

Cheltenham Borough Council
Director of Environment decision report – 10 July 2017
Honeybourne Line CCTV works

Accountable member	Councillor Andy McKinlay, Cabinet Member for Development and Safety
Accountable officer	Mike Redman, Director of Environment
Ward(s) affected	St Peters
Key/Significant Decision	No
Executive summary	<p>There are a number of CCTV cameras along the Honeybourne Line owned by the council. These cameras communicated wirelessly with the police CCTV Control room in Lansdown Road, but this has now been relocated to the Tri-Service Emergency Centre in Quedgeley, Gloucester.</p> <p>The infrastructure required for these cameras to communicate wirelessly with the CCTV control room was decommissioned with the sale of Talbot House.</p> <p>As a consequence, work is now required to reinstate the CCTV cameras along the Honeybourne Line.</p>
Recommendations	<p>Director of Environment in consultation with Cabinet Member Development and Safety, is recommended to:</p> <ol style="list-style-type: none"> 1. Approve the expenditure required to undertake the CCTV works on the Honeybourne Line, as set out in this report. 2. Delegate authority, to the Licensing Team Leader, in consultation with the Director of Environment, to: <ol style="list-style-type: none"> a. approve appropriate specification requirements for tender processes; b. appoint a contractor to carry out the work following the tender process; and c. sign off the project as complete in accordance with project specification and contractual obligations.

Financial implications	<p>The proposed capital expenditure outlined in this report is included in the current capital budget for 2017/18 under CAP201. The remaining budget will be used up if all these costs are incurred.</p> <p>It would be good to understand the ongoing maintenance and line rental impact of these changes, as this is currently unknown, although we budget £50k a year for these costs. Finance needs to be involved in the procurement process, so that the ongoing costs can be reviewed to ensure that these are within current and future budgets.</p> <p>Contact officer: Andrew Knott, Andrew.Knott@cheltenham.gov.uk, 01242 264121</p>
Legal implications	<ol style="list-style-type: none"> 1. Under the Data Protection Act 1998 and associated guidance, the location and use of all cameras must be kept under review to ensure they continue to be justified in any particular location. This is a consideration for the reinstatement of the CCTV cameras along the Honeybourne Line and their continued use. 2. It is likely that both the Council and Gloucestershire Constabulary will be Data Controllers individually or jointly under the Data Protection Act 1998 in various circumstances. For this reason the Council needs keep the location of cameras under review as well as taking account of the views of the Police when retaining, upgrading, decommissioning and relocating cameras. There may also be the need for there to be a review because of the impact of the General Data Protection Regulation (GDPR) when Data Protection laws are significantly overhauled over future years. 3. The procurement of the works to install the wires are subject to the council's own thresholds in their Contract Rules. As works between £10,001 to £50,000 the contract must be advertised on the council's website, unless in consultation with the S151 officer and council solicitor it is agreed to seek 3 quotes on an ad hoc basis. Also procurement opportunities over £25,000 are required to be advertised in Contract Finder using the council's e-procurement system within 24 hours of other adverts appearing. The council is advised to err on the side of caution if exceeding £25,000 is a realistic possibility. For contracts in excess of £25,000, only a process allowing for open competition may be used. 4. The Council's Contract Rules must be followed provided that there shall be a formal written contract or contracts approved by the Council's solicitor and executed under hand by an authorised signatory. <p>Contact officer: Steve Isaac steve.isaac@tewkesbury.gov.uk, 012422064</p>
HR implications (including learning and organisational development)	<p>There are no direct HR implications identified in this report.</p> <p>Contact officer: Carmel Togher, HR Business Partner carmel.togher@cheltenham.gov.uk, 01242 775215</p>
Key risks	<p>As outlined in Appendix 1.</p>

Corporate and community plan Implications	People live in strong, safe and healthy communities
Environmental and climate change implications	None
Property/Asset Implications	None Contact officer: David Roberts@cheltenham.gov.uk

1. Background

- 1.1 The council owns and maintains a number of public realm CCTV cameras predominantly covering the town centre but also a number of outlying areas of the Borough.
- 1.2 There are number of CCTV cameras along the Honeybourne Line that were installed in 2011.
- 1.3 The main Cheltenham police station on Lansdown Road, Talbot House, closed in 2016 following a relocation of the police station to the adjacent New Holland House. Talbot House hosted the infrastructure required for some of the public realm CCTV cameras to be wirelessly connected to the forces CCTV control room now located at the Tri-Service Emergency Centre in Quedgeley.
- 1.4 As a consequence of the closure of Talbot House, the wireless communication equipment referred to above was decommissioned, which affected CCTV cameras that communicated wirelessly - including those along the Honeybourne Line.
- 1.5 Work is required to reinstate the CCTV cameras.

2. Cost of work required

- 2.1 The work required involves re-establishing the network through a wired connection. This will involve work by a service provider to lay wires from the nearest suitable network point.
- 2.2 The predicted cost of this work is attached at expected Appendix 1.
- 2.3 There is an allocated budget for CCTV capital expenditure with sufficient capital to fund the work required.

3. Reasons for recommendations

- 3.1 To reinstate the CCTV network along the Honeybourne Line.

4. Alternative options considered

- 4.1 Not to approve the expenditure required to reinstate the CCTV network along the Honeybourne Line.
- 4.2 If this were the case, consideration will have to be given to decommissioning these cameras in some form, or making the public aware of the fact that the cameras are no longer operational.
- 4.3 This is likely to be necessary to manage public expectation, because the existence of these cameras could lead to a public perception that the cameras are operational. This in turn could have detrimental reputational implications for the council or lead to legal action.

5. Consultation and feedback

- 5.1 Consultation has been undertaken with Gloucestershire Police, the Cabinet Member for Development & Safety, GOSS Procurement, GOSS Finance and One Legal.

6. Performance management – monitoring and review

- 6.1 The works required will be subject to the Council's procurement and contract rules, including contract monitoring and review procedures.

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Appendices	1. Appendix 1 – Predicted costings of works (Exempt)
Background information	1. Service records

The risk		Original risk score (Impact x Likelihood)			Managing risk			Transferred to risk register			
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likeli- hood 1-6	Score	Control		Action	Deadline	Responsible officer
	If the expenditure to reinstate the CCTV cameras along the Honeybourne Line is not approved and these cameras are not decommissioned in some form, there is a risk that the Council's reputation could be adversely affected or it may face legal action.	Director of Environment	June 2017	3	4	12	Accept	Approve report recommendations		Licensing Team Leader	
	If the expenditure to reinstate the CCTV cameras along the Honeybourne Line is not approved and these cameras are not decommissioned in some form, the Council will face continued revenue costs for redundant equipment.	Director of Environment	June 2017	2	4	8	Accept	Approve report recommendations		Licensing Team Leader	
	If the Honeybourne Line cameras are reinstated, there will be on-going maintenance and revenue costs, including line rental charges which might in combination with other CCTV upgrading works exceed the Council's available capital and revenue budgets.	Director of Environment	June 2017	3	3	9	Accept	Approve report recommendations and monitor impact of other CCTV costs		Licensing Team Leader	
	If the budgets made available for CCTV provision are insufficient to maintain the current level of	Director of Environment	June 2017	3	3	9	Accept	Review CCTV resourcing demands to identify those cameras which make the most effective		Licensing Team Leader	

	infrastructure, cameras in lower risk locations may need to be decommissioned							contribution to crime detection and deterrence.		
<p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>										

