BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 1ST OCTOBER 2018
AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, C. J. Bloore, S. R. Colella, R. J. Deeming, M. Glass, C.A. Hotham, R. J. Laight, P.L. Thomas and M. Thompson

AGENDA

1.   Apologies for Absence and Named Substitutes

2.   Declarations of Interest and Whipping Arrangements

    To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

3.   To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 3 September 2018 (Pages 1 - 10)

4.   Council Tax Support Scheme - Pre-Scrutiny - To follow

5.   Waste Collection Service - update on current position and future plans - Papers to follow

6.   Road Safety around Schools Task and Finish Group - Final Draft Report (Pages 11 - 40)

7.   CCTV Short Sharp Review - Final Draft Report (Pages 41 - 102)

8.   Transport Planning Review - Verbal Update

9.   Finance and Budget Working Group - Verbal Update

10.   Measures Dashboard Working Group - Verbal Update

11.   Task Group Updates

        - Paperless Task Group – Verbal update

12.   Worcestershire Health Overview and Scrutiny Committee - Verbal Update

13.   Cabinet Work Programme (to be tabled at the meeting)

14.   Overview and Scrutiny Board Work Programme (Pages 103 - 106)

15.   To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

16.   To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-

        RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in Part I of scheme 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below and that it is in the public interest to do so:-

        Item No.   Paragraph(s)

        17   3 and 5

17.   In House Management of Bromsgrove Market - Verbal update

                                        K. DICKS
                                        Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8D

21st September 2018

INFORMATION FOR THE PUBLIC

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B R O M S G R O V E   D I S T R I C T   C O U N C I L

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

3RD SEPTEMBER 2018, AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, S. R. Colella, C.A. Hotham, R. J. Laight, P.L. Thomas and M. Thompson

Observers: Councillor B. T. Cooper and Councillor P. J. Whittaker

Officers: Ms. B. Houghton, Ms F. Mughal, Ms. J. Pickering, Mr D Riley, Ms. A. Scarce and Ms J. Willis

27/18   **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received on behalf of Councillors C. J. Bloore and R. J. Deeming.

28/18   **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor L. C. R. Mallett (Chairman) declared an other disclosable interest in respect of Minute no. 32/18 Hospital Car Parking Charges, as he was involved in charity work with the hospitals. During the item being considered he took no part in the discussions or voting thereon.

Councillor C. A. Hotham declared an other disclosable interest in respect of Minute no. 32/18 Hospital Car Parking Charges, as his wife worked at the hospital. During the item being considered he took no part in the discussions or voting thereon.

29/18   **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 18TH JUNE 2018**

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on the 18th June, 2018 be approved as an accurate record.

30/18   **ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (IMPLEMENTATION OF PROVISIONS)**

The Community Safety Manager presented a report in relation to the Anti-Social Behaviour, Crime and Policing Act 2014, which outlined the implementation of provisions. The report also proposed a series of

amendments to the Council's Scheme of Delegations to enable the Council to best utilise and implement the ASB tools and powers under the Act.

It was reported that the Anti-Social Behaviour, Crime and Policing Act 2014 provided the tools and powers, outlined in the report, which were relevant to the Council and supported the Strategic Purpose 'Keep My Place Safe and Looking Good'.

It was noted that the Public Space Protection Order (PSPO) (Section 59 – 75 of the Act) was used to stop individuals or groups from committing anti-social behaviour in a public space and which had or was likely to have a detrimental effect on the lives of those in the area. This tool replaced the Designated Public Place Orders, Gating Orders, and Dog Control Orders and could be either enforced by Police Officers, Police Community Support Officers or authorised Council Officers.

It was reported that the Council was responsible for making a PSPO, however, Police Officers and Police Community Support Officers could also play a role in enforcing the orders. Orders were issued after consultation with the Police, PCC and other relevant bodies.

