

	<h2 style="text-align: center;">Community Leadership and Libraries Committee</h2> <h3 style="text-align: center;">31st October 2022</h3>
Title	CCTV programme – progress update
Report of	Chair of the Community Leadership and Libraries Committee
Wards	All
Status	Public
Urgent	No
Key	Yes
Enclosures	Appendix 1: CCTV Programme update
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<h3 style="text-align: center;">Summary</h3>	
This report provides an update of on the progress CCTV programme.	

<h3 style="text-align: center;">Officers Recommendations</h3>
<ol style="list-style-type: none"> 1. To note the progress of the CCTV programme prior to the Full Business Case being presented to committee for review and approval in February 2023. 2. To approve delegated authority to the Executive Director, Assurance and the Executive Director, Children and Young People in consultation with the Committee Chair to approve further revisions to the Outline Business Case (OBC) prior to a Full Business Case (FBC). This will include further outcomes from the strategic review which require initiating in advance of the Full Business Case (FBC).

1. WHY THIS REPORT IS NEEDED

- 1.1 The Assurance Group has expanded its' remit to drive forward the corporate priority, taking responsibilities for additional enforcement, assurance and improvement responsibilities.
- 1.2 This report provides an update to Assurance Group's planned developments to ensure it delivers on the responsibility for additional enforcement, specifically CCTV.
- 1.3 This report also includes the Library Service as part of a co-ordinated cross-services approach to the procurement of new CCTV service contracts for monitoring and maintenance.
- 1.4 On the 20th July 2021 the Policy and Resources committee approved the use of Strategic Community Infrastructure Levy (CIL) to contribute towards the Council's priority capital projects subject to the production and approval of required Business Cases through the appropriate governance and theme committees. An amount of £730,000 of capital expenditure for CCTV was approved.
- 1.5 On the 16th June 2021 the Policy and Resources Committee approved an increase in CCTV budget for the Community Safety Team as part of the Barnet Plan by £170,000 to fund increased CCTV staffing and operational coverage as part of the Barnet Plan initiatives.
- 1.6 On the 6th October 2021 the Communities Leadership and Libraries Committee:
 - 1.6.1 Approved the CCTV Outline Business Case (OBC) and start the procurement process for a CCTV monitoring and maintenance services contract for the Community Safety Team and Library Service, and new CCTV technology procurement for the Community Safety Team, as per the Procurement Forward Plan
 - 1.6.2 Noted that a strategic review of Barnet's Community Safety CCTV requirements will be undertaken and reported to CLLC for review as part of a Full Business Case (FBC).
 - 1.6.3 Approved delegated authority to the Executive Director, Assurance and the Executive Director, Children and Young People in consultation with the Committee Chair to approve a revised OBC prior to an FBC. This will include outcomes from the strategic review which require initiating in advance of the FBC
 - 1.6.4 Approved the proposed Member consultation and engagement model set out in section 5.9 (and OBC) which details the principles and processes to consult with Members on both the Community Safety strategic review and the decision-making process for future Community Safety CCTV deployment.
- 1.7 On the 9th December 2021 the Policy and Resources Committee approved the addition of £730,000 of CIL funding to the Capital Programme for CCTV investment.
- 1.8 On the 20th June 2022 the Communities Leadership and Libraries Committee:
 - 1.8.1 Approved the revised CCTV Outline Business Case (OBC) and noted the findings and progress of the strategic review of Barnet's Community Safety requirements.

1.8.2 Delegated authority to the Executive Director of Assurance and the Executive Director of Children & Young People in consultation with the Committee Chair to approve further revisions to the Outline Business Case prior to the Full Business Case.

1.9 On the 19th July 2022 the Policy and Resources Committee:

1.9.1 Noted the Contingency Budget for 2022/23 and allocations including £301,000 for CCTV.

1.9.2 Approved the changes to the existing Capital Programme including an addition of £1,633,000 for the CCTV programme

1.10 On the 15th July 2022 the Executive Director, Assurance and the Executive Director, Children's & Family Services, under delegated powers, authorised the Bid Acceptance process and the award of a new contract for CCTV Monitoring Services for the Community Safety and Library Services to Enigma CCTV Ltd. This contract commenced on the 1st September 2022.

