

Culture and Communities Committee

10.00am, Tuesday, 30 January 2018

CCTV Working Group

Item number	8.3
Report number	
Executive/routine	
Wards	All
Council Commitments	51 Improve community safety by protecting local policing and empowering communities to tackle long term safety issues and hate crime in all its forms including supporting restorative justice initiatives and other projects.

Executive Summary

This report presents a proposal for a CCTV Working Group, with recommendations for membership, which will develop a strategy for the upgrade and integration of CCTV services in Edinburgh.

CCTV Working Group

1. Recommendations

- 1.1 To approve the establishment of a multi-agency CCTV Working Group to develop a strategy for the upgrade and integration of CCTV services in Edinburgh.
- 1.2 To appoint the membership of the CCTV Working Group as detailed in Appendix 1 to the report.
- 1.3 To request an update on the CCTV Working Group progress in six months' time.

2. Background

- 2.1 The City of Edinburgh Council operates a closed-circuit television (CCTV) camera estate across public spaces, housing blocks, schools, bus lanes and Council buildings. The total cost for the Public Space CCTV services provided by the Council is £955,354 with income of £128,000. Police Scotland is the main user of CCTV footage to support criminal prosecutions.
- 2.2 Retention, archiving and destruction of CCTV footage, and sharing footage with third parties is governed by the requirements of the Data Protection Act (1998). These processes will require to be compliant with the new General Data Protection Requirements due to be implemented in May 2018. There is also a general requirement to work within the parameters of the Human Rights Act 1998 , Regulation of Investigatory Powers (RIPSA) Act 2000 and the Council's Code of Conduct.
- 2.3 Following an internal audit plan approved by Governance, Risk and Best Value Committee in March 2017, Boston Networks was commissioned to undertake a review of the CCTV estate infrastructure used across the Council and its operational status.
- 2.4 The report recommended implementation of a CCTV strategy to focus on the location and scope of control centres, and confirmed that significant investment is required across the estate to establish an effective and efficient service. The current analogue systems have surpassed the end of their serviceable life expectancy, particularly given the shift in technology from analogue to digital/IP.
- 2.5 The Council's internal audit team delivered a report in December 2017, which focused on information governance and the effective delivery of service. It recommended that a corporate CCTV strategy and standard operational procedures should be designed and implemented across all service areas providing

CCTV services. These should be aligned with applicable legal and regulatory requirements.

3. Main report

- 3.1 The Committee is requested to approve the establishment of a multi-agency CCTV Working Group to develop a strategy for the upgrade and integration of CCTV services, taking into account the Boston Networks and internal audit reports.
- 3.2 The proposed membership of the Working Group ensures elected members' leadership and representation, input from service areas that manage CCTV systems, such as public space, concierge, and security, ICT specialists, and representation from other partners and stakeholders.
- 3.3 The Working Group will review policy and procedure for CCTV throughout the Council, to create consistency and streamline current and future CCTV policy and procedure in preparation for the upcoming General Data Protection Regulation Act due in May 2018.
- 3.4 Reports with recommendations on the outcome of deliberations of the working group will be reported to the Committee for scrutiny and approval within six months.

4. Measures of success

- 4.1 All council CCTV services working to one policy and procedure in line with the General Data Protection Act 2018.
- 4.2 Creation of a city-wide operation centre.
- 4.3 Public space CCTV upgraded and future proofed.

5. Financial impact

- 5.1 The council has identified £1 million capital funds to support the upgrade of public space CCTV, further funding applications will be submitted with committee approval to support the integration of council wide CCTV into an operation centre.

6. Risk, policy, compliance and governance impact

- 6.1 Risk of CCTV being outdated and reaching its end of life if financial investment is not made.

7. Equalities impact

- 7.1 Service users and stakeholders will receive the same service across council CCTV service areas.
- 7.2 Full compliance with data protection and privacy impact assessments will be carried out for all new installations.

8. Sustainability impact

- 8.1 CCTV within the City of Edinburgh Council boundaries will be fit for purpose.
- 8.2 All CCTV services will be working within the same legislation and procedures.
- 8.3 All equipment will be compatible across the council.

9. Consultation and engagement

- 9.1 All stakeholders will be consulted and representation recommended on the Working Group.
- 9.2 Research into other Council systems and operation centres will be carried out.

