

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CCTV PARTNERSHIP JOINT EXECUTIVE

MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERNO  
ROAD, LETCHWORTH, SG6 3JF  
ON TUESDAY, 25TH MARCH, 2025 AT 7.30 PM

### MINUTES

**Present:** *Councillors: Ian Albert (Chair), Val Bryant, Mick Debenham, Alex Daar, Christian Gray, Jackie Holywell and Chris Wilson.*

**In Attendance:** *Richard Baldock (Procurement & Compliance Manager - Stevenage Borough Council), Faith Churchill (Democratic Services Apprentice), Kerry Clifford (Assistant Director Housing and Neighbourhoods - Stevenage Borough Council), Steve Cook (CCTV Operations Manager - Hertfordshire CCTV Partnership), Ian Couper (Service Director - Resources) and Robert Filby (Trainee Committee, Member and Scrutiny Officer).*

**Also Present:** *At the commencement of the meeting there were no members of the public.*

#### 1 ELECTION OF A CHAIR

Councillor Val Bryant proposed and Councillor Mick Debenham seconded and, it was:

**RESOLVED:** That Councillor Ian Albert be elected as Chair of the meeting.

#### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Marc Amron (Hertsmere Borough Council), Lloyd Briscoe (Stevenage Borough Council), Mione Goldspink (East Herts Council), Paul Hodgson-Jones (Hertsmere Borough Council), and Conor McGrath (Stevenage Borough Council).

#### 3 MINUTES - 24 OCTOBER 2024

Councillor Ian Albert, as Chair, proposed and Councillor Val Bryant seconded and, following a vote, it was:

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 24 October 2024 be approved as a true record of the proceedings and be signed by the Chair.

#### 4 CHAIR'S ANNOUNCEMENTS

The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

## 5 CCTV OFFICER MANAGEMENT BOARD AND OPERATIONS MANAGER REPORT

The Service Director – Resources, North Herts Council, presented the report entitled 'CCTV Officer Management Board and Operations Manager Report' and advised that:

- The budget and forecast for 2024/25 were detailed in paragraph 8.1 of the report with the vacant staff position reflected within these and the variance to the budget. The CCTV Operations Manager had been covering the work arising from the vacant position on a temporary overtime basis, but a more permanent solution would need to be found.
- The table at paragraph 8.2 showed the budget and forecast for 2024/25 as a split between the partners of the Joint Executive.
- SSG had asked for an exceptional inflationary increase (above 2.6%) to their service charge for 2025/26, however, there were no provisions in the contract for this and as such, the agreed rate in the contract had been applied.
- The budget for 2025/26 was set out in paragraph 8.3. The budget for employees was based on the previously established position before the vacancy arose.
- With the CCTV Operations Manager effectively working two roles, they would look to fill the vacancy in the coming financial year.
- The changes to the number of camera units per partner organisation were outlined in the table, with East Herts Council overtaking North Herts Council in terms of camera units.

The Procurement & Compliance Manager, Stevenage Borough Council, provided an update and advised that:

- Since the last meeting, an Invitation to Tender for an upgrade of the control room hardware and an ongoing support contract had been released. Eleven expressions of interests had been received but only one bid. A benchmarking evaluation exercise had been used to ensure value for money.
- Maintenance costs would be within budget and the costs for the upgrade were forecast to come below the original estimate.
- They would await confirmation from East Herts and Hertsmere before proceeding with the award process.

The CCTV Operations Manager provided more information and advised that:

- Regular updates were provided by the CCTV Operations Manager on performance, camera usage and incident data to the Officer Management Board.
- An upgrade of Hertford Town Centre cameras had been complete and a quotation for a new cabinet had been sent to Hertford Town Council which was awaiting approval.
- North Herts had recently completed a refresh of their CCTV cameras. They had just one outstanding update to complete in addition to one new location which was awaiting permission from the building owner.
- Hertsmere had ordered a new CCTV camera to be installed on Theobald Street, Borehamwood.
- East Herts had one camera outstanding due to questions being asked about its location. A broadband connection was also long overdue at the site. However, camera upgrade installation at Gascoyne Way Car Park was underway and due to be complete in March 2025.
- Stevenage Borough Council CCTV Housing Phase Three was awaiting one broadband connection at Ingelheim Court. Dunn Close had suffered a few setbacks due to contractors but would look to start installation in April 2025. A CCTV upgrade in Popple Way would start later in the month and another CCTV upgrade in Almond Lane Cemetery would be completed soon.
- The Control Room continued to expand with over 1568 cameras that were monitored both pro-actively and re-actively, across the Partnership and the Company.

- An upgrade of the current Analogue Link that ran from the CCTV Control Room to Police HQ was due and Police HQ ICT had been made aware of this upgrade to a Digital Link.
- No applications for RIPA and no Data Protection Act/GDPR breaches had been received or taken place since the last meeting.
- Appendix A, which detailed the statistics for Q3 2024-25 along with previous monthly reports could be found on the website and included comparisons on previous data.

The following Members asked questions:

- Councillor Ian Albert
- Councillor Alex Daar
- Councillor Mick Debenham

In response to questions, the CCTV Operations Manager advised that:

- There was police presence in the Control Room.
- One of the camera links at Ivel Court in Letchworth was discovered to be nonfunctional. This had been reported to Virgin, following which engineers ran tests and found breaks in the fibre. This had been further escalated and the repairs would take place in the coming week.
- Currently, the monthly reports were easier to view on a PC rather than a mobile device, but the proposed software upgrade would change this.
- Generally, staff were busier as there were more cameras to manage which meant a higher chance of incidents.
- No incident trends had been identified across the districts and boroughs.

In response to questions, the Procurement & Compliance Manager advised that they were looking at two options to fill the current vacancy, creating a Business Support Officer position to take on lower-level duties or recruiting a part-time employee to focus on business development. Both options would produce a cost saving and the capacity was there for both, however, it was currently unknown which option would be taken.

Councillor Ian Albert proposed and Councillor Alex Daar seconded and, following a vote, it was:

**RESOLVED:** That the Joint Executive provided comments and noted the report.

**REASON FOR DECISION:** To agree the strategic and policy issues in relation to the CCTV Partnership. They therefore receive regular updates from the Officer Management Board.

## **6 DATE OF NEXT MEETING**

The Chair led discussion on the date of the next meeting and proposed for the next meeting to take place in June.

The Service Director – Resources highlighted that meetings of the Joint Executive normally took place every six months.

The Chair advised that due to party conference season, the next meeting should take place in mid-October, with formal confirmation to come after the meeting.

The meeting closed at 7.50 pm

Chair