

EXCERPT OF MINUTE OF MEETING OF REGENERATION COMMITTEE HELD ON 12 MARCH 2008

DRAFT GUIDANCE FOR INSTALLATION OF FIXED PUBLIC SPACE CCTV CAMERAS

18. There was submitted a report (docketed) by the Head of Regeneration Services regarding the Draft Guidance and protocol for the installation of fixed public space CCTV cameras and seeking approval for the proposed process (1) intimating that in recent years the demand for additional CCTV cameras had increased significantly and placed a heavy burden on North Lanarkshire CCTV Limited in terms of meeting the ongoing financial costs of monitoring and maintenance; (2) advising that as part of the Council's budget process, £250,000 annually had been allocated to the CCTV Limited; (3) proposing that the application process be overseen by a Sub-Group of North Lanarkshire Community Safety Partnership, with recommendations of that Sub-Group being considered by the Regeneration Committee and reported back to North Lanarkshire CCTV Limited Board; (4) attaching as Appendix 1 to the report, the draft guidance on the process for application consideration of additional fixed public space CCTV cameras, and (5) indicating that requests for cameras would require formal acceptance of ownership by the nominated organisation and that ownership would remain with an identified service of the Council.

Thereon, the Head of Regeneration Services intimated that a full report on the operation of CCTV cameras in North Lanarkshire would be submitted to the next meeting.

Decided:

- (1) that the contents of the draft guidance and protocol for the installation of fixed public space CCTV cameras be noted;
- (2) that the annual budget allocation of £250,000 be noted;
- (3) that the corporate considerations for each service of the Council be noted;
- (4) that the report be remitted to the six Local Area Partnerships for information, and
- (5) that it be noted that a full report on the operation of CCTV cameras in North Lanarkshire would be submitted to the next meeting of the Committee.

To: REGENERATION COMMITTEE		Subject: DRAFT GUIDANCE FOR INSTALLATION OF FIXED PUBLIC SPACE CCTV CAMERAS
From: HEAD OF REGENERATION SERVICES		
Date: 12 March 2008	Rep: 1310	

1. Purpose of Report

- 1.1 The purpose of this report is to appraise the committee of draft guidance and protocol for the installation of fixed public space CCTV cameras and to seek approval for the proposed process.

2. Background

- 2.1 Over recent years the demand for additional CCTV cameras has increased significantly and has placed a heavy burden on North Lanarkshire CCTV Ltd in terms of meeting the ongoing financial costs of monitoring and maintenance.
- 2.2 Consequently, it is now deemed necessary to ensure that a consistent, standardised approach is taken to all future requests for CCTV installation.

3 Proposals/Considerations.

- 3.1 As part of the Council's budget process £250,000 annually has been allocated for CCTV.
- 3.2 It is proposed that the application process is overseen by a sub-group of the North Lanarkshire Community Safety Partnership. This body will be best placed to independently assess the relevant information submitted in support of applications and to seek the support of partner organisations.
- 3.3 All recommendations made by this group will be considered by the Regeneration Committee and reported back to the NLCCTV Ltd Board.

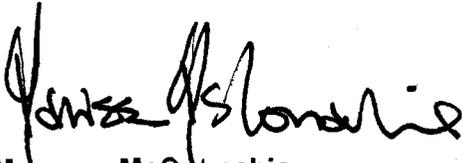
4 Corporate Considerations

- 4.1 The ownership of individual cameras installed through the draft protocol must remain with an identified service within the Council and as such be identified as a relevant asset. The request for installation of a camera(s) will require a formal acceptance of ownership by a nominated organisation
- 4.2 In addition approval will have to be sought from relevant council services and other organisations that they will adopt the ongoing monitoring and maintenance costs.

5 Recommendations

- 5.1 It is recommended that the Committee:

- (i) note the contents of the draft guidance;
- (ii) note the budget allocation as detailed in paragraph 3.1;
- (iii) refer to LAPs for information;
- (iv) note the corporate considerations as detailed in paragraph 4, and;
- (v) otherwise note the content of this report.



Maureen McConachie
Head of Regeneration Services

For further information in relation to the contents of this report please contact Gregor McKenzie
Community Safety Manager ext 2305.

Not Protectively Marked

NORTH LANARKSHIRE CCTV Ltd.

