Customer and Community Scrutiny Committee
Report of Head of Corporate Development
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Review of closed circuit television (CCTV)

Recommendation to the Committee

That the Committee:

(a) Comments on the scope of the current review of closed circuit television (CCTV); and

(b) schedules a report on the emerging draft recommendations of the service review for consideration at its meeting on 10 December 2013.

Reason(s) for Recommendation:

To set out the terms of reference and scope of the service review of CCTV and enable the Committee to contribute to the process.

1. Purpose of Report

1.1 This report informs the Committee of the terms of reference and scope of a service review being undertaken of CCTV. We intend to submit a report, including any emerging draft recommendations, to this Committee on 10 December 2013.

2. Corporate Plan

2.1 The review of CCTV outlined within this report supports the Corporate Plan in its vision for the borough. For Guildford to be a town and borough with an evolving and vibrant economy and for people today and future generations living in an ever improving society by providing a safer environment for all.

2.2 The review will support the fundamental theme of society, to evolve a self reliant and sustaining community, whilst supporting our most vulnerable residents.
3. Background

3.1 Following a visit to the CCTV control room in July by some members of the Licensing Committee, an invitation was made to the Safer Guildford Community Safety Partnership to review a range of issues with CCTV. Safer Guildford Partnership agreed that we should undertake a review of CCTV to ensure the service meets our priorities.

3.2 We have established an officer project group (chaired by Mark Reed) to undertake the review and we identified the following objectives following discussions with the Scrutiny and Licensing Committee:

- to investigate the strategic aims of CCTV
- to investigate the overall effectiveness of CCTV.
- to understand how the system operates and how decisions regarding future use are informed.
- to investigate the limitations of the physical system and to what extent these limitations are being addressed.

3.3 The project scope is attached as Appendix 1. The review applies to the system owned by Guildford Borough Council that is operated by Surrey Police from the CCTV Control Room at Guildford Police Station. This review will not detail other systems operated by partners, as it was felt that the review would be too broad.

3.4 A number of councillors have taken the opportunity to visit the CCTV control room at Guildford Police Station over recent weeks.

3.5 The Council manages the maintenance side of the CCTV system through a private contractor. The Contractor was given notice in September and the procurement process for a new contractor has started. This provides the Committee with an opportunity to shape the future service.

4. Issues for Scrutiny

4.1 Some key issues you may want to consider include:

(a) Is the scope broad enough?
(b) Have you had enough opportunities for engagement in the review?
(c) Have you received enough information about the review?
(d) How would you like to be involved in shaping the new maintenance contract?

5. Financial Implications

5.1 We will complete the project itself within existing staff resources. The outcomes of the review are likely to impact on future CCTV budgets.
6. **Legal Implications**

6.1 None at this stage. Any recommendations from the review would need to comply with all legal requirements and codes of practice.

7. **Human Resource Implications**

7.1 There are no human resources implications.

8. **Conclusion**

8.1 Overview and Scrutiny has asked for a review of CCTV. The final report and emerging recommendations should be available to this Committee in December.

9. **Background Papers**

    None

10. **Appendices**

    Terms of reference and project scope.