TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES

PHASE 1 – CCTV Consolidation and 1st stage needs   EFDC CCTV Delivery Plan

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
System audit and database development **Identify & collate all EFDC owned and supported CCTV schemes across the district**.	Retrieve & collate all existing CCTV documentation from the various service areas, existing champions & incorporate this into a central database. Visit all CCTV locations & identify system manufacturers, models, camera types and quantities Systematically review & record all current & lapsed maintenance contracts, suppliers, systems plans & drawing where available. Risk assess all systems	Those currently responsible for individual CCTV systems	EXISTING	12 months or less	Task complete Database & mapping system completed March 2009 Service maintenance needs identified and progressed Procurement used to identify Maintenance Contractor Initial annual contract commenced in October 2009 with option to extend for one year. New contractor identified via procurement process October 2011 2 year contract awarded. CCN identified at Waltham Abbey Museum DVR upgraded – November 2011 Camera replaced – November 2011 Now part of our maintenance programme.
Consolidate all CCTV budgets **The introduction of a centralised CCTV budget over seen by E&SS**	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	Budget holders Finance dept Partnership funds	EXISTING	24 months or less	Task complete Target deadline actions Clearly defined objectives Funds transferred from all current CCTV budget holders within the time constraints set out Careline Maintenance costs to be added October 2010 Review of CCTV Officer's time spent on Housing Directorate projects ongoing Careline – 2 sites are now online, Jubilee & Frank Bretton House. CCN for all Careline sites now under our maintenance programme.

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
Clear process for compliancy & best practice procedures for the use of CCTV. **The implementation of a robust administrative system for the effective management of CCTV.**	Carry out complete review of all existing procedures Introduction of new CCTV data requesting forms and procedures Deliver training package for all EFDC staff that have CCTV responsibilities. Staff development training Deliver guidelines to external partners such as Essex Police on procedures for requesting of EFDC CCTV video images & stills Indentify those personnel who require SIA licences to use EFDC CCTV Create & introduce spend plan spreadsheets for CCTV	Security Industry Authority (SIA) Service directorates and managers Legal Services ICT Partners & stakeholders	EXISTING	24 months or less	Tasks completed Spot checks and audits ongoing Staff refresher training Use of Various Performance Indicators (PI's) to determine success rates Procedures for CCTV image requests are now in place Process flow chart established for CCTV requests and delivered Staff development and training is ongoing and in some areas completed Spend plan spreadsheets up & running RAM tool developed Clear audit trail established for continuity of evidence chain. New procedures for ICT report faulting of CCTV systems delivered Oct 2011. Contingency Planning for CCTV introduced October 2011.
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 June 2012	Task complete Code of Practice developed Independent auditing To be reviewed on a regular basis Code of practice completed September 2009 Safer Cleaner Greener Scrutiny Panel February 2010 Update CoP for CCTV to include covert procedures.
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	Essex Hub Safer Communities Team Finance Dept	EXISTING	October 2009	Short term contracts initially in order to evaluate performance and delivery of service Currently working on a new maintenance contract template with various levels of service. Completed 2009/10 Contractor appointed One year extension on current maintenance contract commencing October 2010. Current CCTV contractors and suppliers to be enrolled into the HUB scheme – Completed

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
	4. Decision 5. Contractors appointed				September 2011 to review existing maintenance contract and to use procurement to identify longer term contract 2012 onwards New contract awarded October 2011, PSL Ltd contract awarded 2 years with option for a third.
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 since November 2008 – DELIVERED • 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 providing capability and service information Working with local town councils providing the expertise and knowledge to ensure they run compliant CCTV systems Working with local businesses in the night time economy providing advice on running effective and compliant CCTV Consultation around new system installed in Epping High Street & Debden include: Meetings with Town Centre Town Councils Debden Residents Association EFDC Housing
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	Recognised Qualifications (e.g. BTEC level accreditation) PDP Reviews Fully trained members of staff/qualifications Progress to date 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

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
					7. BTEC Covert CCTV 8. CCTV Consultancy

