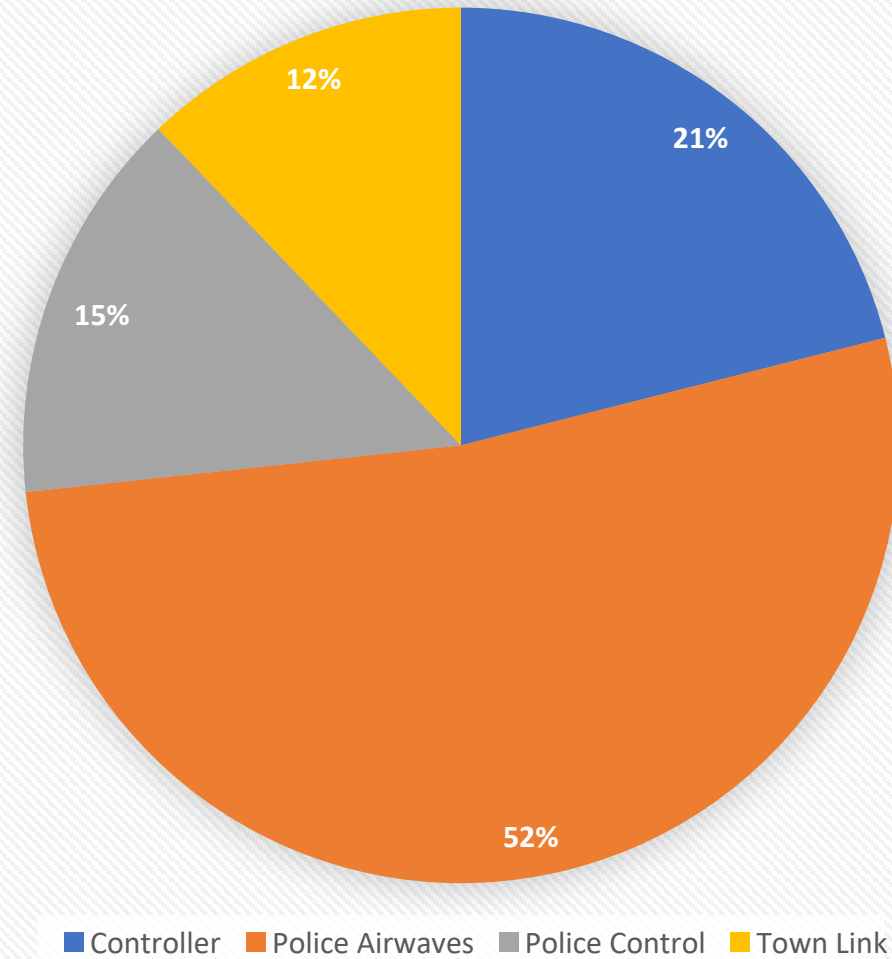
**Town Link:** A call from a member of the Town Link or Pub Link Radio Scheme in the respective town.

## Partnership Incidents by Call Source

Page 7

Source	Count
Controller	201
Police Airwaves	499
Police Control	139
Town Link	116

### Incidents by Call Source



This page is intentionally left blank



**Hertfordshire CCTV Partnership Joint Executive  
5th September 2022**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: CCTV Officer Management Board Report**

**REPORT OF: Officer Management Board, Herts CCTV Partnership**

**EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT**

**COUNCIL PRIORITY: A BRIGHTER FUTURE TOGETHER**

**1. EXECUTIVE SUMMARY**

To inform the Committee of the work undertaken by the Officer Management Board since the last Joint Executive.:

**2. RECOMMENDATIONS**

That the Joint Executive

- 2.1 notes the work carried out by the Officer Management Board since the last meeting of the Joint Executive.
- 2.2 comment on using Active and Re-Active categories for determining equivalent camera numbers
- 2.3 comment on the principle of introducing a fixed element to how charges are split between partners.
- 2.4 confirm that the Partnership will not fund police resource to download police evidence.
- 2.5 note that East Herts have withdrawn the request to remove a large number of their cameras from the partnership.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 To give Executive members an opportunity to comment and give feedback regarding the work carried out by the Officer Management Board. To make decisions where they are required by the Terms of Reference of the Joint Executive.