Arising from Members' questions, the following responses were made:

- Currently there was one community trigger in Bromsgrove and that no other order was in progress. Members would be updated in relation to any community trigger raised. The Community Safety Manager stated that she would circulate more information relating to this to Members.
- it was a statutory requirement that District Councils were in consultation with Police, PCC and other relevant bodies to ensure that all relevant information was compiled in order for the appropriate process to be followed and be transparent.
- The restrictions and requirements of an order could be related to any anti-social behaviour, such as loud music. The order could be applied to both commercial and residents provision.
- Worcestershire Regulatory Services had a specific section in the guidance to tackle any ASB issues when raised.
- It was not clear which powers had the overriding guidance.
- Concerns relating to nuisance noise would be dealt by Environmental Health Services. Members were informed that the Council was taking legal advice in respect of the statutory guidance regarding nuisance noise.

Members noted the proposed amendments to the Council's Scheme of Delegations. In order to enable all relevant Council officers to utilise the powers under the Act, the following amendments to the Council's current Scheme of Delegation were recommended:

a) That the Head of Community Services, in consultation with the Principal Solicitor be given delegated authority to seek a Civil

Injunction in accordance with Sec. 1 – 21 of the Anti-Social Behaviour, Crime and Policing Act 2014.

b) That the Head of Community Services, the Head of Environmental Services, the Head of Worcestershire Regulatory Services and the Head of Planning and Regeneration Services be given delegated authority to serve Community Protection Notices, (and Fixed Penalty Notices in the event of a breach) in accordance with Sec. 43 – 58 of the Anti-Social Behaviour, Crime and Policing Act 2014.

c) That the Head of Community Services, Head of Environmental Services and Head of Leisure and Cultural Services be given delegated authority to initiate and implement the consultation process required to make a Public Space Protection Order in accordance with Sec. 59 – 75 of the Anti-Social Behaviour, Crime and Policing Act 2014.

As recommended in the amended statutory guidance, the decision to make a Public Space Protection Order would be put to Cabinet/Council. Members requested that Ward Members be included to the decision matrix. The Community Safety Manager advised that she would need to seek legal advice to ensure that such information could be shared with Members as it may impede on data protection requirements.

The Community Safety Manager stated that, in terms of consultation with the Police, any enforcement order put in place must have the Police's commitment to ensure the enforcement was carried through and to ensure that public safety was the prime concern.

It was reported that the Alcohol Free Zone Legislation was being replaced with the Public Space Protection Order and would be reviewed in three years.

Any financial implications would be considered during the consultation.

RESOLVED that the powers available to the Council under the Anti Social Behaviour, Crime and Policing Act 2014, as amended in December, 2017 be noted.

RECOMMENDED that the Council's Scheme of Delegations be amended, as detailed within the report subject to the inclusion of "in consultation with the Ward Councillor", where appropriate.

31/18   **PRE-SCRUTINY - COUNCIL TAX SUPPORT SCHEME REVIEW**

The Board received a report in relation to the Local Council Tax Support Scheme (CTSS) for 2019/20. The Revenue Services Manager was present at the meeting and provided information on the work undertaken by the Customer Access and Financial Support Service to date in respect of the redesign of the CTSS for implementation by 1st April, 2019 and set out the proposals for public consultation.

The report recommended that approval besought for the Cabinet to agree that the Council undertook a formal consultation with the major preceptors and the public on the proposed design of a revised scheme, which would take place for eight weeks from 1st October, 2018. The results of the consultation would be presented to the Overview and Scrutiny Board and Cabinet in January 2019, with any recommendations going forward to full Council in February, 2019.

The following key issues were highlighted:

- Care leavers would be provided with 100% Council Tax support up to the age of 21.
- Frequent changes to Universal Credit cases were received from the Department for Work and Pensions (DWP) requiring a change to CTS entitlement. On average 40% of Universal Credit claimants had between eight and twelve changes in entitlement per annum.
- The income changes for claimants migrating to Universal Credit were unknown and therefore the profiling that had been carried out was based on existing legacy benefits across the current caseload. The predicted expenditure was therefore subject to change when claimants migrate from legacy benefits to Universal Credit.

It was proposed that the current means tested scheme was replaced by a simple income band model. The indicative example of potential Grid Model Approach was provided in the report. Members were informed that the full impact model exercise would be completed by the end of the week and an update would be provided to Members.

The Chairman raised concerns that he could not make a decision at this stage as the full information was not available and that the actual model needed to be considered rather than the indicative model. The Revenue Services Manager informed Members that the modelling may require amendment after the consultation in terms of banding. He further stated that the modelling exercise was necessary as this would determine who would and would not benefit from the proposed scheme.

