



# Cabinet

16 November 2022

**Report of:** Councillor Malise Graham (MBE),  
Portfolio Holder for People and  
Communities

## CCTV – Modernisation and Revised Operating Arrangements

<b>Corporate Priority:</b>	Excellent services positively impacting on our communities
<b>Relevant Ward Member(s):</b>	All
<b>Date of consultation with Ward Member(s):</b>	N/A
<b>Exempt Information:</b>	No
<b>Key Decision</b>	No
<b>Subject to call in</b>	No Not key decision

### 1 Summary

- 1.1 Due to its age and operating arrangements, the Council's CCTV system no longer offers an effective or value for money solution.
- 1.2 A business case has been developed to modernise and improve the CCTV system and associated operating arrangements including:
  - 1.2.1 The purchase and installation of 10 new CCTV cameras
  - 1.2.2 A partnership with Harborough District Council to enable maintenance of the cameras
  - 1.2.3 A partnership with Harborough District Council to enable effective CCTV monitoring
- 1.3 Subject to approval at Council in December 2022, procurement and implementation would commence in early 2023.

## 2 Recommendation

### That Cabinet:

- 2.1 **Endorse the proposed replacement of CCTV cameras and collaboration with Harborough District Council for maintenance and monitoring arrangements and recommend to Council that;**
  - 2.1.1 **Capital investment to modernise the CCTV system be approved, with the capital programme updated accordingly and £41,670 being allocated from the General Fund capital receipts and £17,770 being allocated from the HRA Regeneration & Development Reserve.**
  - 2.1.2 **Authority is given to collaborate with Harborough District Council for CCTV maintenance and monitoring arrangements**
  - 2.1.3 **Subject to Council approval, authority is delegated to the Director for Housing and Communities to finalise and enter into associated contractual arrangements**

## 3 Reason for Recommendations

- 3.1 The Council has a CCTV system in place however it is now over 26 years old and no longer offers an effective or value for money solution. Without investment and modernisation, it cannot offer an effective crime prevention solution.
- 3.2 The approved Capital Programme for 22/23 refers to the need to invest in CCTV equipment / modernisation of CCTV, subject to approval of a business case. This report brings this commitment forward and sets out the associated capital investment and operating arrangements required.
- 3.3 Although not a statutory requirement, there is a significant reputational risk associated with the lack of an effective CCTV monitoring system which impacts on our ability to:
  - 3.3.1 Tackle anti-social behaviour
  - 3.3.2 Take enforcement action
  - 3.3.3 Address our priorities as part of the Safer Melton Partnership (SMP)
  - 3.3.4 Help our businesses and communities to feel safeEnable us to effectively detect and prevent crime

## 4 Background

- 4.1 The Council has a CCTV system in place however it is now over 26 years old and no longer offers an effective or value for money solution. Without investment and modernisation, it cannot offer an effective crime prevention solution
- 4.2 The Council's current system has 16 analogue cameras located within Melton town. 12 of these are operational, however the quality of imaging is poor. The remaining 4 cameras are no longer operational due to power supply disruption and airways link breakdown.

- 4.3 Due to age of the system and obsolete technology, the Council is often faced with faults and break downs, whether it be individual cameras or the full system. System issues include camera fault, server availability and significant delays in maintenance support.
- 4.4 Monitoring has historically been volunteer led. Volunteering has reduced since the Covid 19 pandemic and is no longer considered a sustainable or viable solution.
- 4.5 The provision of CCTV is not a statutory function. However, it is an important tool in the prevention and detection of crime and a key component of the Council's commitment to supporting safer communities.
- 4.6 A proposal for a modernised and improved CCTV system and monitoring arrangements has been developed through a business case. It is considered that the proposal represents value for money and will enable an improved, resilient and more effective service.
- 4.7 Although not a statutory requirement, there is a significant reputational risk associated with the lack of an effective CCTV monitoring system which impacts on our ability to:
  - 4.7.1 Tackle anti-social behaviour
  - 4.7.2 Take enforcement action
  - 4.7.3 Address our priorities as part of the Safer Melton Partnership
  - 4.7.4 Help our businesses and communities to feel safe
  - 4.7.5 Enable us to effectively detect and prevent crime
- 4.8 Through a modernised CCTV system, the Council aims to enable:
  - 4.8.1 Businesses to have meaningful engagement with a CCTV control room to protect their businesses from shop theft and any other criminal activity in the town centre and identified hotspot areas.
  - 4.8.2 Police to have access to additional tools to collate and gather high quality evidence to address criminal activity within our local community.
  - 4.8.3 Residents to feel safe and allow them to have meaningful access to the data should this be required.
  - 4.8.4 Increased public confidence in Melton as a safe place to live, work and visit.
  - 4.8.5 Increased visibility and impact of enforcement action.
- 4.9 Alongside the proposal to invest in and modernise the Council's CCTV system, the Council has also secured funding from the Government's Safer Streets Fund which has already enabled immediate improvements through the installation of four mobile CCTV cameras, which are located within hotspot (high crime) locations within the Town.