1.11 On the 4th August 2022 a Chief Officer Decision was taken to extend the CCTV maintenance contract for six months from the 1st September 2022 and to include the Library Service. The contract has a 3-month extension option with break clauses after months 7 and 8. This provides for business continuity during the procurement process for an integrated CCTV technology and maintenance contract.

1.12 This report provides an update on the CCTV Programme (Appendix 1) and asks the committee to note this prior to the Full Business Case being presented to committee for review and approval.

1.13 This report also requests approval for delegated authority to the Executive Director, Assurance and the Executive Director, Children and Young People in consultation with the Committee Chair to approve a further revised Outline Business Case (OBC) prior to a Full Business Case (FBC) in February 2023. This will include further outcomes from the strategic review which require initiating in advance of the Full Business Case (FBC). The strategic review will provide further information which will require decisions prior to the Full Business Case (FBC). For example:

1.13.1 A decision to award a CCTV technology and maintenance contract after the procurement process completes

1.13.2 Other outcomes from the strategic review which are reflected in a further revised Outline Business Case (OBC) which require decisions prior to the Full Business Case (FBC)

2. REASONS FOR RECOMMENDATIONS

2.1 To detail the approach to assess the Barnet CCTV strategic requirements for the Community Safety Team and Library Service, the re-procurement of CCTV services and the procurement of new CCTV technology.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None. A new procurement is underway to ensure that the Council has a robust CCTV system that meets current and future requirements.
- 3.2 The current Community Safety CCTV technology is end-of-life (over 7 years old) and requires replacement through this procurement process.
- 3.3 A strategic review of Barnet's Community Safety CCTV requirements is being undertaken to inform the procurement process.

4. POST DECISION IMPLEMENTATION

- 4.1 The procurement process will continue.
- 4.2 The strategic review will continue, and a further revised Outline Business Case (OBC) will be produced and outcomes from the strategic review which require initiating in advance of the Full Business Case (FBC) will be reviewed and approved by the delegated authority to the Executive Director, Assurance in consultation with the Committee Chair.
- 4.3 A Full Business Case (FBC) will be brought back to this committee to review the progress of the revised Outline Business Case (OBC), the recommendations of the strategic review and the evaluation of the tenders through the procurement process with a recommendation for a contract award for new integrated CCTV technology and maintenance service contract.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Following the May 5th Elections, the council has a new Labour administration. On the 24th May 2022 Annual Council appointed a new Leader of the Council. The Leader and the new administration have set out the priorities including – Investing in CCTV, community safety hubs, safety audit ward walks and a pro-active approach to improving safety for women and girls.
- 5.1.2 The programme will contribute to these priorities, specifically the commitment for the use of CCTV in addressing issues such as anti-social behaviour, environmental crime and working with partners including the Metropolitan Police. A strategic review of Barnet Community Safety CCTV requirements will feed into the procurement process.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 The procurement was included in the 2022/23 Procurement Forward Plan as item number 83 – Community Safety CCTV Monitoring Services - £4m and item number 316 – CCTV monitoring and maintenance (Libraries) - £550,000.
- 5.2.2 The Library Service are only involved in the procurement of new CCTV service contracts for monitoring and maintenance and that these are funded from the existing service revenue budget.
- 5.2.3 On the 9th December 2021 the Policy and Resources Committee approved the addition of

£730,000 of CIL funding to the Capital Programme for CCTV investment.

- 5.2.4 Section 106 (s106) capital expenditure of £52,762 for CCTV has been approved as part of the budget.
- 5.2.5 On the 16th June 2021 the Policy and Resources committee approved an increase in CCTV budget for the Community Safety Team as part of the Barnet Plan by £170,000 to fund increased CCTV staffing and operational coverage as part of the Barnet Plan initiatives.
- 5.2.6 On the 19th July 2022 the Policy and Resources Committee noted the Contingency Budget for 2022/23 and allocations including £301,000 for CCTV and approved the changes to the existing Capital Programme including an addition of £1,633,000 for the CCTV programme.

5.3 Legal and Constitutional References

- 5.3.1 CCTV sits within 'Community Safety' in Barnet's Constitution, which is included in the Terms of Reference of the Community Leadership & Libraries Committee: Article 7 – Committees, Forums, Working Groups and Partnerships.
- 5.3.2 The procurement of the new integrated CCTV technology and maintenance service contract is being conducted in accordance with the Public Contract Regulations 2015 and the Council's Contract Procedure Rules.