**Protocol between
North Lanarkshire CCTV Ltd
and
North Lanarkshire Partnership**

**Guidance on the process for applications and consideration of additional fixed
public space CCTV cameras.**

DRAFT

February 2008

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Section 1 - Introduction

North Lanarkshire CCTV Ltd and North Lanarkshire Council have historically been the main support mechanism for the delivery of CCTV systems throughout North Lanarkshire. This has included both the underpinning and expansion of our current town centre and residential systems and, where appropriate, the provision of additional CCTV cameras.

The key objectives of CCTV systems within North Lanarkshire are:

- To protect areas and premises used by the public;
- To reduce the fear of crime.
- To deter and detect criminal activity
- To reduce anti-social behaviour:
- To provide evidence to assist in the prosecution of offenders.
- To maintain and enhance the economic viability of North Lanarkshire Town Centres and encourage continued investment.
- To assist in the overall management of North Lanarkshire's town centre's, Industrial & Housing Estate's.
- To provide quality evidence sufficient to assist the Police or other enforcing bodies in the investigation of a possible criminal offence. Including on-going surveillance where the criteria are met as authorised by the Nominated Officer following discussions with the Police or other enforcing bodies, under The Regulation of Investigatory Powers Act 2000.

North Lanarkshire CCTV Ltd is the organisation responsible for the monitoring of the existing CCTV systems. Set up as a company limited by guarantee with charitable status, NLCCTV accordingly has to ensure that it generates an appropriate level of income to match its associated expenditure on an annual basis. The company has no specific resources available to meet the general costs of the monitoring and ongoing maintenance of the existing camera systems. The company does however possess the skills and infrastructure (both staffing and technological) to provide such services to organisations, businesses and individuals for an appropriate fee.

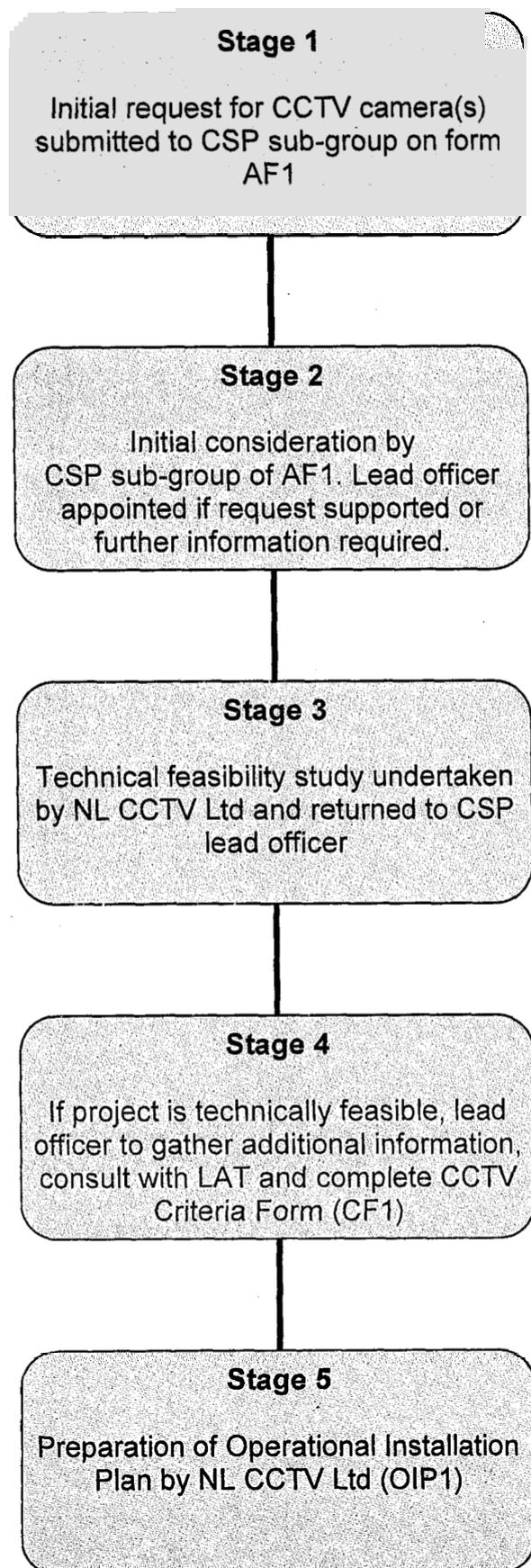
Over recent years the demand for additional CCTV cameras has increased significantly. The subsequent process for the installation of additional cameras has been done in an ad-hoc manner with a variety of funding sources being utilised. In many cases this has concentrated upon securing initial capital costs with an expectation/assumption that NLCCTV would meet the future monitoring costs from within its existing capacity.

