

**Hertfordshire CCTV Partnership Joint Executive
5th September 2022**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: CCTV Officer Management Board Report

REPORT OF: Officer Management Board, Herts CCTV Partnership

EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT

COUNCIL PRIORITY: A BRIGHTER FUTURE TOGETHER

1. EXECUTIVE SUMMARY

To inform the Committee of the work undertaken by the Officer Management Board since the last Joint Executive.:

2. RECOMMENDATIONS

That the Joint Executive

- 2.1 notes the work carried out by the Officer Management Board since the last meeting of the Joint Executive.
- 2.2 comment on using Active and Re-Active categories for determining equivalent camera numbers
- 2.3 comment on the principle of introducing a fixed element to how charges are split between partners.
- 2.4 confirm that the Partnership will not fund police resource to download police evidence.
- 2.5 note that East Herts have withdrawn the request to remove a large number of their cameras from the partnership.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To give Executive members an opportunity to comment and give feedback regarding the work carried out by the Officer Management Board. To make decisions where they are required by the Terms of Reference of the Joint Executive.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 As detailed in the report, where relevant.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 None, the Joint Executive is the opportunity to discuss partnership performance and issues.

6. FORWARD PLAN

6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

7. BACKGROUND

7.1 The Officer Management Board has a representative Lead Officer from each partner council and meets at least quarterly to review the operational effectiveness of the Partnership. The Board also considers actions to develop the Partnership.

8. RELEVANT CONSIDERATIONS

Camera charging- Company

8.1 The charge to the CCTV company for camera monitoring services is based on the following:

- Half of the fixed costs of running the CCTV service (e.g. management, property, transport and support/ recharge costs) These are costs that are considered to not vary with changes in Camera Unit numbers. The charge will be based on the budget at the start of each year.
- A fixed cost per camera for monitoring and maintenance. These are costs that are considered will vary with the number of camera units. The charge per camera unit is set at the start of each year and based on costs incurred by the Partnership. The number of cameras is updated on a quarterly basis. The company are currently being charged for 391 at end of July 2022 camera units. In some cases, cameras are grouped together as one camera unit. This reflects that these multiple cameras are the equivalent of one camera in terms of monitoring time.
- Half of any capital investment required in the control room.

8.2 This method is considered to provide a balance between a fair share of costs, whilst also being simple to administer.

Camera charging- Partnership

8.3 The remaining costs (i.e. total cost less charge to the company) are then split between partners based on camera numbers.

8.4 Work has also been carried out to ensure that the re-charging of the partnership cameras is completed in such a way that it takes into account the different types of camera and the monitoring required.

- 8.5 Work with the CCTV control room manager has determined that cameras can be broken down in to two types. The two types of camera are those that require “Active” monitoring, and those that only require “Re-Active” monitoring. Active cameras are on the screen 24 hours a day and monitored by the operators continuously. “Re-active” cameras are more likely to be in Tower Blocks or schools. This type of monitoring is where the footage is more likely to be downloaded and viewed and can then be used in evidence.
- 8.6 The analysis with the CCTV control room manager has determined that active cameras are the equivalent of 1/16 and on a remote site basis up to 16 cameras re-active cameras. This ratio can therefore be used to work out the total weighting of control room costs between partners. It can also be used to determine approximate costs for any new Council wishing to join the partnership.
- 8.7 There is still some work to do in making sure that all cameras are correctly allocated between Active and Reactive. Early indications are that there will not be a significant impact on the split of costs between current partners. Any changes in costs are mainly affected by growth in cameras (i.e. increases in Housing cameras in Stevenage and Safer Streets funded cameras in Hertsmere).
- 8.8 As part of the work on allocating costs to cameras, the Stevenage Finance Officer also looked at fixed (not linked to number of cameras) and variable (linked to number of cameras) control room costs. This has determined that around 25% of the costs are fixed. This means that there could be a justification for changing how the charges to partners are calculated, whereby each partner pays an equal share of the fixed costs and variable costs are charged based on camera numbers. If a new partner wanted to join with a low number of cameras this would help ensure that they paid a fair contribution towards the overall costs. However, if this was introduced with the current partners then it would lead to a net decrease in costs for Stevenage, with that leading to an increase for the other partners. An alternative approach could be to have a minimum number of cameras to be able to join the partnership
- 8.9 The Joint Executive are asked to comment on using Active and Re-Active categories for determining equivalent camera numbers. The Joint Executive are also asked to comment on the principle of introducing a fixed element to how charges are split between partners.

