

PHASE 1 – CCTV Consolidation and 1st stage needs.

EFDC CCTV Delivery Plan

<p>System audit and database development</p> <p>Identify & collate all EFDC owned and supported CCTV schemes across the district.</p>	<p>Retrieve & collate all existing CCTV documentation from the various service areas, existing champions & incorporate this into a central database.</p> <p>Visit all CCTV locations & identify system manufacturers, models, cameras types and quantities</p> <p>Systematically review & record all current & lapsed maintenance contracts, suppliers, systems plans & drawing where available.</p> <p>Risk assess all systems</p>	<p>Those currently responsible for individual CCTV systems</p>	<p>EXISTING</p>	<p>12 months or less</p>	<p>Database & mapping system</p> <p>Service maintenance needs identified and progressed</p> <p>Procurement used to identify Maintenance Contractor</p> <p>Initial annual contract commenced in October 2009 with option to extend for one year.</p> <p>Task Complete October 2009</p>
<p>Consolidate all CCTV budgets</p> <p>The introduction of a centralised CCTV budget over seen by E&SS</p>	<p>Deliver initial & ongoing communication to all EFDC Directorates who previously had responsibility for CCTV systems , outlining the new CCTV role, its vision & expectations in a bid to consolidate CCTV funding allocated to existing services</p>	<p>Budget holders</p> <p>Finance dept</p> <p>Partnership funds</p>	<p>EXISTING</p>	<p>24 months or less</p>	<p>Funds transferred from all current CCTV budget holders - Completed</p> <p>Careline Maintenance costs to be added October 2010 Completed</p> <p>Review of CCTV Officer's time spent on Housing Directorate projects by November 2010</p> <p>Spreadsheet for time spent created and in use from Nov 2010</p>
<p>Clear process for compliancy & best practice procedures for the use of CCTV.</p> <p>The implementation of a robust administrative system for the effective management of CCTV.</p>	<p>Carry out complete review of all existing procedures</p> <p>Introduction of new CCTV data requesting forms and procedures</p> <p>Deliver training package for all EFDC staff that have CCTV responsibilities.</p> <p>Staff development training</p> <p>Deliver guidelines to external partners such as Essex Police on procedures for requesting of EFDC CCTV video images & stills</p> <p>Identify those personnel who require SIA licences to use EFDC CCTV</p> <p>Create & introduce spend plan spreadsheets for CCTV</p>	<p>Security Industry Authority (SIA)</p> <p>Service directorates and managers</p> <p>Legal services</p> <p>ICT</p> <p>Partners & stakeholders</p>	<p>EXISTING</p>	<p>24 months or less</p>	<p>Spot checks and audits</p> <p>Staff refresher training</p> <p>Use of Various Performance Indicators (PI's) to determine success rates</p> <p>Procedures for CCTV image requests</p> <p>Process flow chart established for CCTV requests</p> <p>Spend plan spreadsheets up & running</p> <p>RAM tool developed</p> <p>Clear audit trail established for continuity of evidence chain</p> <p>All above completed</p> <p>Staff development and training – Ongoing</p> <p>Successful in gaining accreditation to the ISO 9001:2008 Quality Management Standard for Service Provision. Nov 2010</p>

TASK	HOW	WHO	RESOURCES	WHEN	PROGRESS
Revised CCTV Code of Practice (CoP)	In conjunction with Essex Police, the ICO and National CCTV Strategy Research best practice, based on National CCTV Code of Practice (public document)	Daniel Bond Safer Communities CCTV support Adrian Petty CCTV Operations Officer Legal services Essex Police	EXISTING	Sept 2009	Code of practice completed September 2009 Safer Cleaner Greener Scrutiny Panel February 2010 Final approval Cabinet September 2010 Final approval and adoption by Cabinet of the CCTV Code of Practice and Service Delivery Plan made on 13th Sept 2010
A cost effective maintenance contract in place for all EFDC controlled CCTV sites.	Review existing maintenance provision. Introduce new maintenance contract Tender process set up for CCTV contractors identifying EFDC/Partnership needs and specifications of product 5 stage process: Working with Essex HUB 1. Prepare contract draft 2. Invite to tender 3. Tender received 4. Decision. 5. Contractors appointed	Essex Hub Safer Communities Team Finance Dept	EXISTING	October 09	Contractor appointed October 2009 One year extension on current maintenance contract commencing October 2010 Current CCTV contractors and suppliers to be enrolled into the HUB scheme - Completed CCTV maintenance contract extension made in October 2010 and incorporated the Careline scheme
Partnership working	Communications though various mediums such as; The introduction of a CCTV quarterly operational status reports for the entire districts CCTV CCTV Presentation workshops with partners, Councillors and other agencies where appropriate	All partnerships where CCTV plays a factor Training groups and Facilitators	EXISTING	24 months or less	Focus group Regular partnership working. Staff Feedback CCTV Monthly status report set up and running Essex CCTV user Group set up and running since March 2009 CCTV Mobile Partnership Vehicle training July 2009 National CCTV user group membership joined February 2009 District Police to have EFDC CCTV presentations All completed

