
REPORT TO:	Cabinet Member Housing & Safer Communities
DATE:	2 August 2022
SERVICE AREA:	Safer Communities
REPORTING OFFICER:	Community Safety & CCTV Manager (<i>Julia Stack</i>)
SUBJECT:	CCTV Annual Report 2021-22 CCTV Code of Practice – Updated CCTV Update - General Information
WARD/S AFFECTED:	ALL DISTRICT
FORWARD PLAN REF:	Key Decision No. or N/A

1.0 PURPOSE OF REPORT

- 1.1 To present to the Cabinet Member for Housing & Safer Communities the CCTV Annual Report 2021-22, updated CCTV Code of Practice and CCTV Update.

2.0 RECOMMENDATIONS

- 2.1 To approve the CCTV Annual Report 2021-22 (Appendix A).
- 2.2 To approve the updated CCTV Code of Practice June 2022 (Appendix B).

3.0 RECOMMENDED REASONS FOR DECISIONS

- 3.1 To deliver against the Corporate Priorities & Values – Supporting Our Communities, Taking Responsibility, Showing Resilience, Working Together.
- 3.2 To comply with national and local governance arrangements for CCTV.

4.0 ALTERNATIVE OPTION/S CONSIDERED AND RECOMMENDED FOR REJECTION (*Must be used for reports to Cabinet & Cabinet Members*)

- 4.1 Not to approve the Annual Report and updated CCTV Code of Practice is not recommended, as it would be contrary to the guidance given to local authorities in relation their obligations under Section 17 of the Crime and Disorder Act 1998 (the Act) National Surveillance Camera Strategy for England & Wales and Data Protection Legislation and a local authority's

duty to have regard for the Surveillance Camera Code of Practice when exercising functions in relation to surveillance.

5.0 THE REPORT

5.1 CCTV Annual Report 2021-22

- 5.1.1 This report is produced to provide details of the CCTV surveillance system in operation within the Harrogate district. It also assists to demonstrate compliance with the Home Office Surveillance Camera Code of Practice.
- 5.1.2 The service has dealt with 4026 incidents and produced 198 pieces of evidence in addition to its routine reviews, proactive and preventative surveillance. This is an increase on the previous year however, this is to be expected due to Covid lockdown restrictions. There continues to be a number of distressing and challenging incidents for the team to deal with and they have dealt with them in a highly competent and professional manner. Provision is in place to support staff from a wellbeing perspective.
- 5.1.3 The volume work areas are; antisocial behaviour, dealing with missing and vulnerable people and violent incidents including assaults, known offenders, traffic observations and theft/shoplifting.
- 5.1.4 The CCTV Team continue to be actively involved in the Community Safety Hub with regular input at meetings and contributions to aid problem solving. The knowledge of the CCTV operators is particularly valuable and provides up to date information that aids decision making. They have assisted in the identification of regular street begging where the Housing Options Team have been able to undertake face to face engagement and support.

5.2 CCTV Code of Practice

- 5.2.1 An annual review of the CCTV Code of Practice has taken place and includes a review to ensure compliance against the national guidance issued by the Surveillance Camera Commissioner duties.
- 5.2.2 The CCTV Code of Practice states that any complaints to the CCTV service should be recorded and published. For this review period no complaints have been received.

5.3 National Surveillance Camera & Biometric Commissioner & Strategy for England & Wales

- 5.3.1 A new Surveillance Camera & Biometrics Commissioner (the Commissioner) was appointed in March 2021 (Fraser Sampson). This revised role includes responsibility for biometrics. We expect to see an updated CCTV Strategy and the updated national Surveillance camera Code of Practice came into effect on the 12th January 2022. The existing strategy provides reassurance to the public that any use of surveillance camera systems in a public place helps to protect and keep them safe, whilst respecting an individual's right to privacy. That assurance is based upon deployment which is proportionate to a legitimate purpose, and transparency which demonstrates compliance with best and good

practice and relevant legal obligations. The CCTV Service continues to comply with this strategy.

5.4 Single Point of Contact (SPOC)

- 5.4.1 The Community Safety & CCTV Manager is the named Single Point of Contact (SPOC) in relation to the public open space CCTV cameras and all cameras within council buildings.

