STEVENAGE BOROUGH COUNCIL

**JOINT CCTV EXECUTIVE**
**MINUTES**

Date: Wednesday, 25 September 2019
Time: 6.00pm
Place: Shimkent Room, Daneshill House, Danestrete

**Present:** Councillors:
Stevenage Borough Council: Jackie Hollywell (Chair) Richard Henry and Mrs Joan Lloyd
Hertsmere Borough Council: Pervez Choudhury
East Herts District Council: Alexander Curtis and Geoffrey Williamson
North Herts District Council: Ian Albert and Paul Clark

**Start / End Time:** Start Time: 6.00pm
End Time: 6.45pm

1 **APPOINTMENT OF CHAIR**

It was moved, seconded and **RESOLVED** that Councillor Jackie Hollywell be elected to serve as Chair of the Joint CCTV Executive Committee for this meeting.

2 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received on behalf of Councillors J Newmark and A Spencer – Hertsmere Borough Council, Councillor P Boylan – East Herts District Council and Councillors P Clark and M Stears-Handscomb – North Herts District Council.

There were no declarations of interest.

3 **MINUTES - CCTV COMMITTEE - 5 JUNE 2019**

It was **RESOLVED** that the Minutes of the meeting of the Joint Executive Committee held on 5 June 2019 be approved as a correct record for signature by the Chair.

4 **OPERATIONS REPORT**

The Committee received an update from the Control Room Manager on the progress and operational effectiveness of the Hertfordshire CCTV Partnership Control Room and Cameras.

It was noted that the over 600 cameras were operated and 38 remote sites monitored from the control room. During April to June the control room operators monitored 52,177 alarms. During this time, the Police had been called four times and the tannoys used eleven times to talk back to people on the sites. Officers reported

that ‘Live-view’, a system used by the Police to allow officers to watch the CCTV live feed on hand held devices, had now been adopted. One RIPA (Regulation of Investigatory Powers Act 2000) request had been received during this period from Stevenage Police which was ongoing.

Officers also advised that the recent server failure, which had limited the functionality of the cameras ability to pan and move, had been repaired and the system was now fully functional. Members were pleased to note that this server would not be required for the new control room so the risks of a repeat failure would be mitigated by the move.

It was noted that the move to the new control room would involve a gradual migration and it was hoped that it would be open early in the new year. A visit to the Control Room would be arranged for Members of the Committee once it was operational.

It was **RESOLVED** that the Quarterly Management Report be noted.

5 **UPDATE ON AND DECISIONS ARISING FROM THE SIAS GOVERNANCE REPORT**

Members received a report giving an update on work carried out since the last meeting in June addressing the governance issues identified by the Shared Internal Audit Service (SIAS) during their audit commissioned by Stevenage Borough Council on behalf of the CCTV Partnership.

It was noted that the Partnership Agreement had been revised by the Officer CCTV Management Board in consultation with detailed legal support and advice provided by Herts County Council Legal Team. The revisions included:

- Provisions in relation to data protection/GDPR;
- Robust arrangements for annual service planning;
- Explicit arrangements for setting and monitoring costs;
- Greater clarity about the Partners’ liability for costs;
- Clearer arrangements for amending the Partnership Agreement; and
- Explicit reference to the roles of the Management Board and the Executive Committee.

In relation to the Terms of Reference for the Committee, Members agreed the importance of ensuring the Portfolio Holder from each authority with responsibility for the CCTV Service be included as part of the membership of the Committee.

In terms of the frequency of the meetings, Members agreed to changing to a twice yearly basis following the meeting in January 2020 to avoid a large gap in the calendar.

In response to a question, Officers agreed to share the CCTV Service Risk Register with all authorities.

It was **RESOLVED**:

1. That the draft revised CCTV Partnership Agreement attached at Appendix A to the report be approved and that authority to make any minor drafting amendments required be delegated to the Officer CCTV management Board.

2. That the revised CCTV Partnership Agreement be approved subject to the following amendment to the constitution of the Committee within the Terms of Reference:

    2.1 – each partner Council shall nominate three elected Members, including the Portfolio Holder with responsibility for the CCTV Service, to the Committee.

3. That, following the scheduled meeting in January 2020, the frequency of the Joint CCTV Executive Committee meetings be changed to a twice yearly basis in June and November or when Members determine there is sufficient business for more frequent meetings, until any future review of this arrangement.

6 **GOVERNANCE REVIEW**

Members received an update on the concluding activities of the CCTV Governance Review.

Members requested that the Directors be invited to attend the January meeting of the Committee to present their Business Plan and growth opportunities and to increase awareness of the future plans of the Company.

The Chair thanked those involved in the Governance Review for their work over the past 12 -18 months to ensure the Partnership was now in a stronger position with clear lines of communication and governance.

It was **RESOLVED** that the progress of the CCTV Officer Management Board in concluding the CCTV Governance Review be noted.

7 **URGENT PART 1 BUSINESS**

None.

8 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

9 **URGENT PART II BUSINESS**

None.

**CHAIR**