

## Community Well Being PDG 23 July 2013

### To approve proposed terms of reference for the management of Tiverton town centre's CCTV system

**Cabinet Member**                      Cllr R Deed  
**Responsible Officer**              Licensing and Community Safety Manager

**Reason for the report:** It is proposed to set up a new management group for Tiverton town centre's CCTV system and this report puts forward proposed terms of reference for that group

**RECOMMENDATION:** That the Community Well Being Policy Development Group recommends to the Cabinet that the terms of reference are adopted by this Council.

**Relationship to the Corporate Plan:** None

**Financial implications:** Tiverton town centre's CCTV is run with a very small budget that is jointly funded by MDDC and Tiverton Town Council.

**Legal implications:** CCTV must be operated lawfully.

**Risk assessment:** If CCTV is operated unlawfully Mid Devon District Council could be fined by the Information Commissioner.

#### 1.0 Terms of Reference

- 1.1 The Tiverton town centre CCTV system has been managed by Licensing and Community Safety since 2010 and has been updated and modernised. There once was a CCTV group but personnel have changed and it seems appropriate to set up a new group to oversee the system.
- 1.2 If we have new group it needs appropriate terms of reference and a draft is attached for Member approval.

**Contact for more information:** Mrs Marjory Parish (01884 244619 – [mparish@middevon.gov.uk](mailto:mparish@middevon.gov.uk))

**Background Papers:** CCTV Code of Practice 2008 issued by Information Commissioner

**File Reference:**

**Circulation of the Report:** Cllr R Deed, Management Team



## **Tiverton Town Centre CCTV System – Draft Terms of Reference for Management Group**

- 1 To oversee the use, maintenance and ongoing development of the town centre CCTV system
- 2 To assess the effectiveness of the town centre system in meeting its objectives to reduce crime and the fear of crime and antisocial behaviour
- 3 To ensure the system is operated lawfully
- 4 To identify and assess future development of the system to meet its objectives
- 5 To secure sources of funding for the system by developing relationships with local businesses
- 6 To report regularly to Mid Devon District Council and Tiverton Town Council

### **Proposed Membership of Management Group**

Licensing and Community Safety Manager	Mid Devon District Council
Licensing and Community Liaison Officer	Mid Devon District Council
Community Safety Officer	Community Safety Partnership
Police representatives x 2	Devon & Cornwall Constabulary
Elected Member x 2	Mid Devon District Council
Elected Member x 2	Tiverton Town Council
Town Clerk	Tiverton Town Council
Chair	Tiverton Shopwatch

### **Frequency of Meetings**

The Management Group will be led by Mid Devon District Council. It is proposed that it meets on a six monthly basis and that minutes are sent to the respective councils as well as members of the Management Group.

### **Reporting**

It is proposed that a report is sent annually to Mid Devon District Council's Community Well Being Policy Development Group and to Tiverton Town Council.