5.5 Privacy Impact Assessments (PIA)

- 5.5.1 Principle 2 of the surveillance camera code of practice states that the use of a surveillance camera system must take in to account the effect on individuals and their privacy and to undertake regular reviews to ensure that the use of surveillance cameras remain justified.
- 5.5.2 Privacy Impact Assessments are reviewed annually; this includes all public open space cameras and any cameras that are standalone fixed assets not linked to the CCTV control room.

5.6 CCTV & Local Government Reorganisation

- 5.6.1 CCTV is a specific work theme within the preparations for the forming of the new North Yorkshire Council from April 2023. The focus is initially on 'safe and legal' with an acceptance, that other development and transformation work will identify opportunities in the future.

5.7 Deployable CCTV Camera

- 5.7.1 The deployable CCTV camera was used in 4 locations during the review period. The camera offers an alternative surveillance approach in areas that are not covered by fixed CCTV cameras. All deployments are based upon problem solving and whether the use of a CCTV camera is an appropriate tool and specifically whether its deployment meets a 'pressing need'.

5.8 Staff

- 5.8.1 The CCTV service is managed by the Community Safety & CCTV Manager with the dedicated support of 5 CCTV Operators and a number of casual staff. There have been a number of recruitment challenges during the last year. A restructure in the service has resulted in a new post of CCTV & Business Crime Operations Officer. This post is responsible for the day-to-day operation of the CCTV service and coordinates the Business Crime Partnership and Radiolink Service.

5.9 Shift Patterns & Operating Hours

- 5.9.1 The CCTV control room aims to operate 24/7, 365 days per year with active management flexibility to align our operating practices to deal with demand, peak working and operational need. All cameras record with data kept for a period of 30 days. There have been a number of shifts that we have had to close due to staff vacancies, these have been kept to a minimum.

5.10 CCTV Maintenance Contract

5.10.1 The CCTV Maintenance Contract is in its final year of a five year contract. This contract will be retendered during 2022 ready for a new contract from April 2023. There have been 4 urgent and 118 non urgent repairs during 2021/22.

5.11 Radiolink Radio Rental Contract

5.11.1 Apex Radio Systems continues to be our Radiolink contractor providing radios for rent to our customers and collecting subscriptions for the Business Crime Partnership. This contract will be retendered during 2022.

5.12 External Funding

5.12.1 Funding for 2022/23 from NYCC remains at £28,000. North Yorkshire Police and third parties will continue to be recharged in accordance with the existing Service Level Agreement and agreed Fees and Charges for 2022/23 which are reviewed annually.

5.13 Public CCTV Managers Association

5.13.1 Membership of the Public CCTV Managers Association provides an opportunity to influence the national agenda and to also shape the development of national standards for the CCTV service. The Group has strong links with the CCTV & Biometrics Commissioner.

5.14 Third Party Access Requests

5.14.1 The CCTV service can release footage to assist third parties such as insurance companies with road traffic disputes. During 2021-22 CCTV received 8 requests from third parties. A charge is made for this service and must comply with our release policies.

6.0 REQUIRED ASSESSMENTS AND IMPLICATIONS

6.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics).

6.2 Legal Services was consulted as part of the review of the CCTV Code of Practice and to ensure compliance with the General Data Protection Regulation (GDRP) requirements.

7.0 CONCLUSIONS

7.1 The CCTV Service continues to comply with new and emerging policies and is embracing the work being developed nationally through the Biometrics & CCTV Commissioner.

- 7.2 The compliance work remains a priority for the service and extends to cameras installed across all council buildings.
- 7.3 The Annual Report will be available on the Council's website along with a copy of the CCTV Code of Practice. Copies of the annual are report will also be circulated to members of the Business Crime Partnership.

Background Papers –

Appendix A - CCTV Annual Report 2021-22

Appendix B - CCTV Code of Practice June 2022

OFFICER CONTACT: Please contact (Julia stack, Community Safety & CCTV Manager), if you require any further information on the contents of this report. The officer can be contacted at *Safer Communities, PO Box 787, Harrogate, HG1 9RW* 01423-500600 (ext 58190) or by e-mail – [Julia.stack@harrogate.gov,uk](mailto:Julia.stack@harrogate.gov.uk)