**4. ALTERNATIVE OPTIONS CONSIDERED**

4.1 As detailed in the report, where relevant.

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

5.1 None, the Joint Executive is the opportunity to discuss partnership performance and issues.

## **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 Officer Management Board has a representative Lead Officer from each partner council and meets at least quarterly to review the operational effectiveness of the Partnership. The Board also considers actions to develop the Partnership.

## **8. RELEVANT CONSIDERATIONS**

### **Camera charging- Company**

8.1 The charge to the CCTV company for camera monitoring services is based on the following:

- Half of the fixed costs of running the CCTV service (e.g. management, property, transport and support/ recharge costs) These are costs that are considered to not vary with changes in Camera Unit numbers. The charge will be based on the budget at the start of each year.
- A fixed cost per camera for monitoring and maintenance. These are costs that are considered will vary with the number of camera units. The charge per camera unit is set at the start of each year and based on costs incurred by the Partnership. The number of cameras is updated on a quarterly basis. The company are currently being charged for 391 at end of July 2022 camera units. In some cases, cameras are grouped together as one camera unit. This reflects that these multiple cameras are the equivalent of one camera in terms of monitoring time.
- Half of any capital investment required in the control room.

8.2 This method is considered to provide a balance between a fair share of costs, whilst also being simple to administer.

### **Camera charging- Partnership**

8.3 The remaining costs (i.e. total cost less charge to the company) are then split between partners based on camera numbers.

8.4 Work has also been carried out to ensure that the re-charging of the partnership cameras is competed in such a way that it takes into account the different types of camera and the monitoring required.

- 8.5 Work with the CCTV control room manager has determined that cameras can be broken down in to two types. The two types of camera are those that require “Active” monitoring, and those that only require “Re-Active” monitoring. Active cameras are on the screen 24 hours a day and monitored by the operators continuously. “Re-active” cameras are more likely to be in Tower Blocks or schools. This type of monitoring is where the footage is more likely to be downloaded and viewed and can then be used in evidence.
- 8.6 The analysis with the CCTV control room manager has determined that active cameras are the equivalent of 1/16 and on a remote site basis up to 16 cameras re-active cameras. This ratio can therefore be used to work out the total weighting of control room costs between partners. It can also be used to determine approximate costs for any new Council wishing to join the partnership.
- 8.7 There is still some work to do in making sure that all cameras are correctly allocated between Active and Reactive. Early indications are that there will not be a significant impact on the split of costs between current partners. Any changes in costs are mainly affected by growth in cameras (i.e. increases in Housing cameras in Stevenage and Safer Streets funded cameras in Hertsmere).
- 8.8 As part of the work on allocating costs to cameras, the Stevenage Finance Officer also looked at fixed (not linked to number of cameras) and variable (linked to number of cameras) control room costs. This has determined that around 25% of the costs are fixed. This means that there could be a justification for changing how the charges to partners are calculated, whereby each partner pays an equal share of the fixed costs and variable costs are charged based on camera numbers. If a new partner wanted to join with a low number of cameras this would help ensure that they paid a fair contribution towards the overall costs. However, if this was introduced with the current partners then it would lead to a net decrease in costs for Stevenage, with that leading to an increase for the other partners. An alternative approach could be to have a minimum number of cameras to be able to join the partnership
- 8.9 The Joint Executive are asked to comment on using Active and Re-Active categories for determining equivalent camera numbers. The Joint Executive are also asked to comment on the principle of introducing a fixed element to how charges are split between partners.

