Stevenage Borough Council

Meeting name & Date	**CCTV Joint Executive, 24th of October 2024 18:00hrs**
Agenda item	
Report title	**CCTV Operations and Performance Report**
Report reference no.	
Wards affected	All wards.
Report author, job title & email	CCTV Operation Manager Steve Cook steve.cook@hertfordshirecctv.co.uk
List of Appendices	Appendix A – Quarter 1 Partnership Statistics Appendix B –
Reason for urgency	

Is it a Key Decision?	No.
Call-in expires on	*This will be five working days after the decision is **published** (not made). You cannot implement the decision before this date.*
Exempt from Call-in	Not applicable.
Portfolio holder	CCTV Joint Executive Committee

Public Report - this report is available to the public.

Exempt Report - this report is not available to the public because it contains exempt information as defined in the following paragraphs of Schedule 12A of the Local Government Act 1972:

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes –
   (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
   (b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part I –

Agenda item: ##

Meeting CCTV Joint Executive

Portfolio Area Stevenage Direct Services

Date 24th of October 2024

CCTV OPERATIONS AND PERFORMANCE REPORT

Authors Richard Baldock - Procurement, Compliance and CCTV Manager, Steve Cook – CCTV Operations Manager

Lead Officer Kerry Clifford – AD- Housing and Neighbourhoods

Contact Officer Steve Cook – CCTV Operations Manager

1 PURPOSE

1.1 To outline the performance and work of the CCTV Control Room to date and the emerging priorities for 2024/25 .

2 RECOMMENDATIONS

2.1 The Joint Executive is asked to:

2.2 Note the performance of the CCTV partnership to date and note the outcomes as documented.

3 BACKGROUND

3.1 An overview of CCTV Operations is reported to the Joint Executive as part of the agreed reporting cycle for CCTV Governance. During 2021/22 a review of operational performance has been driven recognising emerging local and national agendas and the importance of producing strong performance data for partner councils. As a consequence, the following operational objectives have been agreed, these objections will continue for 2024/25:

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.

3.2 SSG are the contractor that operate and monitor the CCTV control room cameras. As per the contract we have a monthly meeting with them. Minutes for these meetings have been taken and saved should any member of the Executive wish to view them.

3.3 Hertford Town Council have agreed and sent a purchase order to upgrade their CCTV Camera stock which is currently going through the equipment ordering and planning stage.

3.4 North Herts District Council have completed a refresh of their CCTV cameras which cover North Herts. There is 1 outstanding update to be completed and 1 new location which is awaiting permissions from the building owner.

3.5 East Herts: Hertford Theatre is due to be completed by the time of this meeting.

3.6 SBC CCTV Housing phases 1 to 3 have now been completed. Awaiting 1 Broadband connection at Ingelheim Court.

3.7 The Control Room continues to expand and grow with over 1568 cameras that are now monitored pro-actively and re-actively, for both the Partnership and the Company.

3.8 The police are now using the Digital Asset Management System to download footage securely. This is a cloud-based link between the Police Downloading suite and the Police.

3.9 The Partnership has not received an application for RIPA since the last Executive meeting in June 2024 from the Police.

3.10 The Codes of Practice has been updated, October 2024 and this is attached with minimal changes.

3.11 There have been no Data Protection Act/GDPR breaches or complaints since the last Executive meeting in June 2024.

3.12 A CCTV SIAS Audit is due to be completed in November.

3.13 We have produced statistical overview of the data collected by the control room for the period Quarter 2 – Appendix A, Full monthly reports can be found on the web site www.hertfordshirecctv.co.uk.

3.14 An inventory of equipment located in the control room is in place and a forecast for end of life is submitted to the Officers Board at each meeting. Please note this is a working document and may be subject to change.

Background documents

All documents that have been used in compiling this report, that may be available to the public, i.e. they do not contain exempt information, should be listed here:

Appendices

A Quarter 2 Partnership Statistics.

B Partnership information

C Hertfordshire CCTV Partnership Operational Code of Practice

D Hertfordshire CCTV Operations Report.

E Officer Management Board Report

4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

The Code of Practice requires that the Joint Executive receives reports on any breaches to the code of practice, including those relating to GDPR/ Data Protection. The Code also requires the reporting of RIPA requests to the committee. There have been no issues in these areas since the last Joint Executive meeting.

The Officer Management Board maintain operational oversight over the CCTV Operations and continue to meet quarterly to ensure the actions and activities identified in this report are delivered effectively.