Councillor B. Cooper, the Portfolio Holder for Finance and Enabling informed Members that the recommendation was to ask Cabinet to approve the consultation and was not the approval of the final document. He further clarified that the final document would be considered at the

Overview and Scrutiny Board prior to approval at Council in February, 2019.

In response to Members' question, the Revenue Service Manager stated that other authorities were also proposing to move to a banding discount scheme and that Redditch Borough Council was also proposing a similar scheme.

Clarity was sought that the proposed schemes were being modelled with a capital limit for working age claimants would be set at £6,000 and £16,000 limit for pensioners.

As the formal consultation was proposed to take place from the 1st October, 2018, it was requested that Members to be minded to approve the recommendation of the consultation in order to prevent any delays. The Chairman stressed that the final consultation document was required before any decision was endorsed.

The Chairman proposed that, as the report was not clear who would or would not benefit from the scheme, that consideration of the Local Council Tax Support Scheme be deferred pending all information being provided. It was further requested that the formal consultation commence in mid-October, 2018.

Whilst Members were conscious of the timescale, it was proposed that consideration of the Local Council Tax Support Scheme for 2019/20 be deferred to the next meeting of the Overview and Scrutiny Board on 1st October, 2018, pending all information being provided and that the Cabinet consider the report on 3rd October, 2018

RECOMMENDED that consideration of the proposed Local Council Tax Support Scheme for 2019/20 be deferred, pending further information.

32/18   **HOSPITAL CAR PARKING CHARGES - BOARD INVESTIGATION FINAL REPORT**

Members considered the report in relation to Hospital Car Parking Charges which outlined the findings and recommendations from the Overview and Scrutiny Board's investigation.

It was noted that at the Council meeting on 19th July, 2017, Councillor P. McDonald proposed the following motion which was seconded by Councillor M. Thompson. *"This Council calls upon all local hospitals to stop charging for parking, that in reality was financially punching people for receiving treatment or visiting loved ones"*.

Council had felt it would be appropriate to consider the matter further at the Overview and Scrutiny Board as it was an issue which had an impact on local residents.

Councillor S. R. Colella informed Members that the Board Investigation had held three meetings to consider the matter further. A representative from Worcestershire Acute Hospital Trust was invited to one of the meetings in order to clarify a number of points raised by Members.

The summary of the findings during the investigations were outlined as follows:

- Concerns were raised that a private company that maintained the parking charging system on behalf of the Worcestershire Acute Hospital Trust may be generating a profit from charging patients and their families. Clarity was sought that this was not the case as no external company received a slice of the income from car parking charges other than the money paid towards the Private Finance Initiative (PFI) costs at the Worcestershire Royal Hospital.

- The Trust operated all three carparks and other than the money paid towards the PFI costs at the Worcestershire Royal Hospital, any profit generated from parking charges goes towards the operation of the Trust.

- Concerns were raised regarding concessions and how they were advertised. Reassurance was provided that information about concessions was provided on a ward by ward basis and was linked to a patient's treatment pathway.

- It was noted that hospital car parking charges had been abolished elsewhere in the United Kingdom and that there was a Private Members Bill going through Parliament requesting the abolishment of hospital car parking charges which was sponsored by Labour and Conservative MPs.

- Members' had discussed the evidence presented and possible ways to change the system so that car parking charges did not disproportionately affect the disadvantaged. It was suggested for example that potentially those that could prove they were receiving Universal Credit could access free parking, however the possible high costs of administering such a system was referred to. It was also commented that people who found employment stopped receiving Universal Credit and therefore could have no income for a period of time and become for example reliant on pay day loans. Other people lived on low weekly incomes and did not have the budget to pay for parking. It was recognised that these people would be hit disproportionality by hospital car parking charges.

- Although it was acknowledged that abolishing charges would have a financial impact on NHS Trusts and the government would therefore need to contribute to subsidise NHS Trusts, the principle of abolishing hospital car parking charges was felt to be correct.

The Overview and Scrutiny Board therefore proposed that Full Council write to the Secretary of State to suggest that NHS Trust owned hospital car parks should be made free of charge.