As a result an application protocol is now required for the installation and monitoring of fixed CCTV solutions. This protocol is laid out in Section 2.

The lead body for the application process will be the North Lanarkshire /Community Safety Partnership through a dedicated sub-group established to ensure a consistent process for the consideration of requests for additional cameras.

The purpose of this protocol is to ensure that future cameras will be distributed to the areas they can be used most effectively and will have the greatest impact in tackling crime and anti-social behaviour and therefore enhance community safety. The protocol also seeks to ensure that all future cameras are adequately resourced both for their initial installation and future operation.

Section 2 – Application Protocol



Requests for additional camera(s) will come from a variety of sources. In the first instance an AF1 form should be completed by the requester. These forms will be available in hard-copy from all partners and NLCCTV Ltd. They will also be downloadable from the NLC website.

On receipt of an AF1 the CSP sub-group will undertake an initial analysis of the request to establish and consult with the LAT:

- It should be supported (move to stage 3)
- It should be rejected (grounds would need to be stated), or
- Further information is required before the request can be progressed

On receipt of a supported form AF1 a complete feasibility study will be undertaken by NLCCTV Ltd to consider all the technical aspects of the request. The outcome will either be that CCTV is:

- Technically feasible (go to stage 4), or
- Not-technically feasible and will be notified to the CSP sub-group on form AF2.

Evidence should be compiled on a CF1 form detailing all the supporting evidence for the siting of the camera(s), **the funding arrangements**, the outcomes profile and complementary activities programme. Form CF1 forwarded to NLCCTV Ltd.

Comprehensive plan (Form OIP 1) developed by NLCCTV Ltd detailing the timetable and mechanisms for installation and operation of recommended new camera(s). Details of monitoring agreement and future maintenance programme will also be included.

Section 3 - Additional guidance

Please also refer to the Information Commissioners CCTV Code of Practice, Revised Edition 2008.

In considering the request for the installation of an additional CCTV camera(s) the following general criteria and specific protocol requirements must be satisfied:

General Criteria

An issue of criminal or anti-social behaviour must be clearly identified, for example:

- formal police statistics that relate directly to the area(s) concerned
- non-reported evidence, i.e. evidence not reported directly to the police. This could include:
- Information from Anti-social Task Force, Community Safety Partnership, Strathclyde Fire & Rescue and North Lanarkshire Council or any other partner organisation;
- Information from the general public, local businesses or similar; or
- Information from other relevant sources.

Details of complementary activities that will assist in making the CCTV system more effective should be provided.

Evidence of support from the wider local community must also be presented. Examples of the form this support may take include:

- A survey or similar of local residents (including traders and businesses);
- Response of a formal consultation exercise e.g. seminar, public meeting, information event;
- Written support from local community forums residents and tenants associations, community councils or similar

Impact

Requests for a camera(s) will require to demonstrate the potential positive impact anticipated as a result of their installation. This may include:

- Reduction in incidents of recorded crime or anti-social behaviour;
- Increased detection of crime;
- Increased usage of the relevant services within the area e.g. usage of facility or venue, retail outlet;
- Increase potential economic activity within area;
- Reduction in the number of unoccupied buildings;
- Increase in the income generation in the area;

Whilst the reduction in the fear of crime or an increase in people's perception of an area being safe is desirable, this factor alone would not justify the installation of a camera(s). In addition the reference to this as an impact requires to be supported by formal baseline figures against which to measure success.

Technical Feasibility

It must be clearly understood that for technical reasons it is not always possible to site public space CCTV cameras in every desired area. The siting of some cameras, whilst technically feasible, may be cost prohibitive and may therefore not represent best value.

Lighting and Visual clarity

An appropriate level of lighting is required to ensure the effective operation of cameras. Similarly the operation of cameras may also be impacted upon by the restriction to views by local environmental factors e.g. overgrown trees and shrubbery, fencing, signage.

