

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NO: BCa/19/56
FROM: Councillor Derek Davis – Cabinet Member for Communities	DATE OF MEETING: 06 July 2020
OFFICER: Tom Barker - Assistant Director, Sustainable Communities	KEY DECISION REF NO. CAB198

CCTV ARRANGEMENTS IN SUDBURY AND HADLEIGH

1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with an update on the Council's CCTV provision within Sudbury and Hadleigh, the options available to the Council and their potential impact.
- 1.2 To seek approval from Cabinet to upgrade the CCTV system and enter into a legal agreement to transfer the monitoring and maintenance arrangements to West Suffolk Council.
- 1.3 To note that the capital costs of an enhanced CCTV system will be subject of a future Community Infrastructure Levy (CIL) bid for consideration by Cabinet but that should the bid not be successful that the necessary funding be approved from the Council's capital programme.

2. OPTIONS CONSIDERED

- 2.1 **Option 1:** Remove the existing CCTV system and have no public space CCTV within Sudbury and Hadleigh.
- 2.2 **Option 2:** Retain the current CCTV system, making no upgrade to the equipment, acknowledging that the equipment will eventually fail.
- 2.3 **Option 3:** Retain and upgrade the CCTV system but without staff to monitor the images. This would be a passive model for a CCTV system, it would record and could help support investigations. This has not been fully costed but is believed to be in the region of £80k to £100k (without new cameras or the capability to have digital images). In addition, a separate maintenance contract will also need to be arranged.
- 2.4 **Option 4:** To upgrade the CCTV system and transfer the monitoring and maintenance to West Suffolk Council. The capital costs of this option would be £43k in the short term and a further £140k to upgrade the CCTV to a fully digital wireless system once a system specification has been agreed. Ongoing monitoring arrangements would incur revenue costs of approximately £44,000 per year.

3. RECOMMENDATIONS

- 3.1 That Cabinet notes and comments on the content of the report.
- 3.2 That Cabinet approve the proposals for Sudbury and Hadleigh Town Centre CCTV cameras to be transferred, monitored and maintained by West Suffolk Council and agree delegated authority to the Assistant Director for Sustainable Communities, in consultation with the Cabinet Member for Communities, to:
- Finalise and complete an agreement with West Suffolk Council for the transfer of monitoring and maintenance responsibilities for the CCTV system as outlined in the report
 - Complete the partnership agreements with Sudbury and Hadleigh Town Councils including the respective working arrangements, roles and responsibilities of the parties.
- 3.3 (a) That the capital costs of an enhanced CCTV system, which will be subject to a future CIL bid to be determined on its own merits by the Cabinet at a later date, be noted; and
- (b) That, should the CIL bid be unsuccessful, the funding for the enhanced CCTV system be approved from the existing capital programme.

REASON FOR DECISION

The current CCTV system was installed in 2000 and the system has now become outdated. The proposed approach solidifies collaboration with Hadleigh and Sudbury Town Councils and provides for a fully compliant, modern, CCTV system with the processes, technology and links in place with key partners, such as Suffolk Police, to undertake maintenance and 24/7 monitoring.

4. KEY INFORMATION

- 4.1 The Council has statutory responsibilities under the Crime and Disorder Act 1998 to “do all that it reasonably can to prevent crime and disorder in its area”. Having a CCTV system is nevertheless a discretionary service; however, it has been effective against various types of crime but particularly in reducing the fear of crime. The police value the investigative opportunities that the CCTV can give them and would like the Council to continue to provide this service.
- 4.2 The current system was installed in 2000 and consists of 24 fixed cameras, 17 in Sudbury and 7 in Hadleigh, mainly based in the two town centres.
- 4.3 Sudbury police station currently houses the control room and servers for the system. Since 2009 there have been a cohort of volunteers who have monitored the cameras on Friday and Saturday evenings. This scheme has been successful but there are

only three volunteers left in post and recruitment campaigns have failed to attract more volunteers. Any new volunteers would also need to be Security Industry Authority (SIA) trained as CCTV monitoring has become more professionalised.

- 4.4 The Protection of Freedom Act 2012 places Councils on a list of relevant authorities who must pay regard to the Surveillance Camera Code of Practice when operating surveillance camera systems, overtly, in public places. In addition, the new GDPR responsibilities, require upgraded security arrangements for handling personal data. Whilst we can build these safeguards into future CCTV arrangements, we cannot mitigate these risks of non-compliance within the current arrangements.
- 4.5 If the Council decides to retain their own CCTV service, it will require a significant capital spend to effectively link to a dedicated control room, probably in a new location, a new server and new cameras. This is likely to cost at least £100k, depending on which option Cabinet chooses to take forward. There would also be an on-going revenue cost for a maintenance contract and for recruiting and employing CCTV staff for monitoring, which could be a further £100k per annum depending on the approach and level of service provided.
- 4.6 The preferred approach is to enter a partnership arrangement, and this is the option that provides the most practical solution and cost benefits. West Suffolk Council offers a fully GDPR compliant service. They have a purpose-built CCTV Control room that employs professional CCTV operators who monitor images 24/7. They also have a maintenance contract, which could be extended to include Babergh's cameras, that would enable them to be fixed quickly if they become defective.
- 4.7 The capital cost to upgrade the system and transfer the monitoring to the West Suffolk control room would be:
- (i) £43,000 for an immediate (30 to 60 days lead in time) solution. This includes upgrading all the CCTV cameras to a hybrid model (analogue and wireless capability) and putting a link in at Sudbury Police Station.
 - (ii) In the longer term, about 18 months, approximately £140,000 to commission a completely modern wireless CCTV system that would:
 - Be easy to add extra cameras in the town centres;
 - Allow temporary cameras to be deployed as the means to address local policing issues which are not necessarily confined to the Town Centres;
 - Allow for the camera faults to be fixed wirelessly; and
 - Save on data cable costs per camera (the only fibre required will be the two MLL links),
 - (iii) To install an MLL data link between Hadleigh and Sudbury with the West Suffolk control centre would cost £8,000 with an annual licence cost of £10,400.