The Chairman concluded by thanking everyone involved in the investigation.

RESOLVED that the report and the recommendation included within the report be approved.

RECOMMENDED that Full Council write to the Secretary of State to suggest that NHS Trust owned hospital car parks should be made free of charge.

(During consideration of this item Councillors C. R. Mallett and C. A. Hotham declared an other disclosable interest. As such during consideration of this item they took no part in the debate or voting thereon).

33/18   **CORPORATE PERFORMANCE WORKING GROUP - UPDATE**

Councillor S. A. Webb advised Members that a meeting was scheduled to take place on 4th September, 2018 in respect of the Corporate Performance Working Group. She further stated it was prudent for the Group to concentrate on the performance of the Council's services moving forward.

Councillor Webb asked if any Members of the Overview and Scrutiny Board would like to be appointed to the Working Group.

It was recognised that a lot of work was required in respect of the Dashboard in order for Members to monitoring and evaluating the effectiveness of it.

The Senior Democratic Services Officer informed Members that a performance report for each of the strategic purposes was presented at Cabinet on a quarterly basis.

Members raised concerns around the attendances and sickness record of staff. Members were informed that a report highlighting the sickness issues was being considered at the Corporate Performance Working Group tomorrow and the Portfolio Holder for Finance and Enabling was invited to the meeting to discuss this further.

34/18   **FINANCE AND BUDGET WORKING GROUP - UPDATE**

The Chairman informed the Board that a meeting of the Finance and Budget Working Group was held on 15th August, 2018. He reported that the Fees and Charges format was discussed at the meeting and that Members had asked for a consistent approach.

Members were informed that a settlement technical consultation was being undertaken by Central Government. This was around the Tariff Adjustment (Negative Revenue Support Grant) and the New Homes Bonus. The potential impact of any changes following the consultation was highlighted and the information relating to this would be circulated to Members subsequently.

The Executive Director of Finance and Recourses stated that the Council was looking at potential risks and planning income levels in the current financial budget. It was also noted that it was reviewing the budget proposals for the current year.

Members recognised that there was an issue around the inter-relationship between the New Homes Bonus and the Budget, in particular, around building new houses and believed that this could be a challenge as the Council adopted Local Plan. Furthermore, Members felt that it was important that applications for new homes were for the benefit residential needs.

Members noted that the National Planning Policy Framework (NPPF) was being revised.

35/18   **TASK GROUP UPDATES**

The Senior Democratic Services Officer informed Members that in respect of the Road Safety around Schools Task and Finnish Group, the final report which outlined the findings and recommendations would be presented to the Board on 1st October, 2018 for consideration.

Councillor S. R. Colella informed Members that the final report in respect of the CCTV Short Sharp Review which outlined the findings and recommendations would be presented to the Board on 1st October, 2018 for consideration. Councillor S. Colella thanked all Members for their contribution to the review

36/18   **WORCESTERSHIRE   HEALTH   OVERVIEW   AND   SCRUTINY COMMITTEE - UPDATE**

The Senior Democratic Services Officer informed Members that a report in relation to the Local Maternity System was considered at the Worcestershire Health Overview and Scrutiny Committee meeting held

on 20th July, 2018. The minutes for this meeting would be circulated to Members for information.

37/18   **CABINET WORK PROGRAMME**

Members were circulated the Cabinet Leader's Work Programme from 1st October, 2018 to 31st January, 2019 for consideration. The Senior Democratic Services Officer informed Members that the Corporate Peer Challenge Action Plan was to be considered at Cabinet on 31st October, 2018 and that the Board was requested to give consideration to this at its meeting on 29th October, 2018.

It was noted that the Bromsgrove Local Lottery and Transport Planning Review were included in the Work Programme for consideration at Cabinet on 3rd October, 2018. Councillor B. Cooper clarified that the Local Lottery was a scheme which local charities could apply for funding from and was an alternative way of raising funds. Members were keen to pre-scrutinise this item and asked for it to be included on their Work Programme. Members also requested the item in respect of Development of the Burcot Lane Site to be added to the Work Programme.

Members raised concerns in relation to the recent issues in respect of waste collection. It was requested that the Portfolio Holder for Health and Wellbeing and Environmental Services and the Head of Environment Services be invited to the next meeting of the Board to provide an update in relation to this and any lessons to be learnt.