10. Background reading/external references

- 10.1 None.

Harry Robertson

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11. Appendices

- 11.1 CCTV Working Group - Terms of Reference
- 11.2 Working Group - Proposed Membership

Appendix 1

Terms of reference – CCTV upgrade and integration of all CCTV across the council estate

INTRODUCTION

The City of Edinburgh Council (CEC) operates a close circuit television (CCTV) camera estate across public spaces; housing blocks; schools; bus lanes and Council buildings.

The total cost for the Public Space CCTV services provided by the Council is £955,354 and generates income of £128K. The police are the main users of CCTV footage to support criminal prosecutions.

Boston Networks was recently commissioned to review the CCTV estate used across the Council and its operational status, with the outcomes published in August 2017.

The report recommended implementation of a CCTV strategy to focus on the location and scope of control centres, and confirmed that significant investment is required across the estate to establish an effective and efficient service. The report also recommended moving from an historic analogue to an internet protocol (IP) based CCTV estate.

City of Edinburgh Council Internal Audit, recently audited Public Space, Concierges and Security CCTV policy and procedures in line with current legislation across CCTV network, e.g., data protection, RIPSAs (final report due by end of January 2018)

Retention, archiving and destruction of CCTV footage is governed by the requirements of the Data Protection Act (1998) and will also require to be compliant with the new General Data Protection Requirements due to be implemented in May 2018. The Data Protection Act also governs sharing of CCTV footage with third parties.

REMIT

To establish a working group following committee approval, the working group will oversee the development of policy and Procedures for all council departments utilising CCTV in line with the General Data Protection Act 2018. The group to research and report to committee the finding and costing for fit for purpose facility that would allow a full upgrade of Public Space CCTV, explore and identify a new location for an operation centre that integrates all CCTV systems and allow for a multi-purpose use of the facility .

WORKSTREAMS

The group will be established in late January 2018 to develop an overall strategy for CCTV and technological advances within the City of Edinburgh Council.

Identify potential funding opportunities, complete, and apply for funding through Stakeholders, Government Bodies, and Private Sector.

Develop Council-wide policy and procedures in line with Data Protection Legislation and new GDPR May 2018, Regulation of Investigatory Powers Act Scotland (RIPSA) 2000

Identify Council property suitable for city-wide Operation Centre, arrange facilities and infrastructure required across all service areas.

Recommend new fit for purpose CCTV cameras, monitors, hardware, and software and ensure that they are compatible with other departments within CEC

MEETING AND CHAIRING ARRANGEMENTS

Cllr Ian Campbell will chair the working group

Main working group will meet bi monthly

Sub groups have been established to progress individual elements of the overall workstream,

- Tactical working group – remit to oversee and implement the upgrade of public space CCTV in line with Council wide technology and ensure it is compatible for future integration of council service.
- Strategy group – remit to oversee and implement the integration of CCTV system into one control centre and to ensure that there is scope for council wide technological advances.
- Policy and procedure – remit to oversee the development of policy and procedure for CCTV ensuring that the service are prepared for the introduction of GDPR OR have an action plan on compliance with the act.

The sub groups will meet monthly and be chaired by Elected members from the Edinburgh Community Safety Partnership, they will report to the main working group, which will consider all recommendations before deciding if they should be reported to the communities and culture committee. Department leads will decide who is best to represent their service on the sub groups

Working groups

Each working group will establish a one page document covering their remit and develop an action plan which will be updated and reported to the main working group on a bi-monthly basis. Support of the sub-groups will be provided from the Community Safety Development Team, within Community Justice division of Safer and Stronger Communities.

Appendix 2

MEMBERSHIP OF WORKING GROUP

Cllr Ian Campbell (chair) Scottish National Party
Cllr Mark Brown Scottish conservatives and unionists
Cllr Alex Staniforth Scottish Green Party
Cllr Donald Wilson Scottish Labour
Shirley McLaren Community Safety
Jennifer Hunter Housing Management
Will Boag Security
Paul Bell Procurement
Bruce Strang ICT Head of Service
Philippa Boyd Police Scotland
Gill Geaney Police Scotland
David Turton Technical services
Gareth Barwell Environment head of service

SUPPORT

Suzan Ross Community Justice
Miranda Matoshi Community Justice
Ben Quinn Community Safety CCTV
Richard Anderson CCTV