

**OVERVIEW AND SCRUTINY COMMITTEE
TASK AND FINISH GROUP SCOPING DOCUMENT
January 2017**

| Task and Finish Group Title: | CCTV Task and Finish Group |
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| Membership of Working Group: | Suggested as Portfolio Holder (Cllr Brown); O&S Chairman (Cllr Alban); x1 O&S Communities & Environment (to be selected January meeting) |
| Aim: | <p>Huntingdonshire District Council invest a significant amount of money in the installation, operation and monitoring of CCTV systems in the District's market towns and other Parishes. The aim of the task and finish group is to:</p> <ul style="list-style-type: none"> • Establish what measurable impact and perceived value the CCTV cameras represent, and • To determine the type, frequency and purpose of Cambridgeshire Constabulary utilises the information gathered by the CCTV cameras. <p><i>NB: This work will include comparison with information and utilisations trends for the Cambridge City system which the Shared Service delivers.</i></p> |
| Key Officer Contacts: <i>(Lead and support)</i> | Chris Stopford, Head of Community Services. Robert Holgate - CCTV Manager Claudia Deeth, Team Leader Community Safety |
| Scoping form completed by: | Corporate Director (Delivery); Portfolio Holder; Chairman O&S |
| Scrutiny requested by: | The Executive Leader of the Council, Councillor Robin Howe |
| Criteria for inclusion in work programme: | |

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| <p>Customer Feedback:</p> | <p>The Task and Finish Group will have to approach the CCTV team to ascertain how often information is referred to Cambridgeshire Constabulary and then, ask the Constabulary how often they act upon and use the information given, along with what outcomes are achieved.</p> <p>It might be useful to ask, in particular the group Huntingdonshire Business Against Crime (HBAC) which are a contributor to the CCTV systems and co-locate in the Council' CCTV control room.</p> |
| <p>Council Priority:</p> | <p>In the Corporate Plan under the Enabling Communities, the Council has the strategic objective of <i>'create, protect and enhance our safe and clean built and green environment'</i>. Underneath this strategic objective the Council has a key action to continue to manage and enhance the joint CCTV service with Cambridge City Council.</p> <p>The Council are committed to the commercialisation of CCTV to maximise efficiency and cost-effectiveness and thereby also win new client business. The Cabinet received and agreed a report on this topic at its meeting on 17th November 2016. The report can be found on the Council's website.</p> |
| <p>Importance to local people:</p> | <p>There are 109 cameras across the Huntingdonshire District, monitored 24 hours a day, 365 days a year.</p> <p>The District Council owns, monitors and maintains 101 cameras, and monitors a further 8 cameras on two contracts / service level agreements.</p> <p>In addition as part of the Shared Service, monitors and maintains 138 fixed, and 6 re-deployable cameras for Cambridge City Council</p> |
| <p>Value for Money:</p> | <p>The Council has to budget annually for the operation, maintenance and monitoring of CCTV systems, as well as both retain and to win new fee paying clients so as to drive down the overall cost of service. The Task and Finish Group are tasked with establishing whether our systems and most importantly, Police utilisation of live</p> |

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| | and recorded incident footage, represents value for money in actual/comparative terms and/or client and community perceptions. |
| Contributes to tackling inequalities: | N/A |
| Improving partnership working: | <p>The Task and Finish Group's principle aim is to determine how often information gathered by the CCTV systems are utilised by Cambridgeshire Constabulary. If the answer is not often then the questions have to be:</p> <ul style="list-style-type: none"> a) Why not? b) How does CCTV contribute to current and future Policing practices and ethos? c) Is there any information collection that is now effectively declining in its relevance or is ultimately obsolete? d) Is there anything the Council, the CCTV operators and the Police could do to encourage more utilisation of information? |
| Tackling underperformance in services: | The Task and Finish Group has to establish if the CCTV service represents value for the District and an aspect of that is to establish if the service is performing and achieving what it is stating it wants to achieve. |
| Cross-cutting issue: | The Huntingdonshire Community Safety Partnership does have an interest in CCTV coverage. |
| <p>Summary of overall anticipated benefits and intended outcomes:</p> <p><i>(Give a brief description of what we hope undertaking the review will achieve e.g. improved performance, amended policy, efficiencies or increased footfall)</i></p> | <p>The Task and Finish Group are expected to find out the following:</p> <ul style="list-style-type: none"> 1 – Establish the value of the CCTV service in terms of actual/comparative value for money. 2 – Establish the value of the CCTV service in terms of perception of community safety and well-being. Do residents and business feel any safer as a result of knowing systems are in place? Similarly, is there any evidence that criminality is deterred? 3 – Establish the practical and operational worth of CCTV footage to Cambridgeshire Constabulary in delivering Policing priorities. |

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| <p>Indicators of success: <i>(Include details of desired indicators of success and how these can be measured)</i></p> | <ul style="list-style-type: none"> • Presentation to O&S Panel by Cambridgeshire Constabulary and clarity on how CCTV contributes to Policing outcomes. • Final report setting out the findings of the Task and Finish Group and if appropriate, any recommendations for the Panel or to Cabinet or to the Police. • Communication of findings to client organisations – Cambridge City; HBAC; Town/Parish Councils. |
| <p>Scope:</p> | |
| <p>In Scope: <i>(Define what the scope of the review will be)</i></p> | <p>For the Panel to decide but suggestions include:</p> <ul style="list-style-type: none"> • An understanding of the CCTV service, how it operates and the aims of the service. • Trends on maintenance and serviceability of the camera systems • Comparative cost of the service delivered by the Council versus market provision. • Analysis of what information is gathered and how it is used, including trends over the period of the Shared Service on numbers and types of incidents. • How much of the information is referred onto Cambridgeshire Constabulary and how much is used, either 'live' or in retrospect action. • How often are copies of footage requested (as there are income and cost implications). |
| <p>Excluded from Scope: <i>(Define the exclusions from the scope of the review)</i></p> | <p>For the Panel to decide but suggestions include:</p> <ul style="list-style-type: none"> • How the information is stored. • How the information is managed by Cambridgeshire Constabulary once it has been transferred over. • To determine whether commercialisation of CCTV is the right route for HDC to take. (Cabinet decision already taken in principle. Outcomes of market testing / procurement can be scrutinised in New Year prior to any final Cabinet decision to implement). |

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| <p>Benefits:</p> | <p>The benefits of the scope keeps the Group focused on achieving their aims. Assurance that the CCTV service has a definable and pragmatic purpose.</p> |
| <p>Council and Partner Involvement</p> | |
| <p>Who would need to be involved from the Council?</p> | <p>Chris Stopford, Head of Community Services Claudia Deeth, Team Leader Community Safety Robert Holgate, CCTV Manager Adam Green, Democratic Services Officer (Scrutiny) (for notes)</p> |
| <p>Which of our partners, stakeholders and members of the community should we discuss this with?</p> | <p>Cambridgeshire Constabulary Huntingdonshire Business Against Crime Huntingdonshire Community Safety Partnership?</p> |
| <p>Review Resources</p> | |
| <p>Evidence: <i>(Background information and documents to look at)</i></p> | <p>The CCTV Service Plan.</p> <p>Relevant Government Guidance.</p> <p>Industry evidence and best practice.</p> <p>Policing priorities.</p> <p>Trend analysis of:</p> <ul style="list-style-type: none"> ○ the number and type of CCTV incidents notified ○ information referrals, live and retrospective, made to the Constabulary ○ Policing outcomes where CCTV evidence has contributed to successful action. |
| <p>Witnesses: <i>(Who to see and when)</i></p> | <p>Cambridgeshire Constabulary – PCC and Chief Constable Huntingdonshire Business Against Crime?</p> |
| <p>Site visits: <i>(Details of site visits and when they need to be held if appropriate)</i></p> | <p>Access to the CCTV control at Eastfield House is restricted by legislation to prescribed persons and is not necessary to effectively conduct and conclude the scrutiny process.</p> |

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| <p>Consultation: <i>(Is there any consultation which needs to be undertaken to feed into the review?)</i></p> <p><i>(Consult with CMT on draft outcomes for any issues they may have)</i></p> <p><i>(Do findings need to be published for consultation before making final recommendations?)</i></p> | <p>Consultation with the public on the perceptions of CCTV is unlikely to either add significant informed evidence to the process or to be cost effective in return on investment, particularly as the key objective of the process is to determine the effectiveness of the systems in reducing, detecting and evidencing crime by the Police.</p> <p>Direct engagement with Cambridgeshire Constabulary is essential in order to ascertain what information they are able to or willing to use in detecting and reducing crime and how CCTV contributes to Policing priorities and also, whether Policing priorities and CCTV utilisation varies across the Huntingdonshire geography.</p> <p>Overview and Scrutiny Panel (Communities and Environment) will be consulted on the final report, along with potentially a presentation from the PCC and Chief Constable.</p> |
| <p>Expert Advice: <i>(Does the Task & Finish Group require expert advice and support due to the nature of the review? Note: if a cost is involved the senior officer will need to agree payment)</i></p> | <p>Officers from the Council and Officers from Cambridgeshire Constabulary.</p> |
| <p>Timescales:</p> | |
| <p>Anticipated Review Start Date:</p> | <p>January 2017</p> |
| <p>Anticipated Reporting Date:</p> | <p>March 2017</p> |
| <p>Frequency of Meetings:</p> | <p>As appropriate. Unlikely to more than twice.</p> |
| <p>Date to evaluate impact: <i>(A review in six to twelve months – dependent on outcomes – at this point deciding to either re-scrutinise this matter, with a different task and finish group, or sign it off as the indicators of success have been achieved)</i></p> | <p>Analysis of reporting and utilisation trends, and of Policing outcomes where CCTV has been a contribution factor, after twelve months from completion of the final report.</p> |