

**CCTV CODE OF PRACTICE AND POLICY**

**Cabinet Member(s):** Cllr Dennis Knowles, Cabinet Member for Community

**Responsible Officer:** Andrew Busby, Group Manager for Corporate Property and Commercial Assets

**Reason for Report:** To present the updated CCTV Code of Practice and Policy to Members for Approval.

**Recommendation:** For Members to note the report and recommend to Cabinet the approval of the CCTV Code of Practice (Annex A), the CCTV policy (Annex B) and the action plan (Annex C).

**Financial Implications:** Contributions are received on an annual basis from Tiverton Town Council towards the maintenance and management of the system. All other Council CCTV systems are funded by operational revenue maintenance budgets.

A draft bid for submission to the Police Commissioner to seek capital funding for addressing any shortfalls with the Tiverton Town CCTV system has been prepared and is on target to be delivered by 31<sup>st</sup> December 2020.

**Budget and Policy Framework:** The CCTV code of practice and policy have been reviewed and updated for approval by Cabinet, the supporting action plan is shown at Annex C.

**Legal Implications:** There are various pieces of legislation that must be adhered to when considering the continued use of CCTV cameras, including the Data Protection Act 2018, the Regulation of Investigatory Powers Act 2000 and the Surveillance Camera Code of Practice.

**Risk Assessment:** If Council CCTV systems are not fit for purpose their use cannot be justified in accordance with the Surveillance Code of Conduct and provisions of the Data Protection Act 2018. To do nothing will expose the Council to the risk of operating non-compliant CCTV systems.

**Equality Impact Assessment:** None identified

**Relationship to Corporate Plan:** None directly but there are implications for community safety.

**Impact on Climate Change:** None identified

**1.0 Background**

1.1. Property services instructed a suitably qualified consultant to review the Council's CCTV systems and recommend actions required ensuring ongoing compliance, there are will be a number of actions required and that will require funding.

- 1.2. The Council has limited maintenance budgets for ensuring on going compliance for our CCTV systems. There is currently no additional budget for capital budget for any CCTV system.
- 1.3. Property Services are aware of requests to consider the use of additional CCTV including mobile cameras and bodycams. Our revised code of practice captures the consideration of these and what protocols would need to be adopted prior to use. This also applies to CCTV within our fleet.
- 1.4. The Council must ensure the compliance of its existing CCTV systems before considering their expansion particularly in the light of the limited funding available.
- 1.5. The outline specification for CCTV system for the Multi Storey Car Park (MSCP) including the required Data Protection Impact Assessment (DPIA) has been completed prior to selecting an equipment installer in line with the relevant financial regulations. There is allocated budget from the refurbishment programme for installing new cameras that may need to be spread over a few financial years should there be a shortfall.

## **2.0 Stakeholders**

- 2.1 Property Services continues to liaise with other agencies that have an interest in the Tiverton town CCTV system. This includes the police, town council and local traders.
- 2.2 As part as the funding agreement with Tiverton Town Council a meeting will be arranged when safe to do so to review the recommendations of the condition audit of the Town Council CCTV and to seek feedback on the Multi Storey Car Park installation.

## **3.0 Code of Practice and Policy**

- 3.1 The Code of Practice draws on the Government guidance for the appointment of a Single Point of Contact (SPOC – the government guidance is in a link in the footer). The establishment of the role of a SPOC within a local authority is the first step in demonstrating to the public that the local authority is committed to operating all surveillance camera equipment in compliance with the SC Code and key legislation such as RIPA, the GDPR and DPA, and Human Rights considerations, thereby building transparency, trust and confidence in its use. The Council has appointed a SPOC, the Facilities Manager for Corporate Property and Commercial Assets, who will have responsibility for the installation and operation of the Council's CCTV systems.
- 3.2 The CCTV Policy is an operational document for the operation of the Council's CCTV systems to ensure the tasks and documentation required by the Code of Practice are applied across all the Council's sites with CCTV on a consistent basis, with identified roles and responsibilities.

#### 4.0 **Action Plan**

4.1 The MDDC CCTV action plan can be found at Annex C.

#### 5.0 **Conclusion and Recommendations**

5.1 Given the on-going financial pressures, without a successful bid on improving the Town Centre(s) CCTV systems, the Council will have to reconsider the risks for their continued operation. The annual contribution of £6k made by Tiverton Town Council continues to be vital for the on-going operation of the Town Centre CCTV system. The budget for the indirect costs are circa £12k.

5.2 Members to note the report and recommend to Cabinet the approval of the CCTV Code of Practice, the CCTV policy and the action plan.

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**Circulation of the Report:** Cabinet Member Cllr Dennis Knowles, Leadership Team

#### **List of Background Papers:**

Community PDG 22 September 2020– CCTV Annual update