## **5 Main Considerations**

### **5.1 New CCTV Cameras:**

- 5.2 It is proposed that the existing Council CCTV cameras will be removed and will be replaced with x 10 modern cameras in locations where it is considered they will offer the most effective coverage. In addition, the Council has four cameras funded through the Safer

Streets Fund, leading to a total of 14 high quality cameras. A map to demonstrate coverage can be found at Appendix A.

5.3 Locations not included within the revised proposed coverage are at the Cattle market (x2 cameras) and the Police Station (x1 camera) (alternative CCTV available).

**5.4 Improved Monitoring Arrangements:**

5.5 The current CCTV control room based within Melton Police station was regularly manned by Police volunteers until the pandemic in March 2020, which impacted the ability to carry out this role. Volunteer numbers have since reduced and the police have been unable to recruit volunteers for this role. This has impacted the Council's ability to ensure monitoring at core times. Due to the control room being within the Police station, any future volunteers or operators need to have full police clearance and training to be able to work from the building which takes a significant length of time in processing.

5.6 It is considered that outsourcing the monitoring of the system would provide a more resilient solution, led by employed staff that are fully SIA trained, and operate within an existing GDPR compliant operating environment. An option to work with Harborough District Council has been explored and is considered the most effective and value for money option (existing CCTV system, control room and staffing) arrangements. From a shared service delivery perspective, it also aligns with the Council's existing relationship with Harborough District Council for Lifeline and Out of Hours provision.

**5.7 Improvements to Columns and Signage:**

5.8 Site visits have been conducted to all camera locations and surveys of the columns for condition and signage inspected. Improvements are required, including updating and replacing signage and addressing faded paintwork, graffiti and environmental maintenance. Each column will require signage with relevant information and contact details.

**5.9 Enabling Safer Communities:**

5.10 Although not a statutory requirement, there is a significant reputational risk associated with the lack of an effective CCTV monitoring system which impacts on our ability to:

- Tackle anti-social behaviour
- Take enforcement action
- Address our priorities as part of the Safer Melton Partnership (SMP)
- Help our businesses and communities to feel safe
- Enable us to effectively detect and prevent crime

5.11 A modernised system will enable:

5.12 Businesses to have meaningful engagement with the CCTV control room to protect their businesses from shop theft and any other criminal activity in the town centre and identified hotspot areas.

5.13 Provide police with additional tools to collate and gather high quality evidence to address criminal activity within our local community.

- 5.14 Residents to feel safe and allow them to have meaningful access to the data should this be required.
- 5.15 Enhance Melton Borough Council's reputation to be a safe place to visit and live in.
- 5.16 This will also align with our plans for reviewing the SMART scheme and Pubwatch in tackling crime and supporting the night-time economy.
- 5.17 Increasing public confidence in Melton as a safe place to live and work
- 5.18 Increased visibility of enforcement action

5.19 **Corporate Priority Alignment:**

5.20 This proposal supports a range of corporate priorities and objectives:

5.20.1 Priority 1: Excellent Services positively impacting on our communities:

- Invest in digital systems which will improve services to our customers and increase productivity
- Focusing on Priority Neighbourhoods, working in partnership to tackle community issues

5.20.2 Priority 4: Protect our climate and enhance our rural, natural environment:

- Utilise new investment in enforcement to tackle environmental and place-based issues that matter to our communities such as litter, blight and inappropriate behaviour.
- Regenerate our town centre and encourage inward investment