TASK	HOW	WHO	RESOURCES	WHEN	PROGRESS
Staff development	Continued development of key staff within the Safer Communities team and as appropriate with EFDC	Service Managers Trainee/s HR Dept	Additional funding required	24 months - ongoing	All CCTV officers fully competent in: 1. BTEC Foundations of CCTV 2. BTEC Gathering Video Evidence 3. Training on VuePrint system with Clear View Communications 4. RIPA update course 5. CCTV Legislation 6. CCTV System Planning 7. CCTV Consultancy professional award level 5 All completed

PHASE 2 – CCTV Enhancement, development and integration.

TASK	HOW	WHO	RESOURCES	WHEN	PROGRESS
<p>Continuous improvement to CCTV infrastructure through development.</p>	<p>Regular reviews of existing product capability</p> <p>Upgrade and integrate systems across the district as applicable</p> <p>Introduce new systems as part of growth and to meet new objectives</p> <p>Identify shortfalls and weakness and where necessary make appropriate decisions for change</p>	<p>CCTV Contractors. Product suppliers. Project managers</p> <p>ICT department to support and engage with Safer Communities for the effective integration of new CCTV products and capability. Partnership agencies and stakeholders</p>	<p>EXISTING</p>	<p>36 months</p>	<p>1. Integration of Buckhurst Hill CCTV sites completed</p> <p>2. Enhancement of Upshire & Roundhills sites completed</p> <p>3. New CCTV schemes in Bobbingworth and Bakers Lane car park area completed</p> <p>4. Pyrles Lane upgrade and Norway House completed</p> <p>5. Remote access capability in Buckhurst Hill, Loughton High Road, Bobbingworth & Roundhills completed</p> <p>10 Careline sites completed.</p> <p>11. Loughton Way upgrade completed</p> <p>12. Pyrles Lanes upgrade completed</p>
<p>The introduction of 'Digital Only' CCTV systems across the district.</p>	<p>Identify older generation tape systems in use (Part of Phase 1 process)</p> <p>Replace all tape recording systems with digital systems.</p>	<p>ICT services Budget constraints Staffing resources Partners Suppliers and manufacturers</p>	<p>EXISTING</p>	<p>36 months</p>	<p>Replace SVHS system in SCP CCTV mobile unit completed</p> <p>Langston road depot digital switch - completed</p> <p>Integrate Careline sites across the district by October 2010 delayed to early 2011</p> <p>North Weald Airfield replacement DVR to be completed by September 2010 - completed</p> <p>Debden CCTV Regeneration project by Summer 2011</p>

TASK	HOW	WHO	RESOURCES	WHEN	PROGRESS
Remote Access Capability.	<p>Carryout feasibility studies</p> <p>Investigate suitable products to meet need through expertise of supplier and ICT</p> <p>Implement trials & demonstration periods where possible</p>	<p>ICT services</p> <p>Contractors/suppliers</p> <p>Safer Communities dept</p> <p>Essex Police</p> <p>Budget constraints</p>	<p>Initial Set up costs £2070</p> <p>Ongoing costs £800.0 per site</p>	60 months	<p>Feasibility study completed</p> <p>ICT support ongoing</p> <p>Working group established</p> <p>Remote access solutions identified</p> <p>Stand Alone hardware and software purchased – completed</p> <p>Remote access capability to at least 3 sites not including existing Limes Farm estate - Buckhurst Hill, Loughton High Road, Bobbingworth & Roundhills completed</p> <p>Record results through audit trails</p> <p>Internet costs reviewed and change over of supplier to be introduced saving up to 50% on remote monitoring costs Early 2011. (IT leading)</p>

