

Report to the Cabinet

Report reference: C-026-2010/11
Date of meeting: 13 September 2010



**Epping Forest
District Council**

Portfolio: Safer & Greener
Subject: Adoption of CCTV Service Delivery Plan and Code of Practice
Responsible Officer: John Gilbert (01992 564062).
Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That following consideration by the Safer, Cleaner, Greener Scrutiny Standing Panel and the Overview and Scrutiny Committee the CCTV Delivery Plan and associated Code of Practice be adopted.

Executive Summary:

The CCTV Delivery Plan is in effect a strategy for CCTV for the next three to five years. It sets out a programme of installations and maintenance for systems within the District and sets out the associated resource implications. It also seeks to bring together under one management area most of the Council's public facing CCTV systems within the Safer Communities Unit in the Environment & Street Scene Directorate.

The associated Code of Practice is important since it sets down, in accordance with national standards and accepted best practice, how CCTV will be managed and used within the district to provide the safety of the data collected and to ensure the maintenance of public confidence in the systems.

Reasons for Proposed Decision:

To ensure the effective use of CCTV within the District and that it provides usable evidence for the police and other authorised enforcement agencies and is managed in accordance with national and best practice standards.

Other Options for Action:

Alternative options are:

- not to have a planned approach to the installation and maintenance of CCTV;
- not to have CCTV under one management umbrella within the Council; or
- not to operate CCTV systems in accordance with national standards and accepted best practice.

None of the above can be recommended for consideration if public confidence in CCTV is to be retained and the CCTV equipment is to be relied upon to provide credible and usable imagery for use in criminal investigations.

Report:

1. The attached CCTV Service Delivery Plan (SDP) and associated Code of Practice were considered and approved by the Safer, Cleaner, Greener Scrutiny Standing Panel at its meeting back in February 2010. The Panel considered the issue as part of its special meeting which was allocated for the scrutiny of safer communities issues. The Delivery Plan is comprised as follows:

- (a) background and historical context;
- (b) national and local policies;
- (c) aims and objectives;
- (d) position in the District;
- (e) delivery plan and resource implications; and
- (f) a number of appendices.

2. The Plan looks forwards three years in operational terms and five years in funding terms, with the operational stages phased into two distinct stages:

- Phase 1: reviewing and consolidating CCTV systems; and
- Phase 2: developing and integrating systems to ensure compatibility, quality imaging and making best use of new technologies.

3. The attached Code of Practice is a technical working document which describes how CCTV will be managed and operated within the District. This is key to the maintenance of public confidence in the use of CCTV and the handling of captured images and includes specific reference to:

- (a) how we deals with requests to review data;
- (b) individual subject access requests;
- (c) the disclosure of CCTV evidence;
- (d) the protection, storage and cataloguing of data; and
- (e) the evaluation, monitoring and auditing of the systems.

Resource Implications:

As the plan describes we were successful in attracting external funding for capital costs for equipment purchase, from the Safer Communities Partnership (£15,000 in 2009/10) and (£22,000 in 2010/11) and via the Local Strategic Partnership Performance Reward Grant (£35,000 over 2 years). However, the Performance Reward Grant funding has been withdrawn and all unspent funds (£31,250) are to be returned. The delivery plan has been updated to reflect these changes and the addition of further cameras.

The CCTV budget for 2010/2011 includes £47,400 Equipment maintenance and £3500 CCTV Systems maintenance. EFDC has had to meet the ongoing revenue costs of maintenance and downloading data etc. We are aware of locations where the present CCTV

infrastructure is close to failure and in need of replacement, but the estimated costs of full replacement would be significant. Future capital provision will have to be considered for these locations, although Officers will continue to seek external sources of funding wherever possible.

Legal and Governance Implications:

The attached Code of Practice sets out the governance implications for the Council and is described in principle in paragraph 3 of the main report. The Council has the facility to mount covert CCTV operations, but in reality rarely does so, since it is considered preferable for the cameras to be visible for both those who wish to be reassured and those who may be thinking of transgressing the law. On the very rare occasions that covert activity is considered necessary, an application under the Regulation of Investigatory Powers Act (RIPA) would be made to the Chief Executive/Director of Corporate Support Services who will require clear justification for such covert monitoring.

Safer, Cleaner and Greener Implications:

CCTV forms a key component of the Council's approach to Safer Communities. It is seen as a very effective tool, amongst a number of others in:

- deterring criminal or anti-social behaviour;
- providing high quality to the police and other enforcement agencies for evidential purposes; and
- providing public reassurance in respect of public areas where there have been issues of criminal or anti-social behaviour.

Consultation Undertaken:

None.

Background Papers:

Report to Safer, Cleaner, Greener Scrutiny Standing Panel in February 2010
Report to the Overview & Scrutiny Committee in July 2010
Information Commissioner's Office Code of Practice (revised) 2008
British Standards 7958:2005, 8418, BS-EN 50132/7, 50132/5 and BS 8495:2007

Impact Assessments:

Risk Management

The presence and use of CCTV carries with it the risk of potential misuse and breach of a number of codes of practice and British Standards. It is essential, if public confidence is to be maintained that all relevant standards are met and that in particular data is correctly stored, handled and only released under appropriate circumstances to relevant authorities or to subjects who have a legal right of access.

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?
N/A.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A.