5.4 Insight

- 5.4.1 A specialist CCTV consultant has been engaged to assist with the strategic review and the procurement process (Global MCS).
- 5.4.2 As part of the strategic review the Community Safety insight and data analytics team have been engaged to produce an analysis of reported issues and crimes. This analysis has informed the Revised Outline Business Case.

5.5 Social Value

- 5.5.1 The procurement will contain evaluation criteria requiring weighting of 10% Social Value which is the standard Barnet criteria. The project is also engaging with the Barnet Business Skills and Employment service to look at opportunities for social value.

5.6 Risk Management

- 5.6.1 Full governance is in place to review and approve this project, and the Barnet Project Management methodology and Capital Delivery project procedures will be utilised.
- 5.6.2 The project is also using the approved Barnet Risk Management Framework to identify, analyse and respond to project risks.
- 5.6.3 The following table is a summary of the most significant project risks:

Risk Description	Impact	L/hood	Score	Risk Response
Transmission Risk Risk that the BT fibre connections are not delivered for go-live of the new Control Room (for community safety only). There is no contingency transmission, the current wireless transmission is configured for Enfield.	4	4	15	TREAT Working closely with BT/Openreach on the delivery dates for the project. BT are contracted to deliver Phase 1 installation (current camera sites) by Mar-23. BT have provided a plan for this and have been asked to provide fibre transmission to the Enfield Control Room. Risk has been escalated.
Control Room readiness Risk the control room construction is not complete when the installation of CCTV equipment is ready to start.	4	4	15	TREAT Working with Capita to expedite the contractor procurement to meet the planned timeline. All current CCTV cameras and the new mobile sites will be operational in the Enfield Control Room by Nov-22. Risk has been escalated.
Delivery Risk – component supply chain The delivery of the control room and camera estate may be compromised by supply timelines for component availability impacted by global supply chains. This has an issue during the design and prototyping phase.	5	3	15	TREAT It is critical to complete the procurement of the CCTV integrator and start working to plan the delivery in detail to establish what can be delivered in FY 22-23 and FY 23-24. The procurement is underway, and the contract expected to be signed in Feb-23. Risk has been escalated.
Cost Estimates The procurement process is not completed, and the costs are based on estimates which need to be validated through the procurement. The costs need to be validated contractually and to Full Business Case.	4	3	12	TREAT Estimating Process – the estimates are based on detailed supplier costs for materials, time and components likely to be used in the installation. A bottom-up process has been used where available to build the cost model. Contingency – a risk contingency has been budgeted for to review cost variances during the procurement and installation phases. This risk will be understood by the completion of procurement and the Full Business Case for review and approval (Jan-23).

<u>Business Operational Risk</u> The Community Safety team continues to operate the existing Enfield control room until the new Colindale control room is operational. This prolongs the use of the obsolete equipment and risk of camera outage and the impact on monitoring.	4	3	12	<u>TREAT</u> A new contractor (DSSL) has been procured to effect repairs and maintenance to increase the number of cameras operational. All current sites will be operational by Nov-22. Mobile deployment – 20 new mobile cameras are being deployed by end of Oct-22. BT have committed to installing an interim fibre transmission solution for Enfield.
<u>Analytics – Data Protection Requirements</u> Risk that the DPIA for the use of CCTV analytics has not been approved to allow for the use of the new software in the control room for monitoring.	2	2	4	<u>TREAT</u> The programme is engaging with the Information Management team to review the use of analytics. The DPIA updates are underway and on track to complete in with the current planned timelines.

5.7 Equalities and Diversity

5.7.1 The Equality Act 2010 outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

5.7.2 Relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

5.7.3 The broad purpose of this duty is to integrate considerations of equality into day-to-day business and keep them under review in decision making, the design policies and the delivery of services.

