

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the CCTV Partnership Joint Executive held in the Council Chamber,  
District Council Offices, Gernon Road, Letchworth Garden City SG6 3JF  
on Thursday, 4th October, 2018 at 6.00 pm

### 1 ELECTION OF A CHAIRMAN

**RESOLVED:** That Councillor Lynda Needham be elected as Chairman of the meeting.

Councillor Lynda Needham took the Chair.

### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Richard Henry (SBC), Jean Heywood (HBC) and Peter Wayne (HBC).

### 3 MINUTES - 29 MARCH 2018

**RESOLVED:** That the Minutes of the Meeting of the CCTV Partnership Joint Executive held on 29 March 2018 be approved as a true record of the proceedings and be signed by the Chairman.

### 4 CHAIRMAN'S ANNOUNCEMENTS

#### Declarations of Interest

The Chairman reminded Members that, in line with the Code of Conduct, any Declarations of Interest in respect of any business set out on the Agenda that evening should be declared either as disclosable pecuniary interest or declarable interest and members were required to notify the chairman of the interest declared at immediately prior to the item in question.

### 5 CCTV CODE OF PRACTICE AMENDMENTS

**RESOLVED:** That the proposed amendments to the Code of Practice shown in yellow as set out on Appendix A of the report be approved.

**REASON FOR DECISION:** To ensure that Hertfordshire CCTV Partnership is fully compliant with the legal requirements pertaining to the operation of public realm CCTV.

### 6 OPERATIONS REPORT

**RESOLVED:** That the CCTV Joint Executive "Exchange to Note" the 2017/18 Annual Operations Report.

**REASON FOR DECISION:** In order that the Annual Operations Report provides an overview of Hertfordshire CCTV performance over a 12 month period and provides the necessary quality assurance around the operation of a CCTV Network.

### 7 CCTV OFFICER MANAGEMENT BOARD

**RESOLVED:**

- (2.1) That the Joint Executive noted the work undertaken by the Officer Management Board; and
- (2.2) That the Joint Executive receives regular updates of the Risk Register

**REASON FOR DECISION:** Enables relevant information to be provided to the CCTV Joint Executive

**8 GOVERNANCE ARRANGEMENTS FOR THE HERTFORDSHIRE CCTV PARTNERSHIP**

**RESOLVED:**

- (1) That the Audit Report received by the Joint Executive be commented on and noted;
- (2) That the Officer Management Board would continue to undertake more detailed governance review work, and that some of this is likely to impact on the CCTV company;
- (3) The Joint Executive becomes the Audit Oversight Committee;
- (4) The Joint Executive agree to meet quarterly and will continue with the rotation of meeting venues; and
- (5) If an extra SIAS input was required in the future, that individual authorities would share the costs incurred.

**9 URGENT BUSINESS**

No urgent business was considered.

**10 DATE OF NEXT MEETING**

It was agreed that once individual authorities had consulted their diaries and provided four available dates, the date of the next meeting would be announced.

**11 COUNCILLOR MANDY PERKINS - LEADER OF WELWYN HATFIELD BOROUGH COUNCIL**

The Chairman advised that this was the first meeting held at North Hertfordshire District Council since the sad loss of Councillor Mandy Perkins, Leader of Welwyn Hatfield Borough Council. She therefore asked those present to stand for one minute silence in her memory.