

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
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	EFDC CCTV Delivery Plan 2013-2015
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<p>Systems audit and further development of existing CCTV processes and procedures.</p>	<p>Review of evidence gathering processes and further improve efficiency by updating the current CCTV request forms and point of transfer (POT) process. Refresh by giving all CCTV forms a makeover ensuring forms remain clear and user friendly. Forms include: re-deployable Requests, Covert operations, CCTV Outcomes forms, Destructions logs etc.</p> <p>Archiving of material into the central database.</p> <p>Visit all CCTV locations & grid reference each site and camera for future mapping on the Council's GIS system.</p> <p>Carryout housekeeping on CCTV computer drives in order to speed up efficiency of finding evidence and supporting documentation</p>	<p>Those currently responsible for individual CCTV systems.</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>18 months or less</p>	<p>CCTV Mapping completed May 2013</p> <p>Roll out revised CCTV request form Autumn 2013.</p>
<p>CCTV Maintenance Review.</p> <p>Continued effective maintenance contract in place for all EFDC controlled CCTV sites</p>	<p>Explore current maintenance contract and continue to improve on costs of servicing by exploring amalgamation of contracts, new technology and contractor competitiveness.</p>	<p>Budget holders Finance dept Partnership funds Procurement. Essex Hub Safer Communities Team Finance Dept</p>	<p>EXISTING</p>	<p>24 months or less</p>	<p>Current contractors up for review for service /maintenance contract in September 2013. Possibility to extend maintenance with existing contractor for a further one year. Summer 2014 complete new tender for CCTV maintenance for the next 2+1 years. Target deadline actions Clearly defined objectives</p>

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Training & development	<p>Deliver training package for all EFDC staff that have CCTV responsibilities through recognised companies such as Tavcom and in house trainers.</p> <p>Staff development training internally and externally.</p> <p>Deliver guidelines to external partners such as Essex Police on procedures for requesting of EFDC CCTV video images & stills</p> <p>Train Police officers on the use of EFDC equipment for special ops</p> <p>Identify those personnel who require SIA licences to use EFDC CCTV</p> <p>Give guidance to Town & Parish Councils within the District on responsibility and adoption of the new CCTV code</p>	<p>Security Industry Authority (SIA)</p> <p>Service directorates and managers</p> <p>Legal Services</p> <p>ICT</p> <p>Partners & stakeholders</p>	EXISTING	24 months or less	<p>Tavcom CCTV Foundation Course for new CCTV Support Officer – October 2013</p> <p>Staff development and training is ongoing and in some areas completed. Eg Adrian Petty now SIA licence qualified in CCTV.</p>
Revised CCTV Code of Practice (CoP)	Adopt the Home Office's new Surveillance Camera Code of Practice as well as revising our own existing code.	Safer Communities Essex Police	EXISTING	12 months	<p>New national Surveillance Camera Code of Practice released June 2013 by the Home Office.</p> <p>EFDC to adopt the code as part of the revision of existing code.</p> <p>To be reviewed on a regular basis.</p> <p>Adoption to start Autumn 2013</p> <p>Safer Cleaner Greener Scrutiny Panel to review.</p> <p>Home Office review of code and its expansion in 2015.</p>
Partnership working	Link CCTV systems at Loughton, Epping and Debden Broadway to Force Control Room at Chelmsford Police HQ	CCTV Team Kent & Essex Police IT projects team.	EXISTING	24 months or less	<p>Regular partnership working</p> <p>Staff Feedback</p> <ul style="list-style-type: none"> • Essex CCTV user Group re - set up initial meeting. • CCTV Mobile Partnership Vehicle training. • National CCTV user group membership continued.

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	<p>Communications through various mediums such as: CCTV Presentation workshops with partners, Councillors and other agencies where appropriate</p> <p>School visits to present CCTV, through new Crucial Crew Scenarios</p> <p>Resurrect the Essex CCTV Users Forum</p>	<p>Training groups and Facilitators</p> <p>EFDC Brentwood Borough Council.</p>			<ul style="list-style-type: none"> District Police to have EFDC CCTV presentations providing capability and service information <p>Working with local town councils providing the expertise and knowledge to ensure they run compliant CCTV systems</p> <p>Continue to working with local businesses in the night time economy providing advice on running effective and compliant CCTV.</p> <p>Consultation around new system upgrade to be installed in Loughton High Road.</p>
Identify future location for CCTV control room.	<p>Feasibility study based on current CCTV room being rapidly outgrown by the CCTV provision.</p>	<p>Service Managers I/T Property services</p>	<p>Additional funding required</p>	<p>36 months ongoing</p>	<p>Projected growth study.</p> <p>Identify optional locations (within Civic Offices or other Council outbuildings).</p>

Web Site Development for CCTV	<p>Create web pages dedicated to EFDC's public space CCTV.</p> <p>Pages to include public documents such as CCTV Code of Practice.</p> <p>CCTV Locations.</p>	<p>IT dept SCT</p>		<p>24 months</p>	<p>Visit other Councils CCTV web sites to gather creative ideas.</p>
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Continuous Improvement to CCTV infrastructure through development projects.	<p>Keeping up to date with new market technology.</p> <p>Pilot new equipment.</p> <p>Identify locations requiring improvements to infrastructure.</p>			<p>24 months</p>	<p>Langston Road upgrade 2013</p> <p>Loughton High Rd (2 Phase) 2013-14</p> <p>Coopersale 2013</p> <p>Buckhurst Hill, Queens Rd, Lower Queens shops and car park. 2013-2014</p> <p>All EFDC Car Parks. 2014-15</p> <p>Careline Scheme improvement works 2014-15</p> <p>Limes farm Estate 2014-15</p> <p>Epping High St Extension 2014-15</p>
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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>		36months	<p>Project and equipment performance studies in conjunction with suppliers and ICT</p> <p>Feasibility study for new wireless and fibre links</p> <p>2014</p> <p>ICT support ongoing</p> <p>Remote access solutions to identify – 2014-15</p> <p>Remote access capability to at least 20 of the 35 sites Pilot schemes set up in designated areas</p> <p>Record results though audit trails</p> <p>Identify best way forward</p> <p>Reduction of labour costs</p> <p>Equipment downtimes reduced</p> <p>Improved security of system</p>
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