The report is presented to the Joint Executive Committee to provide an operational update on activities relating to the CCTV Operations and in order to gain feedback on the proposed performance dashboard (Appendix A).

5 IMPLICATIONS

5.1 Financial Implications

There are no financial implications arising from this report.

5.2 Legal Implications

There are no legal implication arising from this report and the report is delivered in line with the CCTV Code of Practice.

5.3 Risk Implications

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

.An up-to-date CCTV Code of Practice ensures risks are appropriately reduced through robust operational governance.

5.4 Community Safety Implications

The provision of CCTV across the respective council areas is in response to duties in relation to community safety and reassurance. Individual councils determine appropriate community safety measures for their areas in partnership with the Police and other agencies through Responsible Authority Groups in each district.

5.5 Equalities and Diversity Implications

Respective council's duties under the Equality Act 2010 will continue to be discharged through the provision of CCTV through the CCTV Partnership.

5.6 Information Technology Implications

There are no IT implications for the CCTV Control Room in the implementation of the Police's Data Asset Management System.

1.1

1.2 Reports to Scrutiny Committees

a. Scrutiny reports can be requested of you and may have a short turnaround of as little as two weeks. You are still responsible for clearing them with the relevant Officers and Portfolio holders, as agreed by your manager.
b. Scrutiny cannot make decisions. So the Recommendation section of your report will usually be seeking Scrutiny's comment or recommendation for approval by a higher authority or simply noting the report. Some examples:
   i. that the Committee comment on the issues set out in the report.
   ii. that the Committee identify priorities which can be taken into account by the Executive in developing Budget proposals.
   iii. that the Committee identify any recommendations it would like to put forward for consideration by the Executive.
   iv. that the Committee identify any priorities and points of importance to Hertsmere that should be included in the Council's response to the Government consultation on Emergency Planning.

1.3 Corporate Communications advice is to remember that most reports are available to the public - even exempt reports can become public once the reason for their confidentiality has expired. So do not write anything that should not be public knowledge and be prepared to explain further if called up by a news reporter etc.

1.4 Reports for planning application and licensing decisions

a. Planning Committee primarily deals with planning applications and Standard Report Template is not used for that purpose. Reports for planning applications are directly controlled by the Planning Team Leaders, contact them for advice on the procedure and application-specific report template. But any planning reports that are not about a planning application should be on this Standard Report Template.
b. Licensing Sub-committee holds licensing hearings, so a hearing-specific report template is used by the Licensing Officers rather than this Standard Report Template.

2 Use Plain English

2.1 Keep your sentence length down to an average of 15-20 words and stick to one main idea in a sentence.

2.2 Use every day English whenever possible. Avoid jargon and explain any specialist/technical terms you use.

2.3 Spell out acronyms the first time you use them. If there are a lot of them then it can be helpful to insert a Glossary of terms and acronyms as an appendix to the report.

2.4 Use the full word for numbers one to nine and then digits from 10 upwards (except in tables of data/statistics when you should always use numbers). This is because some lower numbers can be confused by those with visual impairments.

2.5 Contact Democratic Services if you want further information on Plain English usage. They have an information booklet produced by the Plain English Campaign or go to https://intranet.hertsmere.gov.uk/Search-Results.aspx?search_keywords=style+guides and read the Plain English Guide produced by Corporate Communications.

3 Typesetting

3.1 Use Arial size 12 font. **Left align** your paragraphs line spaces between paragraphs are set automatically by the style. Each paragraph must be numbered 7.1, 7.2 etc.

3.2 Avoid underlining words or italics for emphasis, as it is difficult for people with visual impairments to read. Instead make the text bold – but do not make large sections of text bold.

3.3 If a paragraph requires sub-sections avoid bullet points and use a., b., c. etc. for the first level and i., ii., iii. etc. for the second level. This allows councillors to easily refer to sections when they are debating your report.

3.4 Sections headings are in bold. Do not underline them (as that is difficult for readers with sight correction and can be mistaken for links).

3.5 If you copy and paste heavily from other documents, take care to not import default typesetting that mess up the Standard Report Template's format. You can avoid this by using paste as "Keep text only" (an "A" on a clipboard on the drop down).

3.6 Go to https://intranet.hertsmere.gov.uk/Search-Results.aspx?search_keywords=style+guides to read the Corporate Style Guide produced by Corporate Communications.

4 Financial and budget framework implications

4.1 This is a required section. It should cover:

a. How will the report's proposals be funded?
b. Is there sufficient provision in the current Council Budget/Capital Programme? NB if the proposals are outside the Budget Framework they must be submitted to Full Council for approval.
c. Clarify the duration of any financial commitment.
d. Clarify any capital and revenue implications.
e. Where funding sources cannot be identified, state that resources will need to be identified to fund the proposed action and the

recommendations of the report must also reflect that they are subject to appropriate funding being identified.

Or insert “None for the purposes of this report”. Please note that the Finance Department expect that there will always be a financial implication to a report. It may not be new spend but there will be a budgetary aspect, so please contact your Account Manager at an early stage of your report draft.

5 Legal powers relied on and any legal implications

5.1 This is a required section. Summarise the legislation that is underpinning the proposals or legal implications of carrying or not carrying out the proposals. You may insert “None for the purposes of this report” – but only **after** you have consulted Legal Services.

6 Efficiency gains and value for money

6.1 This is a required section. Describe any cashable or non-cashable efficiencies that may be generated by the report’s proposals. Or delete leaving line below:

6.2 None for the purposes of this report.

7 Risk management implications

7.1 This is a required section. Describe any significant risks in connection with the report’s proposals and any controls to be put in place to manage those risks. Include the risks of going ahead with the proposal and also of not proceeding with it. Or delete leaving line below:

7.2 None for the purposes of this report.

8 Personnel implications

8.1 This is a required section. Summarise staffing implications. Or delete leaving line below:

8.2 None for the purposes of this report.

9 Equalities implications

9.1 This is a required section. The Public Sector Equality Duty requires us to have due regard to the need to:

Eliminate unlawful discrimination
Advance equality of opportunity
Foster good relations.

9.2 The Public Sector Equality Duty covers the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex

- Sexual orientation
- Marriage and civil partnership (but only in respect of the requirement to have due regard to the need to eliminate discrimination)
- Pregnancy and maternity

9.3 The Equality Duty requires that due regard is demonstrated in decision making processes and should be complied with before and at the time a policy is under consideration, as well as at the time a decision is taken. Non-compliance would be considering the Duty after a decision has been taken. Having due regard is not a matter of ticking boxes. It must be exercised in with an open mind in such a way that it influences the final decision.

9.4 It is considered good practice to keep records of considerations of the aims of the general equality duty, as it encourages transparency. If challenged it will be difficult to demonstrate due regard if records have not been kept.

9.5 Contact Partnership and Community Engagement if you need further advice.

10 Corporate Plan and policy framework implications

10.1 This is a required section. Do the report's proposals comply with the Corporate Plan? Are they within the Council's Policy Framework – any proposals outside the Framework must be submitted to Full Council for approval. Or delete leaving line below:

10.2 None for the purposes of this report.

11 Asset management implications

11.1 This is a required section. Summarise any impact on the Council's Asset Management Plan. Or delete leaving line below:

11.2 None for the purposes of this report.

12 Health and Safety implications

12.1 This is a required section. Describe any actions required to address health and safety concerns. Or delete leaving line below:

12.2 None for the purposes of this report.

13 Background documents used to prepare this report

Document Title:	Filed at:
In this table, list the documents you relied upon to a material extent to write your report. **You do not need to include already published documents** eg Acts of Parliament or previous reports. By law, Background Papers are required to be archived **BY YOU** for public inspection for a period of four years. These documents can be looked at by the public, so ensure that they do not contain confidential or exempt information.	

Document Title:	Filed at:

14 Consultation on draft report

14.1 A draft of this report was sent to the following on the following dates:

Consultee	Report sent	Comments received
Interim Managing Director	[insert date]	[insert date]
Head of Asset Management & Engineering	[insert date]	[insert date]
Head of Finance & Business Services	[insert date]	[insert date]
Head of HR & Customer Services	[insert date]	[insert date]
Head of Legal & Democratic Services	[insert date]	[insert date]
Head of Partnerships, Community Engagement & Housing	[insert date]	[insert date]
Head of Planning & Economic Development	[insert date]	[insert date]
Head of Street Scene	[insert date]	[insert date]
Portfolio holder [insert post title]	[insert date]	[insert date]
Insert details of any other persons you consulted whose work area may be impacted by your report. Remember to give consultees sufficient time to respond ie at least two days.	[insert date]	[insert date]