Digital Asset Management System

- 8.10 Officers continue to liaise with Police colleagues regarding the Digital Asset Management System project which is a cloud-based link between the Police Downloading suite and the Force Control Room.
- 8.11 Following a meeting with the police, a discussion was held with members of the Officer Management Board, regarding a request from police colleagues that the partnership pay for a full time member of staff to download the police evidence and intelligence. Previously this has been a police officer or police staff member that is on light duties.
- 8.12 Discussions have since taken place with the Stevenage Chief Inspector, which included the use of police volunteers who can also act as CCTV Inspectors to download footage that the police require. Full vetting and training will be given by the police and the CCTV Control Room manager. The Joint Executive asked to support

this approach and confirm that the partner Councils will not fund additional police resource.

Update on East Hertfordshire cameras

- 8.13 It has previously been reported that East Herts had given notice to withdraw a large number of their cameras from the partnership. The cameras are funded by the Town Councils and they were looking for a fixed price charge. They have carried out a procurement exercise on that basis and determined that they are better off staying with the partnership. East Herts have therefore withdrawn their notice to reduce camera numbers. This is positive for the partnership as it retains those cameras and also demonstrates that it provides a good value service.

Partnership Expansion

- 8.14 Work continues to expand the partnership to other local authorities. There have been virtual meetings with Watford Borough Council and a visit from Welwyn and Hatfield who came to look at the control room. Both councils are currently considering their options.
- 8.15 Although we continue to monitor more and more cameras, the control still has just under 50% further capacity. Currently there are 1,050 cameras that are being monitored, plus mobile cameras used by the various Community Safety Partnerships.

End of year (2021/22) financial position

- 8.16 The CCTV Partnership financial outturn position for 2021/22 has been confirmed and reported to the Officer Management Board. This is outlined below:

	<u>2021/22 Working Budget</u>	<u>2021/22 Year end outturn</u>	<u>2021/22 Variance to Working Budget</u>
Employees	146,860	137,781	-9,079
Premises Related	31,500	29,286	-2,214
Transport Related	880	1,727	847
Supplies & Services	656,610	615,551	-41,059
Recharges	17,720	15,095	-2,625
Income	-853,570	-815,866	37,704
Total	0	-16,427	-16,427

Balance to be returned to Partners (Based on camera number percentages)		
Stevenage Borough Council	40.45%	-6,645
East Hertfordshire District Council	20.79%	-3,415
North Herts Council	26.40%	-4,337
Hertsmere Borough Council	12.36%	-2,030
		-16,427

- 8.18 The position represents an under spend at year end. This was due to the retirement on the CCTV Group Manager and decision not to replace alongside an in year negotiation on the monitoring contract. The balance has been returned to partners based on percentage splits.
- 8.19 There is anticipated to be a slight increase in monitoring costs in year for 2022/23. The re-procurement of the monitoring contract was completed in May and therefore budget assumptions agreed during budget setting will vary against the actual contract. This will continue to be monitored alongside other costs as inflationary pressures will impact the partnership. The new monitoring contract provides the ability to scale up and scale down the control room presence as required.

9. LEGAL IMPLICATIONS

- 9.1. The Joint Executive Terms of Reference includes “to consider operations and performance reports from the CCTV Officer Management Board”.

10. FINANCIAL IMPLICATIONS

- 10.1 These are covered (as applicable) in section 8. The sections on camera charging detail how the costs of the CCTV monitoring service will be split. The section on Digital Asset Management System recommends that the partnership does not incur further costs that should be met by the police. The final part of section 8 provides details of the outturn financial position for 2021/22.

11. RISK IMPLICATIONS

- 11.1 There are no specific risks arising from this report. The retention of the East Herts cameras in the partnership helps with the sustainability of the partnership.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no equalities implications arising from this report.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and “go local” requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1 There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 Paragraph 8.12 refers to delivering training to police volunteers. This is not considered to be a significant impact. There are no other HR implications arising from this report.

16. APPENDICES

None

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

- 18.1 None