5.8 Corporate Parenting

5.8.1 In 2016 the government developed a set of corporate parenting principles. These are:

- to act in the best interests, and promote the physical and mental health and well-being, of those children and young people.
- to encourage those children and young people to express their views, wishes and feelings.
- to consider the views, wishes and feelings of those children and young people.
- to help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners.
- to promote high aspirations, and seek to secure the best outcomes, for those children and young people.
- for those children and young people to be safe, and for stability in their home lives, relationships and education or work
- to prepare those children and young people for adulthood and independent living

5.8.2 The library service supports these principles by providing a wide range of resources, services and activities for all children and young people in Barnet as well as specialist library cards for practitioners such as foster carers and social workers. The provision of a new CCTV monitoring and maintenance contract for the service will ensure that this work can continue uninterrupted throughout all opening hours.

5.9 Consultation and Engagement

5.9.1 The Community Safety Team has consulted with the Metropolitan Police during the strategic review, specifically on the Community Safety CCTV provision. In December 2021 Community Safety officers and Metropolitan Police officers visited and reviewed sites identified as 'hot-spots' in the borough. This has informed the process for the identification of additional CCTV fixed sites in the borough.

5.9.2 The Committee approved the Member consultation and engagement model on the 6th October 2021. Member consultation was held during November 2021 and provided Members with:

- an overview of the CCTV project and its objectives, specifically the objectives of the strategic review
- maps reporting a Borough analysis of crime hotspots and the current Community Safety CCTV camera estate, and a set of proposed locations for review of Community Safety CCTV deployment (using the proposed principles)
- the approved process for Members to raise Community Safety issues which may result in the deployment of additional Community Safety CCTV

5.9.3 The approved Members process to raised Community Safety issues is as follows:
The following guiding principles are used:

CCTV Deployment Guiding Principles	
Principle	Summary
Camera Operational Requirement is justified	These must be evidence-based and intelligence-led linked to location and surveillance objectives (using crime statistics and incident reporting). There will be a risk assessment undertaken of the site. Photos of the proposed specific location with CCTV camera marked where it will be sited are required for this
Camera Primary view and purpose is defined	Detailed account of the views captured by the camera is required (street and building descriptions).
Surveillance Objectives: the camera must meet the requirements of the Surveillance Camera Code of Practice 2013 and the Protection of Freedoms Act 2012	A relevant authority must follow has duty statute and guidance in the code when it considers the future deployment or continued deployment of surveillance camera systems to observe public places may be appropriate. For example: <ul style="list-style-type: none"> •Prevention and detection of crime and ASB •Apprehension and prosecution of offenders •Gathering evidence to support judicial proceedings
Privacy Risks: the camera must meet the requirements for GDPR and the Data Protection Act 2018	Large scale, systematic monitoring of public areas by CCTV is considered 'high risk processing' in GDPR and Data Protection Act 2018. All processing must be fully justified and assessed for any risks to the privacy of those affected. Appropriate mitigation measures must be applied, as necessary. Transparency and accountability when using CCTV in public space is paramount.
The CCTV Camera must be able to be installed appropriately and in a cost effective manner	The assessment of requirements must include: <ul style="list-style-type: none"> - Mounting - Power supply - Transmission type (e.g. Wireless) - Wayleaves (if required) - CCTV signage - Camera Type & suitability for the location - Recording Time & Retention Period - Estimated detailed cost for each element of the installation is required
The CCTV camera must be able to connect to the CCTV control room (unless there are exceptional circumstances)	The CCTV camera is required to be connected to the network to provide 24/7 monitoring where response can be provided in real-time. Stand-alone cameras are not connected to the network and therefore not monitored in the control room. They are reviewed periodically 'after-the-fact' and require resource to retrieve and view the images. A stand-alone camera should only be considered as an immediate response (redeployment of an existing asset) and as a temporary solution.

The process for Members to raise Community Safety issues

The Community Safety Team have structured their organisation to align with the Area Committee structure and within that the Wards through the allocation of Ward Officers and Team Leaders (aligned by Area Committee).

