

# Culture and Communities Committee

10am, Tuesday, 13 November 2018

## CCTV Working Group Update

Item number	8.5
Report number	
Executive/routine	
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### Executive Summary

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This report presents an update for the CCTV Working Group, which will develop a strategy for the upgrade and integration of CCTV services in Edinburgh.

## CCTV Working Group Update

### 1. Recommendations

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- 1.1 To approve the update of the multi-agency CCTV Working Group for the upgrade and integration of CCTV services in Edinburgh.
- 1.2 To request an update on the CCTV Working Group progress in six months' time.
- 1.3 To approve the upgrade of the Video Management System in line with European Regional Development Fund guidance.
- 1.4 To approve the changes to the subgroup structure.

### 2. Background

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- 2.1 The CCTV Working Group was formed following approval from the Culture and Communities Committee meeting on 30 January 2018.
- 2.2 Significant investment is required across the CCTV 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.
- 2.3 The Working Group is tasked with the implementation and development of a CCTV strategy to focus on the location and scope of control centres, camera estate and the upgrade from analogue to digital infrastructure.
- 2.4 There are three subgroups feeding into The CCTV Working Group:
  - Tactical Group: 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.
  - Strategic Group: to oversee and implement the integration of CCTV systems into one control centre and to ensure that there is scope for council wide technological advances.
  - Policy and Procedure Group: to oversee the development of policy and procedure for CCTV ensuring that the service are prepared for the introduction of General Data Protection Regulation or have an action plan on compliance with the act.
- 2.5 The Group is supporting the European Regional Development Fund (ERDF) bid as part of the Scottish Cities Alliance smart cities initiative. This bid revolves around

the upgrade of public safety infrastructure, for the purpose of developing a 'Smart City'. The bid has been confirmed and the project will span across 2019-2022. The amount requested from ERDF is £356,000, with £534,000 being match funded from the capital budget allocation of £1m for the CCTV upgrade. The ERDF fund subsidises 40% of project costs towards smart city projects across Scotland.

- 2.6 Acting upon the Internal Audit Plan, the Working Group is also focusing on information governance and the effective delivery of service. It was 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.
- 2.7 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 which came into effect 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.

### 3. Main report

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#### **Monitor Upgrade**

- 3.1 The visual display units (VDUs) within the Central Monitoring Facility (CMF) had reached the end of their effectiveness, a number were progressively failing and others were not displaying images to the standard required. The previous VDUs also used electricity at a high rate and produced considerable heat which in turn meant that air conditioning had to run permanently to maintain a reasonable temperature in the viewing suite
- 3.2 The Working Group has now procured and upgraded the VDUs to the new energy efficient LED monitors within the CMF. This has vastly improved the quality of the picture for the operators within the facility.
- 3.3 The City of Edinburgh Council has an energy efficiency application process for spend to save projects; this was utilised for the upgrade, as it met the criteria to reduce power consumption.

#### **Public Realm CCTV upgrade**

- 3.4 The Group has begun the process of upgrading the Video Management System (VMS), this system collects video footage from cameras, records/stores that video to a storage device and provides an interface to both view the live video and access recorded video.
- 3.5 The upgrade to a new VMS would be a key step to move from analogue to digital; vastly improving the quality of the picture, reduce the risk of system failure and

become future proof – paving the way for a CCTV camera upgrade roll out across the city.

- 3.6 It has been confirmed that the current ERDF bid submitted for 'City Operations Capability' can contribute 40% of the cost to upgrade the VMS. This requires adherence to the guidance documents supplied within the ERDF framework, including but not limited to; procurement processes, reporting and auditing.

### **City Operations Centre**

- 3.7 A significant work-stream has been to map the development of an integrated City Operations capability to improve the city's responses to events and incidents, based on real time data flows in the city.
- 3.8 This capability will enable Edinburgh to develop a proactive rather than reactive management response, creating a cross-domain opportunity to leverage the city's strengths in data driven innovation to improve city functioning.
- 3.9 A specification was drafted for a consultancy to help and develop a business case, road map and implementation strategy for the City Operations Centre. There was significant engagement from ICT and CGI during one of the meetings, highlighting the breadth of the project and work to be undertaken by the consultancy.
- 3.10 Due to the significant size of the City Operations Centre project, it was decided that the work-stream requires to be its own project group, of which CCTV would be a stakeholder. This would allow the Working Group to focus solely on the long term CCTV strategy, whilst feeding into the new City Operations Centre project group in future.

### **Policy and Procedure**

- 3.11 The Policy and Procedure subgroup is currently drafting a standard procedure and accompanying Code of Practice for use across all CCTV areas, which will ensure clarity and consistency of practice for staff and for third parties who request information from CCTV services.
- 3.12 The procedure and Code of Practice aims to be complete by the end of 2018, where it will be submitted to the Edinburgh Community Safety Partnership for approval.
- 3.13 The result of which, is an aspiration to meet the 'gold standard' for CCTV and work towards obtaining Surveillance Camera Commissioner (SCC) certification from a relevant UKAS accredited body.

### **Subgroups**

- 3.14 It was decided that due to the progress in decision making throughout the year amongst the subgroups, that the streamlining of the subgroups is possible. The Strategic subgroup is to be amalgamated into the main Working Group as a standing item on the agenda. Furthermore, once the Policy and Procedure

subgroup completes the Code of Practice and procedural document, it will also be absorbed into the Working Group as a standing item on the agenda.

- 3.15 The Tactical Subgroup will remain in place as it is required to address the technicalities of any immediate upgrades.

#### **4. Measures of success**

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- 4.1 All council CCTV services working to one policy and procedure in line with the General Data Protection Act 2018.
- 4.2 Public space CCTV upgraded and future proofed.

#### **5. Financial impact**

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- 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**

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

#### **7. Equalities impact**

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- 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**

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- 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**

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- 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

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10.1 None.

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## 11. Appendices

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11.1 None.