### **Digital Asset Management System**

- 8.10 Officers continue to liaise with Police colleagues regarding the Digital Asset Management System project which is a cloud-based link between the Police Downloading suite and the Force Control Room.
- 8.11 Following a meeting with the police, a discussion was held with members of the Officer Management Board, regarding a request from police colleagues that the partnership pay for a full time member of staff to download the police evidence and intelligence. Previously this has been a police officer or police staff member that is on light duties.
- 8.12 Discussions have since taken place with the Stevenage Chief Inspector, which included the use of police volunteers who can also act as CCTV Inspectors to download footage that the police require. Full vetting and training will be given by the police and the CCTV Control Room manager. The Joint Executive asked to support

this approach and confirm that the partner Councils will not fund additional police resource.

### **Update on East Hertfordshire cameras**

- 8.13 It has previously been reported that East Herts had given notice to withdraw a large number of their cameras from the partnership. The cameras are funded by the Town Councils and they were looking for a fixed price charge. They have carried out a procurement exercise on that basis and determined that they are better off staying with the partnership. East Herts have therefore withdrawn their notice to reduce camera numbers. This is positive for the partnership as it retains those cameras and also demonstrates that it provides a good value service.

### **Partnership Expansion**

- 8.14 Work continues to expand the partnership to other local authorities. There have been virtual meetings with Watford Borough Council and a visit from Welwyn and Hatfield who came to look at the control room. Both councils are currently considering their options.
- 8.15 Although we continue to monitor more and more cameras, the control still has just under 50% further capacity. Currently there are 1,050 cameras that are being monitored, plus mobile cameras used by the various Community Safety Partnerships.

**End of year (2021/22) financial position**

8.16 The CCTV Partnership financial outturn position for 2021/22 has been confirmed and reported to the Officer Management Board. This is outlined below:

	<u>2021/22 Working Budget</u>	<u>2021/22 Year end outturn</u>	<u>2021/22 Variance to Working Budget</u>
Employees	146,860	137,781	-9,079
Premises Related	31,500	29,286	-2,214
Transport Related	880	1,727	847
Supplies & Services	656,610	615,551	-41,059
Recharges	17,720	15,095	-2,625
Income	-853,570	-815,866	37,704
Total	0	-16,427	-16,427

Balance to be returned to Partners (Based on camera number percentages)		
Stevenage Borough Council	40.45%	-6,645
East Hertfordshire District Council	20.79%	-3,415
North Herts Council	26.40%	-4,337
Hertsmere Borough Council	12.36%	-2,030
		-16,427

8.18 The position represents an under spend at year end. This was due to the retirement on the CCTV Group Manager and decision not to replace alongside an in year negotiation on the monitoring contract. The balance has been returned to partners based on percentage splits.

8.19 There is anticipated to be a slight increase in monitoring costs in year for 2022/23. The re-procurement of the monitoring contract was completed in May and therefore budget assumptions agreed during budget setting will vary against the actual contract. This will continue to be monitored alongside other costs as inflationary pressures will impact the partnership. The new monitoring contract provides the ability to scale up and scale down the control room presence as required.

**9. LEGAL IMPLICATIONS**

9.1. The Joint Executive Terms of Reference includes “to consider operations and performance reports from the .... CCTV Officer Management Board”.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 These are covered (as applicable) in section 8. The sections on camera charging detail how the costs of the CCTV monitoring service will be split. The section on Digital Asset Management System recommends that the partnership does not incur further costs that should be met by the police. The final part of section 8 provides details of the outturn financial position for 2021/22.

## **11. RISK IMPLICATIONS**

- 11.1 There are no specific risks arising from this report. The retention of the East Herts cameras in the partnership helps with the sustainability of the partnership.

## **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 equalities implications arising from this report.

## **13. SOCIAL VALUE IMPLICATIONS**

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

## **14. ENVIRONMENTAL IMPLICATIONS**

- 14.1 There are no known Environmental impacts or requirements that apply to this report.

## **15. HUMAN RESOURCE IMPLICATIONS**

- 15.1 Paragraph 8.12 refers to delivering training to police volunteers. This is not considered to be a significant impact. There are no other HR implications arising from this report.

## **16. APPENDICES**

None

## **17. CONTACT OFFICERS**

Ian Couper, Service Director: Resources  
[ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk) Tel 01462 474243

## **18. BACKGROUND PAPERS**

- 18.1 None