The revenue cost for monitoring would be £33,500 per annum.

5. The views of Sudbury and Hadleigh Town Councils

- 5.1 Discussions have been ongoing with both Town Councils and both partners are supportive of the Council's commitment to enhance CCTV arrangements.

- 5.2 Sudbury Town Council have agreed to allocate £10k a year towards the running costs of an enhanced CCTV service.
- 5.3 Hadleigh Town Council have provided similar financial undertakings.
- 5.4 The Council would therefore share ongoing revenue costs within this partnership arrangement.

6. LINKS TO JOINT STRATEGIC PLAN

- 6.1 This report relates to both the Strong and Healthy Communities and Economic priorities of the Strategic Plan as it supports our ambition of creating safe, healthy and vibrant communities, a strong and diverse local economy and our visions for prosperity.

7. FINANCIAL IMPLICATIONS

There is no single budget for CCTV at present, the costs are taken from different service areas (Communities and Property Services). The current annual costs are:

- £13,000 for the CCTV Coordinators;
- £5,666 for line rental; and
- An average of £13,300 for maintenance of the equipment.

This equates to a current yearly cost of £32,000.

- 7.1 Option 3 has not been accurately costed but is believed to be in the region of £80k to £100k (without new cameras or the capability to have digital images). In addition, a separate maintenance contract would also need to be arranged and funded.
- 7.2 The table below estimates both the capital and revenue costs of Option 4:

Revenue/Capital/ Expenditure/Income Item	Total	2019/20	2020/21	2021/22
To replace servers and cameras	£140,000	0	£140,000	0
Transfer to WSDC	£43,000	£43,000	0	0
MLL Installation and rent	£28,800	£8,000	£10,400	£10,400
Monitoring and maintenance of the system	£100,500	£33,500	£33,500	£33,500
Maintain existing data lines	£6,000	£6,000	0	0
Net Effect	£318,300	£90,500	£183,900	£43,900

- 7.3 It is anticipated that CIL can fund the capital costs of installing the new system, subject to Cabinet decision on a future application. This would leave an annual monitoring contribution of £33,500 and annual MLL rental costs of £10,400 to be met by Babergh District Council, Hadleigh Town Council and Sudbury Town Council.
- 7.4 Further work will also be undertaken to investigate whether existing Council owned cable ducting would support higher grade connectivity to local business and communities and generate income for the Council.

8. LEGAL IMPLICATIONS

There are no direct legal implications arising from this report although the partnership agreements will require legal input. The Council has no statutory duty to provide CCTV, although it does have a duty to operate it in compliance with relevant legislation including Data Protection and Privacy legislation.

9. RISK MANAGEMENT

This report is most closely linked with the Council's Corporate / Significant Business Risk of protecting the safety and wellbeing of our communities. The key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure of the existing system and enough coverage leading to the Council being unable to sufficiently deliver its strategic priority of safe and healthy communities	Probable	Bad	Upgrade the CCTV system.
Existing CCTV system is not "illegal" but it also not compliant. The Council and Police are vulnerable to sanction from ICO and possible prosecution if a complaint is made	Possible	Bad	Upgrade the CCTV system.
Insufficient funding and local commitment to upgrade the current system.	Unlikely	Bad	Contributions towards the revenue costs of the system have been agreed with Sudbury and Hadleigh Town Councils.
Reputational damage to the Council of stopping CCTV and not contributing to the prevention and reduction in crime.	Unlikely	Bad	If we do invest, there is also a good opportunity for a "good news" item and a way of promoting the Councils' shared commitment to safe and healthy communities and investing in its Town Centres

10. CONSULTATIONS

No formal public consultation has been undertaken as the preferred option is to invest in enhancing CCTV arrangements. The views of our Town Council partners and Police have helped to shape these proposals and their work with business,

community organisations and public has provided the confidence that people view public space CCTV as being broadly positive, and agree that it should be used to help address not only serious crime but also anti-social behaviour, litter dropping, dog fouling and traffic safety.

It is agreed that more work is required to develop a clearer communications strategy with the Police to highlight how and when public space CCTV assists with criminal investigations and active incidents. Furthermore, that local engagement will be undertaken on the future location of cameras.

11. EQUALITY ANALYSIS

Equality Impact Assessment (EIA) not required. Public space CCTV is a universal service that records images in the public realm. There is legislation, guidance and processes that limit the extent that operators can survey members of the public. Any targeting of individuals or premises must be authorised by the Regulation of Investigatory Powers Act 2000 which considers EIA.

12. ENVIRONMENTAL IMPLICATIONS

None

13. APPENDICES

None

14. BACKGROUND DOCUMENTS

- 14.1 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf
- 14.2 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/368115/Leaflet_v6_WEB.pdf
- 14.3 <https://www.gov.uk/government/publications/introducing-a-single-point-of-contact-guidance-for-local-authorities/introducing-a-single-point-of-contact>
- 14.4 [Sudbury TC Business Plan](#)