5.20.3 Capital Strategy 2022-23: Safety and Protection Objectives

- To improve community safety, reduce crime and the fear of crime

## 6 Options Considered

- 6.1 The Council could choose not to invest in a new CCTV system. This has not been recommended as although it is not a statutory requirement, CCTV is a key community safety tool. Not having an effective CCTV monitoring system will impact the ability of the Council and Police to tackle detect and prevent crime and anti-social behaviour, take enforcement action and would impact on commitments made to positively impact communities.
- 6.2 The Council could choose not to partner with Harborough District Council for maintenance and monitoring arrangements. This has not been recommended as a partnership with Harborough District Council has been identified as the most effective, cost effective and resilient solution further to a review of options for future operating models. The Council would incur significant additional cost if it were to resource the staffing of a control room and enter into a separate contract for maintenance of the cameras.
- 6.3 The Council could choose to replace the current system with a different number of cameras. This is not recommended as the option proposed through the business case

provides an evidence led approach and takes account of the coverage that will be achieved through the new cameras (x10) in addition to those funded through the safer streets fund (x4).

## 7 Consultation

- 7.1 Informal consultation with Melton BID representatives and Leicestershire Police was undertaken during October 2022. The proposal was well received, and stakeholders confirmed they were supportive of plans to implement 10 new cameras. Stakeholders were also briefed on proposed monitoring arrangements, including key benefits of having a fully manned system with 24hr accessibility. There was a concern raised regarding connectivity with Pub and Shop Watch as the radios may not connect with CCTV, however an alternative solution will be available to ensure connection with the CCTV service.
- 7.2 To help inform the development of the proposed project, the portfolio Holder for People and Communities has visited the CCTV control room at Harborough District Council to see how the service works, the professionalism of the arrangements in place and the quality of CCTV imaging and service delivery.
- 7.3 Scrutiny committee members were made aware of the progress of the CCTV business case and rationale for replacement, as part of the committee’s Crime and Disorder annual update in September 2022.

## 8 Next Steps – Implementation and Communication

- 8.1 Subject to approval at Council in December 2022, procurement and implementation would commence in early 2023. Delegated authority to the Director for Housing and Communities is requested to finalise and enter into associated contractual arrangements. The proposed implementation timeline is set out below:

<b>Stages</b>	<b>Description</b>	<b>Milestone Dates</b>
Project Initiation	Project start-up and mobilisation	October 2022
Consultation with key stakeholders	Bid Board, Police	October 2022
Approvals to proceed	SLT Approval to proceed with business case Cabinet recommendation to Council Council consideration / decision	September 2022 November 2022 December 2022
Procurement / Contracts	Procurement of Equipment Contract negotiations and arrangements	January 2023
Implementation	Full project implementation and live cameras installed by	March 2023

## 9 Financial Implications

9.1 To enable the replacement of CCTV cameras, capital investment is required. The approved Capital Programme for 22/23 refers to the need to invest in CCTV equipment / modernisation of CCTV, subject to approval of a business case, although funding was not set aside.

9.2 This report brings this commitment forward and sets out the associated capital investment and operating arrangements required.

9.3 A market appraisal has been carried out through which a number of options have been explored, leading to the recommended option as shown below. The business case has been reviewed by the Council's Senior Leadership Team.

9.4 The cost for the replacement CCTV system with x10 Redvision cameras with new kit is: £59,241.00 + VAT.

9.5 As three of the existing locations plus an additional fourth location will provide coverage in key social housing areas / priority neighbourhoods there is a proposed capital funding split between the Council's Housing Revenue Account and General Fund.

9.5.1 The HRA allocation has been discussed with the Council's Housing Asset Manager who has confirmed that this aligns with the commitments made within the HRA Business Plan.

9.6 The tables below show the Capital fund request and associated cost allocation to the General Fund (70%) and Housing Revenue Account (30%).

### 9.7 Recommended Option:

Recommended Option	
Equipment	
<ul style="list-style-type: none"> <li>• 10 x Redvision RVX2 30:1 PTZ cameras.</li> <li>• 10 x mounting brackets.</li> <li>• 10 x media convertors for the fibre optic cabling.</li> <li>• 10 x high Poe 90-watt power injectors.</li> <li>• 1 x labour charges.</li> <li>• 1 x commissioning charges.</li> </ul>	
Control Room	
<ul style="list-style-type: none"> <li>• 1 x Avigilon 24 channel 18TB servers running together as one system as redundancy setup.</li> <li>• 1 x Gigabyte managed switches.</li> <li>• 1 x 1000mm server cabinet.</li> <li>• 1 x system PC with keyboard, mouse and monitor for playback and data management.</li> <li>• 1 x labour charges</li> </ul>	
Total Cost	£59,241.00
GF Split (70%)	£41,468.70
HRA Split (30%)	£17,772.30