PHASE 2 – CCTV Enhancement, development and integration

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
Continuous improvement to CCTV infrastructure through development	Regular reviews of existing product capability Upgrade and integrate systems across the district as applicable Introduce new systems as part of growth and to meet new objectives Identify shortfalls and weakness and where necessary make appropriate decisions for change	CCTV contractors. Product suppliers. Project managers ICT department to support and engage with Safer communities for the effective integration of new CCTV products and capability. Partnership agencies and stakeholders	EXISTING	36 months	On time delivery of new projects. Minimal impact and disruption to service. Seamless integration 1. Integration of Buckhurst Hill CCTV sites completed by Autumn 2009 2. Enhancement of Upshire & Roundhills sites completed May 2009. 3. New CCTV schemes in Bobbingworth and Bakers Lane car park area completed January 2010 4. Pyrles Lane upgraded completed by September 2010 and Norway House completed 2009 5. Remote access capability to be introduced starting with key locations inc Buckhurst Hill, Loughton High Road, Bobbingworth completed. 6. 10 Careline sites to be added by the end of 2010 (roll out delayed to issues Housing & IT) one site now running Hedges Close 7. Roundhill Equipment moved to secure EFDC area allowing 24 hour access completed June 2011 & 3 extra cameras. 8. Wheelie Bin Compound North Weald Airfield. New camera system complete June 2011. 9. North Weald Airfield entrance ANPR cameras

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
					installed Aug 2011. 10. Pyrles Lane extension upgrade of CCTV May 2011. 11. Debden Regeneration project planning for new expanded system using wireless technology going out to Procurement Nov 2011. 12. Epping High Street – 2 new camera columns funded by Epping Forest CSP in the vicinity of the High Street – Contractor appointed awaiting third party electrical installation. November 2011. 13. Limes Farm community Hall new CCTV camera system due early 2012. 14. Cottis Lane/Bakers Lane car parks upgrade cameras increased from 4 – 8 including number plate and identification camera at entrance completed March 2011. 15. The complete removal of the last of the dummy cameras and replacement signs in Epping Lane, Pick Hill, Clays Lane and Station Hill, Theydon. Jan 2012 16. North Weald shop column for (Basset Shops) re de-ployable camera early 2012 17 .Waltham Abbey Museum replacement DVR & Infra-red camera.
Remote Access Capability	Carryout feasibility studies Investigate suitable products to	ICT services Contractors/suppliers Safer communities dept Essex Police	Initial Set up costs £2070 Ongoing costs £800.0 per site	60 months	Set up working action group with IT dept's appointed suppliers, and other key services and relevant partners. Project and equipment performance studies in

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
	meet need through expertise of supplier and ICT Implement trials & demonstration periods where possible	Budget Constraints			conjunction with suppliers and ICT Feasibility study completed – April 2009 ICT support ongoing Working group established Remote access solutions identified – May 2009 Stand Alone hardware and software purchased – by end of 2009 Broadband and Bearer lines package identified May 2009 Remote access capability to at least 3 sites not including existing Limes Farm estate by Dec 2009 Pilot schemes set up in designated areas Current pilot running in Jessops Court August 2010 – pilot completed January 2011. Record results though audit trails Identify best way forward Reduction of labour costs Equipment downtimes reduced Improved security of system
	Identify older generation tape	ICT services Budget constraints			Reduction in costs once in place. Improved Data Security

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
The introduction of 'Digital Only' CCTV systems across the district	systems in use (Part of Phase 1 process) Replace all tape recording systems with digital systems	Staffing resources Partners, suppliers and manufacturers	EXISTING	36 months	Improved quality of images will increase success rates when using images for evidential purposes Allows for remote access monitoring provides greater flexibility in monitoring and reduces labour costs when image retrieval is required. Meeting new digital parameters for CCTV such as frame resolution, frame rates, storage formats, audit trails, export efficiency and methods and download player software capability. Replace SVHS system in SCP CCTV mobile unit. 2009 completed Langston Road depot digital switch – completed. Integrate Careline sites across the district end of 2010 digital switch over North Weald Airfield replacement DVR completed in September 2010 Debden CCTV Regeneration project will include removal of final SVHS recording equipment March 2012.

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES