

## APPENDIX C “Project Mandate”

Agenda item number:

Date of issue: **28/09/15**

Meeting:  
Programme  
Board  
Date:

Report by: Paul  
Appleby

Job title:  
CCTV Co-  
ordinator

Service:  
Communities &  
Neighbourhoods

Status:

Subject: CCTV Upgrade

---

### 1 Purpose of report

To request capital monies for the replacement & upgrade of the Melton Mowbray Town Centre CCTV system, which has become necessary due to equipment failure. The heart of the system – the video recorder – failed and a back-up is currently employed. The back-up has become aged and employs unsupported and redundant software.

---

### 2 Recommendations

To upgrade the town CCTV system to provide new and enhanced capability. The primary aims are to:

- Employ new Hybrid Network Video Recorders (NVR) recording technology
- Install new CCTV handling software
- Provide extra capacity for more cameras

It has also been identified that the new equipment would reduce the current equipment stack significantly and the operators workstation could be redesigned, the monitors repositioned to give better image presentation.

Procurement will be in line with contract procedure rules and will require three quotes against a specification that has been written.

---

### 3 Background

The Melton town centre CCTV system is based around a 16 camera configuration which feeds into a digital storage device to give 28 days of stored data. The system runs 24 hours a day, 7 days a week - it is never switched off.

In addition to aiding public safety, it provides evidential imagery for the Police, Melton

Borough Council and partnership agencies and, when required, this imagery is produced onto DVD and CD media for use in investigations.

Recently, the system has suffered equipment failures which has meant employing a stand-by solution temporarily while the failure can be addressed.

Our current maintenance/service contact is provided by ADT who originally installed the latest iteration of the system and who have looked after the system for some years.

The last major spend on the system was four years ago when a camera was moved from the Fairmead Housing Estate to the east end of Thorpe Road in the town centre.

Over the years the evolution of our current configuration has resulted in a mosaic of technology from partial upgrades due to minor piece part replacements. This is now compounding the problem of fault diagnosis and has introduced extra failure paths.

The CCTV operating software is also now redundant as the company through whom it was provided no longer produce it and have switched their business away from software.

The analogue CCTV cameras we currently employ are no longer manufactured and if replacements become necessary (which is inevitable in the medium/long term) a different type of camera known as a 'digital IP camera' will be required which are incompatible with our current recorder and signal handling hardware. On investigating further, we have found that our DVR hardware is fast becoming redundant due to the introduction of new IP cameras and companies are now providing more resilient Hybrid Network Video Recorders (NVR's) which are capable of both digital and analogue camera input. They also record at a higher resolution giving a significantly improved recorded image and also do the equivalent job as several pieces of our current equipment and have 'failover' recovery capability.

We therefore believe that it would be unwise to simply replace our current equipment like for like. It would be uneconomical as a forced upgrade would be necessary anyway as the older equipment becomes scarcer and gives way to the newer technology. CCTV technology has moved on a generation since the installation of our current system and as a consequence it makes economic sense to prepare our system for the next generation of camera and signal handling hardware.

---

#### **4 Legal, financial and IT implications**

##### Finance

The cost of the upgrade is in the region of £13,000. We are requesting £15,000 in order that some contingency monies are available in case of slightly increased quotes and any unforeseen work that may arise once the equipment is being replaced.

##### Legal

Legal will be required to write the contract that we enter with the successful installation company.

##### IT

There are no internal IT requirements for this project.

---

**5 Initial Assessment of risk**

At present the current recorder has no back-up and if it were to fail, we would have no means of reviewing incidents, not be able to produce evidential downloads for the police, and we would not be able to fulfil our data obligations as required by the Data Commissioner.

As the recorder is central to the system and without substantial rework, we would lose all sight within the town which would affect our ability to support our public safety commitments with regard to town centre management, our support of the retail theft (SMART) and PubWatch schemes.

---

**6 Equalities and diversity and staffing implications**

Equalities and Diversity

There is a positive impact due to the fact that crime can be evidenced in the Town Centre and the use of CCTV helps gather evidence to support victims of crime.

Staffing Implications

There are no staffing implications from this project.

---