



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX433
2. Name/Title of Officer	Director for Housing and Communities (Deputy Chief Executive)
3. Email address of Officer	mhoward@melton.gov.uk
4. Title / Subject Matter:	CCTV Maintenance and Monitoring
5. Type of Decision:	Public
6. Key Decision?	Non-key
7. Decision Taken: To enter into a contract with West Northamptonshire Council for the provision of CCTV maintenance and monitoring.	
8. Reasons for Decision: In April 2023, Melton Borough Council (MBC) outsourced CCTV maintenance and monitoring to a neighbouring council. This covered 10 permanent fixed cameras and 4 WCCTV semi-permanent cameras. Subsequently, additional cameras and equipment have been secured through external funding including a Help Point. Notice has been received to end the current maintenance and monitoring agreement, and a new partnership arrangement has been sought, resulting a proposed partnership with West Northamptonshire Council for maintenance and monitoring of the Council's CCTV system. This covers a 24hrs, 7 days a week, 365 days a year monitoring with a screen solely for Melton, with multiple cameras displayed at any one time. The control room will have 2 members of staff day and night with a manager present. This is a busy control room, and the staff have lots of experience with being proactive and engaging with the Police and providing evidence in a timely manner. They also have several Help Points they service and understand how these systems work and operate. This in an inter-authority agreement, initially for a two-year period. In line with previous decisions taken by the council and based on the locations of the cameras, the associated costs will be split between the general fund and the housing revenue account. These costs are as follows and are based on 7 cameras for the HRA and 12 for Safer Communities.	

Safer Communities	HRA
New monitoring and maintenance costs x12 cameras = £9,315.78	New monitoring and maintenance costs x7 cameras = £5,434.21
EDF approximate cost x 12 cameras = 1,894.73 This is only an estimate as the billing isn't metered.	EDF approximate cost x 7 cameras = 1,105.26
BT NET costs x10 cameras = £3,088	BT NET costs x4 cameras = £1,235.20
WCCTV airtime cost x 1 cameras = £549.00	WCCTV airtime cost x 2 cameras = £1,647.00
Total cost to SC = £14,298.51	Total cost to HRA = £7,774.67
Combined total= £22,073.18	

The recommended option offers the best value for money and an all-inclusive package that will enable CCTV to operate how we expect and provide our policing partners the best possible CCTV resource, to detect and prevent crime and provide fully GDPR compliance when handling our data.

9. Authority / Legal Power:

The Director for Housing & Communities has delegated authority to make this decision pursuant to part 12.2 of the Officer Scheme of Delegation.

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. Reinstall equipment at Melton Police Station. This would be unstaffed.
2. Alternative council 1: Whilst the council offers a very robust and professional service, and geographically are the closest of the 3 outsourcing options, the costs to MBC are significant and their offer does not include maintenance of the system, making it financially unviable.
3. Alternative council 2: The Council is in the process of changing locations for their CCTV control room into a Police station, which would cause delay if we were to choose this option. The costs are higher than the preferred option. The quote also doesn't include maintenance. This is not financially viable.

12. Implications:

<p>Legal</p>	<p>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). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts.</p> <p>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</p> <p>As the contract is with another Local Authority, it may be entered into pursuant to the Local Government (Goods and Services) Act 1970</p> <p>In July 2022, Council approved the following recommendation:</p> <p>Council delegates authority to the Director for Housing and Communities in consultation with the Director for Corporate services and Portfolio Holder for Housing and Landlord Services to access the HRA Development and Regeneration Reserve to progress projects and activities in support of the HRA up to a limit of £100k per project and up to a maximum of £500k in any one year subject to the financial viability of the HRA Business plan not being undermined.</p> <p>This proposal is in line with this delegation.</p> <p>[Legal Approval - 17 April 2024]</p>
<p>Finance</p>	<p>This contract will be an increase on 24/25 budget provision that is currently available and will need to be funded through in-year savings to cover this increase on the General Fund. For the HRA the £4,180 increase on the budget will need to be funded under delegation from the Regeneration & Development Reserve Moving forward this will then be built into the budget from 25/26 onward to ensure continued delivery. By using the delegated authority outlined for the HRA element, the Council has already accessed £4,050 in 24/25. This leaves a balance of £495,950 that can be accessed in the current financial year. This will be an on-going requirement to be built into the future budgets.</p> <p>[Finance Approval – Director for Corporate Services 26 April 2024]</p>
<p>HR</p>	<p>There are no staffing implications as a result of this decision.</p> <p>[HR & Communications Approval -18 April 2024]</p>
<p>Procurement</p>	<p>Very happy on the use of the public-to-public sector nature of this work and the range of quotes having been sought.</p> <p>[Procurement Approval – 22 April 2024]</p>

13. APPROVAL/SIGN OFF (Do not complete until all implications signed off at Section 12)

Signature of Decision Maker with authority to sign :	Email approval received Michelle Howard Director for Housing and Communities (Deputy Chief Executive)
Consultation with:	Email notification received Cllr Sarah Cox Portfolio Holder for Corporate Finance, Property and Resources (with responsibility for Strategic Community Safety) Cllr Pip Allnatt Leader of the Council and Portfolio Holder for Housing, Leisure and Landlord Services
Date:	13 May 2024

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