TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES

EFDC CCTV Delivery Plan 2013-2015

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Systems audit and further development of existing CCTV processes and procedures.	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.	Those currently responsible for individual CCTV systems. Security Industry Authority (SIA) Service directorates and managers	Existing	Completed	Our newly developed electronic CCTV request form was rolled out in Aug 2014 and is now fully operational. All request can now been submitted via the EFDC website. This is already proving more efficient and user friendly
	Archiving of material into the central database. Visit all CCTV locations & grid reference each site and camera for future mapping on the Council's GIS system.	Legal Services ICT Partners & stakeholders	Existing	Completed	CCTV Mapping was completed in May 2013. In November 2014 a new application called 'Collector was introduced allowing the updating of CCTV mapping via IPad and I-phone. This accurately plots exactly where CCTV cameras are for information purposes.
	Carryout housekeeping on CCTV computer drives in order to speed up efficiency of finding evidence and supporting documentation	Community Safety CCTV	Existing	Completed	
CCTV Maintenance Review. **Continued effective maintenance contract in place for all EFDC controlled CCTV sites**	Explore current maintenance contract and continue to improve on costs of servicing by exploring amalgamation of contracts, new technology and contractor competitiveness.	Budget holders Finance dept Partnership funds Procurement. Essex Hub Safer Communities Team Finance Dept	Existing	12 months or less	RVTV Security are currently carrying out all servicing on a reduced rate. Will extend maintenance with existing contractor for a further one year. Autumn 2015. Complete new tender for CCTV maintenance for the next 2+1 years. Target deadline actions Clearly defined objectives

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Training & development	Deliver training package for all EFDC staff that have CCTV responsibilities through recognised companies such as Tavcom and in house trainers. Staff development training internally and externally. Deliver guidelines to external partners such as Essex Police on procedures for requesting of EFDC CCTV video images & stills Train Police officers on the use of EFDC equipment for special ops Identify those personnel who require SIA licences to use EFDC CCTV Give guidance to Town & Parish Councils within the District on responsibility and adoption of the new CCTV code	Security Industry Authority (SIA) Service directorates and managers ICT Partners & stakeholders	Existing	Completed Ongoing Ongoing Jan 2015 2015	Tavcom CCTV Foundation Course for new CCTV Support Officer – October 2013 Staff development and training is ongoing and in some areas completed. E.g. Adrian Petty now SIA licence qualified in CCTV. CCTV Officer job description updated and job specification updated under the new HR guidelines. In January 2015 a CCTV training presentation will be delivered to Essex Police licensing officers by the CCTV Officer at Chelmsford Headquarters. Waltham Abbey Town Council will be assisted in setting up robust procedures to help them manage their own CCTV schemes.
Revised CCTV Code of Practice (CoP) & RIPA CoP	Adopt the Home Office's new Surveillance Camera Code of Practice as well as revising our own existing code. New guide for RIPA (Regulations of Investigatory Powers Act 2000)	Safer Communities	Existing	 2015	New national Surveillance Camera Code of Practice released June 2013 by the Home Office. EFDC to adopt the code as part of the revision of existing code. New self - assessment tool adopted Dec 2014 To be reviewed on a regular basis. Adoption to start Autumn 2013 - Completed Home Office review of code and its expansion in 2015.
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	Loughton & Epping CCTV systems now linked to Essex Police Force Control Room in	Regular partnership working Staff Feedback • Essex CCTV user Group re - set up initial meeting with Brentwood Council. • National CCTV user group membership continued. • District Police to have EFDC CCTV presentations providing

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	Communications though various mediums such as: CCTV Presentation workshops with partners, Councillors and other agencies where appropriate School visits to present CCTV, through new Crucial Crew Scenarios Resurrect the Essex CCTV Users Forum	Training groups and Facilitators EFDC Brentwood Borough Council.	Crucial Crew Event Team	Chelmsford Crucial crew 2015 2016	capability and service information Working with local town councils providing the expertise and knowledge to ensure they run compliant CCTV systems Continue to working with local businesses in the night time economy providing advice on running effective and compliant CCTV. Consultation around new system upgrade to be installed in Loughton High Road.
Identify future location for CCTV control room.	Feasibility study based on current CCTV room being rapidly outgrown by the CCTV provision.	Service Managers I/T Property services	Additional funding required	Dec 2014	Projected growth study. Completed Identify optional locations (within Civic Offices or other Council outbuildings). Completed Dec 2015 the CCTV room (Room 2.01) was extended by 6sq meters and can now accommodates the CCTV officer's workstation and the CCTV control systems. Complete Dec14 Freed up more office space in the Community Safety main office. Utilising office space. Furniture savings made.
Web Site Development for CCTV	Create web pages dedicated to EFDC's public space CCTV. Pages to include public documents such as CCTV Code of Practice. CCTV Locations.	ICT dept Community Safety Team	Existing	Sep 2014	• Visit other Councils CCTV web sites to gather creative ideas. • Reduction of time spent on FOI •
Continuous Improvement to CCTV infrastructure through development projects.	Keeping up to date with new market technology. Pilot new equipment. Identify locations requiring				Langston Road upgrade 2013 completed Loughton High Rd (2 Phase) 2013-14 completed Buckhurst Hill, Queens Rd, Lower Queens shops and car park. 2013-2014 completed

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	improvements to infrastructure.			24 months	North Weald Airfield replacement and upgrade of CCTV (2015)
					All EFDC Car Parks. 2014-16
					Careline Scheme improvement works 2014-15 complete
					Limes farm Estate 2014-15 Dec 2014
					Epping High St Extension 2014-15
					Museum 2015-16
					Burton Road development (2015–17)
					Roundhills (2015)
					Limes Farm lift areas (pilot 2015-16)
Remote Access Capability	Carryout feasibility studies Investigate suitable products to meet need through expertise of supplier and ICT Implement trials & demonstration periods where possible	ICT services Contractors/suppliers Safer communities dept Essex Police	Budget Constraints	36months	Project and equipment performance studies in conjunction with suppliers and ICT Feasibility study for new wireless and fibre links 2014 ICT support ongoing Remote access solutions to identify – 2014-15 Remote access capability to at least 20 of the 35 sites Pilot schemes set up in designated areas Record results though audit trails Identify best way forward Reduction of labour costs Equipment downtimes reduced Improved security of system
Revenue Generating	Charging mechanisms set up for proving CCTV to third parties	CCTV Team Community Safety Team	Existing	Completed.	Standard release forms set up for 3rd parties. Charges sheet created. By Dec 2014 over £1000 generated through 3rd party requests.