

**CCTV PARTNERSHIP JOINT COMMITTEE  
15 JANUARY 2020**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: UPDATE FROM OFFICER MANAGEMENT BOARD**

REPORT OF THE SERVICE DIRECTOR: RESOURCES

EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT

COUNCIL PRIORITY : PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 To inform the Committee of the work undertaken by the Officer Management Board since the last meeting. This has included completion of the governance work (paragraphs 8.1 to 8.6), a consideration of future revenue and capital expenditure (paragraphs 8.7 to 8.11) and potential changes to cameras by partners (paragraph 8.12).

**2. RECOMMENDATIONS**

- 2.1. That the Committee note the work carried out by the Officer Management Board since the last meeting of the Joint Executive.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1. To keep the Committee informed of the work carried out by the Officer Management Board. This allows the Committee to consider the strategic and policy issues affecting the Partnership.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1. This report highlights the significant issues that could impact on the Partnership. This attempts to find a balance between keeping the Committee informed but not providing too much detail. Operations issues are discussed at the Officer Management Board but to avoid duplication are not covered in this report (e.g. the Control Room move).

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

- 5.1. The Officer Management Board is made up of the nominated Officer representative from each of the Partner Authorities, as well as the CCTV Partnership Manager.

## **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 terms of reference for the Officer Management Board were approved by the Joint Committee at their meeting in June 2019. Those terms of reference detail that the Officer Board should meet at least quarterly. Since the last Joint Executive meeting (in September) the Officer Board have met on two occasions- in October and December.
- 7.2. At the meeting of the Joint Committee in September the Committee approved the following two recommendations that are relevant to this report:
- That the Joint CCTV Executive approves the draft revised CCTV Partnership Agreement presented at Appendix A and delegates the authority to make any minor drafting amendments required to the Officer CCTV Management Board.
  - That the Joint Executive notes the progress of the CCTV Officer Management board in concluding the CCTV Governance Review.
- 7.3 At the meeting of the Joint Committee in June the Committee approved the following recommendation that is relevant to this report:
- Approve the reassignment of partner-owned cameras to the CCTV Partnership

## **8. RELEVANT CONSIDERATIONS**

### **CCTV Governance**

- 8.1. In November 2019, the Shared Internal Audit Service issued a follow up final audit report in relation to CCTV Partnership Governance Arrangements. This report found that all the findings that were identified in the audit report in August 2018 had been addressed, as nothing substantial remained outstanding.
- 8.2. East Hertfordshire, Hertsmere and North Hertfordshire still need to update their Constitutions (Stevenage have updated theirs) to reflect the agreed Terms of Reference for the Joint Executive. This is in progress in accordance with the set process for updating the Constitution at each Authority.
- 8.3. The audit report noted that the CCTV Company are due to present their business plan to this meeting.
- 8.4. This therefore confirmed that, as reported to the Joint Committee in September, the governance review had been completed.
- 8.5. The audit report is attached at appendix A.

## Partnership Agreement

- 8.6. Following the approval of the agreement by the Joint Committee in September, the Officer Management Board have completed a final review. This has resulted in two minor changes and a final version has been agreed. This will now be signed by all the Partners.

## Camera Condition and Future Capital Expenditure

- 8.7. The CCTV Partnership Manager provided a list of all the Partner owned cameras, their current status and when they might need to be replaced. A few cameras are already not working and for a further batch it is no longer possible to get spare parts, which means that they might keep operating for a year or more, or they could break very soon and not be repairable. The remaining cameras have an expected useful life of 5 - 7 years.
- 8.8. The decision on when (or if) to replace cameras is a local decision to be made by each of the Partners individually. Although there could be a medium term impact (in line with the Partnership Agreement) on the split of costs if Partners choose to not replace cameras.
- 8.9. The CCTV Partnership Manager was asked to provide an estimate of future capital costs in relation to the Control Room. Given that this is a brand new facility, it is expected that short-term costs will be zero or very low. However Partners will need to plan for costs in the medium to long-term.

## 2020/21 Revenue Budget

- 8.10. The Group Accountant from Stevenage Borough Council presented the draft Partnership budget for 2020/21. The Control Room costs with a comparison to the 2019/20 original budget are shown below:

£000	2019/20 Original Budget	2020/21 Proposed Original Budget
Employees	99	104
Premises	9	9
Transport	10	9
Supplies and Services (including Control Room monitoring contract)	553	561
SBC Management Costs (overheads)	42	35
<b>Total Control Room Costs</b>	<b>713</b>	<b>718</b>

- 8.11. A proportion of the Control Room Costs are charged to the CCTV Company for the capacity that they use. The amount to be charged in 2020/21 for this is lower than was budgeted in 2019/20 as all Partner cameras have now been reassigned to the Partnership, rather than some being charged via the CCTV Company. As detailed in the tables below the Partners will see a reduction in the amounts that they are charged by the CCTV Company.

<b>£000</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Proposed Original Budget</b>
Total Control Room Costs	713	718
Less: Income from CCTV Company	(320)	(237)
<b>Net amount to be charged to Partners</b>	<b>393</b>	<b>481</b>

<b>£000</b>	<b>2019/20 Original Budget</b>			<b>2020/21 Proposed Original Budget</b>		
	<b>Partnership Charge</b>	<b>Company charge</b>	<b>Total Cost</b>	<b>Partnership Charge</b>	<b>Company charge</b>	<b>Total Cost</b>
Stevenage	146	51	197	195	0	195
North Herts	108	19	127	127	0	127
East Herts	85	14	99	100	0	100
Hertsmere	54	3	57	59	0	59
<b>Total</b>	<b>393</b>	<b>87</b>	<b>480</b>	<b>481</b>	<b>0</b>	<b>481</b>

## **Potential Changes**

- 8.12 As detailed in a separate report on this agenda, East Hertfordshire are looking at how they can involve their Town Councils more in the provision and management of CCTV cameras. North Hertfordshire have identified some potential locations for new cameras but being mindful of budget constraints, are going to review the locations of all their cameras and prioritise where they should be located.

## **9. LEGAL IMPLICATIONS**

- 9.1. *The Terms of Reference of the Joint Committee include* “to discuss and agree the strategic and policy issues relating to the jointly owned and operated CCTV Control and Monitoring service (paragraph 11.7.2 (a)).

## **10. FINANCIAL IMPLICATIONS**

- 10.1. The proposed revenue budget for the partnership and partner contributions is detailed in paragraphs 8.10 and 8.11. As detailed in the table in paragraph 8.11 there is not a significant change in the total costs that the Partners will need to pay in 2020/21 (compared to 2019/20).
- 10.2. Paragraphs 8.7 to 8.9 refer to future capital costs in relation to cameras and the control room.

## **11. RISK IMPLICATIONS**

- 11.1. The completion of the governance review in paragraphs 8.1 to 8.5 ensures that there are good controls in place in relation to the operation of the partnership. This helps to manage risk.
- 11.2. Any change to cameras (e.g. number of cameras, management of cameras) by any of the partners has the potential to affect the other partners. The partnership agreement puts conditions in place to try to manage these implications and risks.

## **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 specific equalities implications in relation to this report.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. The Social Value Act and “go local” requirements 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. Appendix A - CCTV Partnership Follow-up Audit Report

## **16. CONTACT OFFICERS**

- 16.1. *Ian Couper, Service Director: Resources, [ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk), Phone 01462 464243*

## **17. BACKGROUND PAPERS**

- 17.1. None