Members follow the proposed process in the table below:

Process	Responsible	Recipient	Description	Timing
Issue Raised	Member	Community Safety Officer & Area Committee Lead	Member provides description of the issue, location and concerns they consider require officer review	No constraint
Issue Investigation	Community Safety Team (CST)	Member	<ul style="list-style-type: none"> - CST undertake an evidence-based and intelligence-led review of the issue using the principles defined - CST will assess if and to what extent an issue exists and will determine a risk rating for the location - CST will assess if the issue requires an intervention, and the appropriate response from the enforcement portfolio (e.g. CCTV, uniformed patrol, increased lighting, access review) 	Agreed with the Member
Recommendation	Community Safety Team (CST)	Member	- CST will recommend the appropriate response based on the investigation	At the end of the agreed review period (above)
CCTV Recommendations	Community Safety Team (CST)	Member	- If CCTV is a recommended option, CST will identify the appropriate camera deployment option and the costs	At the end of the agreed review period (above)
Funding	Member	Area Committee	<ul style="list-style-type: none"> - CST will assist the Member to draft a Members item with the CCTV proposal and provide required support to the Area Committee for CIL Funding (along with the AC Lead Officer) - Area Committee make the decision on funding 	Area Committee Meeting Deadlines
Implementation	Community Safety Team (CST)	Area Committee	<ul style="list-style-type: none"> - Approved Area Committee CCTV schemes are incorporated into the works programme for delivery - Implementation updates and completion are reported back to the Area Committee and the Member 	According to delivery timelines

5.10 Environmental Impact

5.10.1 There are no direct environmental implications from noting the recommendations. Implementing the recommendations in the report will lead to a positive impact on the Council's carbon and ecology impact, or at least it is neutral.

6. BACKGROUND PAPERS

- 6.1 Policy & Resources Committee, 20 July 2021, Strategic Community Infrastructure Levy (CIL) Allocations: [Agenda for Policy and Resources Committee on Tuesday 20th July, 2021, 7.00 pm \(moderngov.co.uk\)](#) Approved the proposed use of Strategic CIL to contribute towards the following capital projects subject to the production and approval of required Business Cases through appropriate project governance.
- 6.2 Policy & Resources Committee, 8 December 2020, Annual Procurement Forward Plan 2021/22: [Agenda for Policy and Resources Committee on Tuesday 8th December, 2020, 6.00 pm \(moderngov.co.uk\)](#)
- 6.3 Decision of the Executive Director for Assurance, CCTV Contract Governance, 30 July 2021: [Decision - Extension of CCTV Contract \(moderngov.co.uk\)](#)
- 6.4 Policy and Resources Committee 16 June 2021, Business Planning 2022-26: [Agenda for Policy and Resources Committee on Wednesday 16th June, 2021, 7.00 pm | Barnet Council \(moderngov.co.uk\)](#) Approved the Community Safety CCTV budget increase
- 6.5 Community Leadership and Libraries Committee 6 October 2021, CCTV strategic review & procurement of new service contract: [Agenda for Community Leadership and Libraries Committee on Wednesday 6th October, 2021, 7.00 pm | Barnet Council \(moderngov.co.uk\)](#)
- 6.6 Policy and Resources Committee 9 December 2021, Business Planning (Budget 2022/23, Medium Term Financial Strategy 2022-26) and Budget Management 2021/22 [Agenda for Policy and Resources Committee on Thursday 9th December, 2021, 7.00 pm | Barnet Council \(moderngov.co.uk\)](#)
- 6.7 Policy and Resources Committee 9 December 2021, Annual Procurement Forward Plan (APFP) 2022/2023 [Agenda for Policy and Resources Committee on Thursday 9th December, 2021, 7.00 pm | Barnet Council \(moderngov.co.uk\)](#)
- 6.8 Annual Council 24 May 2022, Appointment of the Leader [Agenda for Annual Council on Tuesday 24th May, 2022, 7.00 pm | Barnet Council \(moderngov.co.uk\)](#)
- 6.9 Community Leadership and Libraries Committee 20 June 2022, CCTV Programme – Revised Outline Business Case & Update on the Strategic Review [Agenda for Community Leadership and Libraries Committee on Monday 20th June, 2022, 7.00 pm | Barnet Council \(moderngov.co.uk\)](#)
- 6.10 Policy and Resources Committee 19 July 2022, Revised Budget 2022/23 and Business Planning 2023-2027 [Agenda for Policy and Resources Committee on Tuesday 19th July, 2022, 7.00 pm | Barnet Council \(moderngov.co.uk\)](#)
- 6.11 Delegated Powers Report – Decision taken by the Executive Director Assurance &

Executive Director of Children and Young People, 15 July 2022 [Decision - CCTV Monitoring Services Contract](#)