

**CCTV PARTNERSHIP JOINT EXECUTIVE  
4 OCTOBER 2018**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: CCTV OFFICER MANAGEMENT BOARD**

REPORT OF: CCTV OFFICER MANAGEMENT BOARD

COUNCIL PRIORITY : PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 This report describes the work undertaken by the CCTV Officer Management Board, which has focused on the location of the CCTV control room and the Governance Review.

**2. RECOMMENDATIONS**

- 2.1 That the Joint Executive notes the work undertaken by the Officer Management Board.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 The CCTV Officer Management Board was originally established to oversee operational aspects of the Joint CCTV Partnership. This then enables relevant information to be provided to the CCTV Joint Executive.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 In terms of the specific work undertaken by the Officer Management Board, the alternative options considered are detailed in section 8.

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 Where relevant the Chairperson of the CCTV company has been invited to attend Officer Management Board meetings.

## **6. FORWARD PLAN**

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

## **7. BACKGROUND**

- 7.1 The CCTV Officer Management Board was originally established to oversee operational aspects of the Joint CCTV Partnership. Upon launching the CCTV Governance Review in April it was clear that the CCTV Officer Management Board had not met formally for a period of time and membership was unclear. To drive the delivery of the governance review and actions emerging from the last Joint Executive the Board was resurrected to include the following officers from the 4 councils:

- East Herts: Jonathan Geall – Head of Housing and Health
- Hertsmere: Valerie Kane- Community Safety Manager
- North Herts: Ian Couper- Director of Resources
- Stevenage: Rob Gregory- Assistant Director Communities and Neighbourhoods

## **8. RELEVANT CONSIDERATIONS**

- 8.1 The Officer Management Board has met three times since April and has worked closely on re-location options, commissioned and reviewed the initial SIAS audit as part of the governance review. It will meet quarterly moving forwards, with a particular initial focus on driving the recommendations of the governance review and the longer-term opportunities for CCTV arrangements moving forwards.
- 8.2 The March meeting of the CCTV Joint Executive resolved that an external consultant's report be commissioned into the technical requirements for the successful relocation of the control room at Swingate House. This was circulated to all members following initial consideration by the CCTV Officer Management Board.
- 8.3 The report clarified a number of technical points in relation to the specification for suitable premises based on the configuration of the existing CCTV network and the current fibre-link termination point at Swingate House. The report and a control room brief outlining high-level criteria to consider alternative options and premises was circulated to partners in July. No further locations were subsequently proposed to be considered.

- 8.4 At its subsequent meeting the Officer Management Board recommended that the control room be relocated to Cavendish Road, Stevenage to ensure the continuity of service. The recommendation was based upon the cost and disruption to the partnership and that there were no further options put forward to consider. Given the challenges in securing a date for a further Joint Executive and the imminent demolition of Swingate House, officer board members consulted with their respective Joint Executive members ahead of the October executive meeting to ensure they were in agreement with this approach. A further concern was raised about ongoing service charges for the move to Cavendish House. It was clarified by Stevenage that any service charges would remain the same as at Swingate House. No further concerns were raised.
- 8.5 Following the concerns raised at the Joint Executive in March, it is recognised that had these conversations started sooner the partnership could have considered a more detailed options appraisal about the longer-term technical requirements of a network. It was agreed that the relocation to Cavendish Road, Stevenage would not prevent the partnership from considering technical requirements for the CCTV Partnership over the longer-term.
- 8.6 Following the resolution of a Governance Review the Officer Management Board developed a scoping document for an initial audit to be undertaken by SIAS into the overall governance of current CCTV arrangements including the CCTV Partnership and the Company.
- 8.7 A draft report was completed in June. The Officer Management Board met in July to seek further clarification and to formulate management responses. The final report was issued in August. This is covered in more detail in a separate report on the agenda of this meeting.

## **9. LEGAL IMPLICATIONS**

- 9.1 The Governance Review will further consider legal implications relating to the partnership and the company.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The cost of relocation of the CCTV control room to Cavendish house will be borne by Stevenage Borough Council as part of the SG1 scheme. Future financial implications for the Joint Executive to consider may emerge from the ongoing Governance Review.

## **11. RISK IMPLICATIONS**

- 11.1 The timetable for the safe transfer of operations to a new control room at Cavendish Road is achievable within the timeframe, with a specialist contractor due to be procured to manage the works. The Officer Management Board will monitor these risks closely over the coming months to avoid any disruption to service.

## **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” policy do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 There are no direct HR implications arising from this report.

## **15. APPENDICES**

- 15.1 None

## **16. CONTACT OFFICERS**

- 16.1 Ian Couper, Service Director- Resources  
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## **17. BACKGROUND PAPERS**

- 17.1 None