Data Protection

Images captured must comply with the Data Protection Act 1998 and with NLCCTV Ltd company code of practice. Any new cameras must be sited in such a way that it only monitors those spaces which are intended to be covered by the equipment and comply with the First and Third Data Protection Act Principles.

Compliance with the Act requires appropriate signage to be erected within the area a new camera(s) is located. This must advise the public that a CCTV system is in operation. The costs of this signage will be included within the overall costs for the new camera(s).

Resource Management & Legal Responsibilities **General Protocol Requirements**

Installation of a camera(s) will require appropriate written confirmation of funding (capital & revenue) for all associated costs.

The installation of all cameras and related infrastructure will be co-ordinated by NLCCTV Ltd to ensure that the equipment installed is of the appropriate standard and interfaces with existing systems.

NLCCTV Ltd will secure all necessary legal permissions for the installations of poles or cameras and installation of cable. Associated legal/statutory costs and professional fees will be charged within the overall costs of installation.

NLCCTV Ltd will provide the monitoring service for cameras installed as respect of this protocol. NLCCTV Ltd comply will the legislative requirements and provide a 24 hours, 7 days a week monitoring service. All recorded images are kept for 31 days.

The ownership of individual cameras installed through this protocol must remain with an identified service within the Council and as such be identified as a relevant asset. The request for installation of a camera(s) will require a formal acceptance of ownership by a nominated organisation.

In addition approval will have to be sought from relevant council services and other organisations that they will adopt the ongoing monitoring and maintenance costs.

Section 4 - Partnership Structures

North Lanarkshire Partnership

The NLP exists to ensure the delivery of the principles of community planning across North Lanarkshire and comprises North Lanarkshire Council, Strathclyde Police, Strathclyde Fire and Rescue Service, NHS Lanarkshire, Scottish Enterprise Lanarkshire, Communities Scotland, JobCentre+, The Consortium of Further Education Colleges and the Voluntary Sector.

Community Safety Partnership

The CSP exists to ensure the delivery of community safety outcomes through partnership working across North Lanarkshire. It reports to the NLP and its membership consists of North Lanarkshire Council, Strathclyde Police, Strathclyde Fire and Rescue Service, NHS Lanarkshire. The membership is currently under review.

Local Area Teams

The six local area teams operate as the delivery arm of the Local Area Partnerships. The general membership of the area teams reflects that of the area partnerships. This means that all relevant council departments and partner agencies undertake a role within the local area teams. Members of the team will be responsible for ensuring the appropriate participation and intervention of their service divisions.

FORM AF1

INITIAL REQUEST FOR CONSIDERATION OF THE PROVISION OF PUBLIC SPACE CCTV CAMERA(S)

Local Area Team

Please mark (x) area to which request applies:

Airdrie	
Bellshill	
Coatbridge	

Motherwell	
North (Cumbernauld & Kilsyth)	
Wishaw	

SECTION 1 – For completion by requester

Please provide us with details of how we can contact you.

Name of organisation, group or individual	
Contact Address	
Telephone Number	
E-mail	
Date of request	

Location to which request relates

Please give details and description of geographical location of the area, place, street to which request relates (e.g. street name, post-code, name of building/specific location)

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It would be helpful if a location map marked (x) with the areas above was included with this form.

Details of associated issue or concern.

Please provide summary of issue or problem you believe would be addressed through the installation of a fixed public space cctv camera(s).

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Not Protectively Marked

Recognition of issue or concern.

Please provide details of any relevant individuals/organisations you have discussed this issue or concern with prior to making this request e.g. local police office, council office or local councillor.

Not Protectively Marked

SECTION 2 – For completion by Community Safety Partnership

Date request received		
Date of acknowledgement		
Date of CSP consideration		
Lead Officer		
Decision	Supported	Yes/No
	Rejected	Yes/No
Reason(s) for rejection		
	Further Info required	Yes/No/Not applicable
Further Information required		
Date applicant advised		
Date of receipt of further info		
Date of acknowledgement		
Date of CSP consideration		
Decision	Supported	Yes/No
	Rejected	Yes/No
Reason(s) for rejection		
Date applicant advised	Supported/Rejected	
Date AF1 to NLCCTV Ltd		

Supported requests should be sent to:

Company Secretary
 NLCCTV Ltd
 Dalziel Workspace
 2, Mason Street
 Motherwell
 ML1 1YE