- 9.8 The funding for the General Fund will come from capital receipts leaving an unallocated balance of £271k, for the HRA the funding will be met from the Regeneration & Development Reserve leaving a balance in the region of £3.515m at 31 March 2023, assuming all other schemes and spend remain as they are.
- 9.9 There will be an annual maintenance and monitoring cost through a shared arrangement with Harborough District Council. This has been identified as the best value arrangement and will cost. In total for monitoring and maintenance, the annual total cost will be £5,400. This is still significantly cheaper and better value than our current maintenance contract and includes monitoring.
- 9.10 This will be funded through the Council's existing budget allocations and again split 70% GF and 30% HRA.

**Financial Implications reviewed by: Director for Corporate Services**

## **10 Legal and Governance Implications**

- 10.1 Capital expenditure involves acquiring or enhancing fixed assets with a long-term value to the Council. Council are required to approve the programme of capital expenditure.
- 10.2 CCTV is not a statutory function however community safety is a statutory function as prescribed within the Crime and Disorder Act 1998. Providing a CCTV service assists in satisfying the requirement of tackling crime and disorder.
- 10.3 The operation of CCTV is governed by various pieces of legislation including (but not limited to) General Data Protection Regulation (GDPR), Human Rights Act 1998, Regulation of Investigatory Powers Act 2000, Equality Act 2010, Protection of Freedoms Act 2012, ICO Guidance: CCTV Code of Practice, Surveillance Camera Code of Practice, 12 Guiding Principles)
- 10.4 A Data Protection Impact Assessment will need to be completed to ensure compliance with Data Protection legislation. The system being proposed should consider 'data protection by design and by default' in order to comply with the GDPR's fundamental principles and requirements.
- 10.5 Local authorities by virtue of Section 33 are 'Responsible Authorities' for the purposes of the Protection of Freedoms Act 2012. The Council would be obliged to have regard to the provisions of the Code and to ensure that citizens' freedoms were protected.
- 10.6 The Information Commissioner's Office has separately published on its website a checklist of considerations regarding data security which assists in ensuring compliance with the Code.
- 10.7 The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations.

**Legal Implications reviewed by: Monitoring Officer**



## 11 Equality and Safeguarding Implications

- 11.1 In delivering a CCTV system, the Council must comply with the public sector equality duty as set out in S149 of the Equality Act. There are no adverse impacts on protected groups through the use of CCTV. Evidence from a high-quality CCTV system can protect residents and especially those with protected characteristics from wrongful conviction, enable residents to feel safer in their local community and provides greater transparency for Local Authorities and the police when dealing with Anti-Social Behaviour, hate or criminal incidents.

## 12 Community Safety Implications

- 12.1 The changes proposed will positively impact community safety in Melton. The proposed changes will better enable the Council and key partners to detect and prevent crime and anti-social behaviour, take enforcement action and would impact on commitments made to positively impact communities.

## 13 Other Implications

- 13.1 **Health and Wellbeing Implications:** None arising directly from this report.
- 13.1.1 **Environmental Implications:** Improving the CCTV system as proposed will support the Council to achieve its commitment to protect our climate and enhance our rural, natural environment by being able to tackle environmental and place-based issues that matter to our communities such as litter, blight and inappropriate behaviour.
- 13.2 **Human Resource Implications:** None arising directly from this report.
- 13.3 **Procurement Implications:** The Council must adhere to contract procedure rules. A project group is in place and advice being provided by Welland procurement.

## 14 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Digital Connectivity does not perform as required	Low	Critical	
2	Disruptive power supply in camera locations	Low	Critical	
3	Delays to approval and purchases increases cost of equipment	Significant	Critical	

		Impact / Consequences				
		Negligible	Marginal	Critical	Catastrophic	
Li	kel	Score/ definition	1	2	3	4

6 Very High				
5 High				
4 Significant			3	
3 Low			1, 2	
2 Very Low				
1 Almost impossible				

Risk No	Mitigation
1	Due diligence and audit of systems prior to implementation as well as warranty cover negates this risk. Audit report awaited and will be added as an appendix. Early indications are that there will be no connectivity issues for the proposed sites
2	Liaison with energy suppliers to ensure any disruptions are addressed and rectified
3	Prioritising decision-making process in relation to this project

## 15 Background Papers

15.1 CCTV Business Case (Internal Document)

## 16 Appendices

16.1 Appendix A: GIS Map to show CCTV coverage

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