For further information please contact tel: 01698 266566
 Or Email: cctv@northlan.gov.uk

NLCCTV Ltd Office use only

Date AF1 received		
Date of acknowledgement		
Feasibility Study authorised		
AF2 sent to CSP		
Comments		

FORM AF2

CCTV FEASIBILITY STUDY

NLCCTV Ltd provide this feasibility study in response to an initial application for fixed public space CCTV camera(s) made by

Locality

Airdrie	
Bellshill	
Coatbridge	

Motherwell	
North (Cumbernauld & Kilsyth)	
Wishaw	

Name of organisation, group or individual	
Contact Address	
Telephone Number	
E-mail	
Date of request	

It must be clearly understood that for technical reasons it is not always possible to site public space CCTV cameras in every desired area. It should be borne in mind that the siting of some cameras, whilst technically feasible, may be cost prohibitive and may therefore not represent best value.

Location

a) After survey the most appropriate and suitable proposed locations are*;

These are shown on the attached map.

b) After survey it is not possible to site camera(s) as requested because*

Reason(s).....

(*delete as appropriate)

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Cost Summary

The *estimated* annual running costs required to operate the system are detailed below. In the event that you make a full application you must demonstrate that you have sufficient finances to run the system for a period of at least 5 years.

To supply, install, test and commission the system as described in the specification:

	Year 1	Year 2	Year 3	Year 4	Year 5
Capital Costs					
Monitoring fees					
Fully Comprehensive Maintenance Cover					
Transmission					
Insurance					
Replacements and Repairs					
Totals					

Disclaimer

Please note these figures are issued as a guide only.
Actual costs may be higher than these figures dependant upon the time contracts are issued.
NLCCTV Ltd will not be liable for any increases above these figures.

The information provided above does not constitute a legally binding contract between NLCCTV Ltd and the Community Safety Partnership.

Should the Community Safety Partnership wish to progress on the basis of the information provided within this report, further detailed application should be made on Form CF1 within 3 calendar months of the date of this report.

Signed for and on behalf of NLCCTV Ltd

.....

Position.....

Date.....

FORM CF1 FULL REQUEST FOR INSTALLATION OF PUBLIC SPACE CCTV CAMERA(S).

1. Please provide FULL evidence to support installation of fixed public space CCTV camera systems.

This evidence should include the following;

- Information about the amount of reported crime and anti-social behaviour that have occurred in the area to be covered by the cameras. You should provide details of the expected impact of CCTV in terms of criteria outlined in section 3 of the guidance.
- Any available information (and relevant evidence) about unreported crime and anti-social behaviour in the area to be covered by the cameras.
- Any other relevant social and economic benefits that you are considering.

2. Please set out below what complementary or additional community safety initiatives are being planned to enhance the impact of CCTV in the area to be covered by the cameras, or how CCTV will complement current or planned initiatives.

3. Please confirm that you will be able to secure the running costs of the system each year (as provided by NL CCTV Ltd feasibility study). Please attach a letter from the relevant organisation(s) indicating that in principle or any guaranteed pledges they will provide such financial support towards the operation of the system.

If there is a shortfall between the costs in the above table and the pledges of support please indicate how you propose to meet the difference.

4. Do you anticipate that the problems in the area might be displaced to elsewhere?

If you anticipate displacement, please give details below of what action you have considered to address this;

5. Do you have any evidence that indicates the wider community and or traders support the introduction of CCTV.

No Yes

Please provide any additional material in support of this.

Not Protectively Marked

6. Any other information in support of this application?

To be completed by lead officer on behalf of the Community Safety Partnership

The information I have provided on this form is to my belief an accurate representation of the facts

Print Name:

Signed

Lead officer on CSP

Date

ENDORSEMENT

I confirm as the Chair of the Community Safety Partnership, the CSP support this application for the installation of the CCTV cameras as described, and that it will fully support the neighbourhood improvement plan for this area.

Print Name:

Signed:

Date:

Return to: Company Secretary
NL CCTV Ltd
Dalziel Workspace
2 Mason Street, Motherwell
ML1 1YE

For any queries please contact Tel; 01698 266566
Or e-mail; cctv@northlan.gov.uk

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Date CF1 received		
Date of acknowledgement		
Work authorised		
Work completed		
Comments		