RESOLVED:

(a)   that the Cabinet Leader's Work Programme from 1st October, 2018 to 31st January, 2019 be noted; and

(b)   that the Portfolio Holder for Health and Wellbeing and Environmental Services and Head of Environment Services be invited to the next meeting of the Board to provide an update in relation to the waste collection.

38/18   **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Senior Democratic Services Officer presented the Overview and Scrutiny Board's Work Programme for 2018/19. It was noted that the topic proposals for future consideration were as follows:

- Paperless Bromsgrove – this would be linked into the Members IT Development Working Group.
- Review of the sports hall negotiation process.

Members were reminded that the market in Bromsgrove was now run by the Council. Members requested an update in relation to the progress of this and in particular, the future plans for market improvements. It was suggested that the Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships and the Head of Leisure and Cultural Services be invited to the next meeting of the Board to provide a verbal update.

RESOLVED:

(a) that the Overview and Scrutiny Board's Work Programme for 2018/19 be noted; and

(b) that the Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships and the Head of Leisure and Cultural Services be invited to the next meeting of the Board to provide a verbal update in relation to any future plans for market improvements in Bromsgrove .

The meeting closed at 7.29 p.m.

Chairman

OVERVIEW AND SCRUTINY BOARD   1 October 2018

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ROAD SAFETY AROUND SCHOOLS TASK GROUP

Relevant Portfolio Holder	Councillor May – Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships and Councillor Whittaker – Portfolio Holder for Leisure and Cultural Services, Community Safety and Regulatory Services
Portfolio Holder Consulted	Yes
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All Wards
Ward Councillor Consulted	All Ward Councillors were invited to join the Task Group
Non-Key Decision	

1. **SUMMARY OF PROPOSALS**

   To consider the findings and recommendations from the Scrutiny Investigation undertaken by the Road Safety Around Schools Task Group.

2. **RECOMMENDATIONS**

2.1 **Members are requested to:**
   (a) **consider and approve the report and the recommendations attached at Appendix 1; and**
   (b) **submit the report and recommendations to the Cabinet for approval.**

3. **KEY ISSUES**

   Financial Implications

3.1 These are detailed within the attached report.

   Legal Implications

3.2 These are detailed within the attached report.

OVERVIEW AND SCRUTINY BOARD 1 October 2018

Service/Operation Implications

3.3 Overview and scrutiny is a key part of the Council's democratic decision making process and enables non-executive Members of the Council to put forward recommendations for policy development, policy review and service improvement.

Customer / Equalities and Diversity Implications

3.4 N/A

4. RISK MANAGEMENT

4.1 N/A

5. APPENDICES

Appendix 1 – Road Safety Around Schools Task Group Report

6. BACKGROUND PAPERS

See attached report for details.

7. KEY

None

AUTHOR OF REPORT

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OVERVIEW & SCRUTINY BOARD

ROAD SAFETY AROUND SCHOOLS TASK AND FINISH GROUP

REPORT

October 2018

Bromsgrove
District Council
www.bromsgrove.gov.uk

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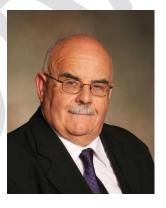
MEMBERSHIP OF THE TASK AND FINISH GROUP

Councillor Chris Bloore (Chairman)

Councillor Rita Dent

Councillor Peter McDonald

Councillor Sean Shannon

Councillor Spencer also contributed to this Task and Finish Group however stood down following her appointment as Chairman in May 2018.

SUPPORTING OFFICER DETAILS

Amanda Scarce – Senior Democratic Services Officer
a.scarce@bromsgroveandredditch.gov.uk

Foreword from the Chairman

Councillor Chris Bloore
Parking Around Schools Task and Finish Group

Summary of Recommendations

After consideration of the evidence available and interviewing a number of witnesses the Task Group have proposed the following recommendations, supporting evidence can be found under the relevant chapters within the main body of this report.

Chapter 1 - Local Concerns

Recommendation 1
That the details on the Council's website in respect of Parking Services be located in a more prominent position to encourage residents to report local parking concerns.
Financial Implications for recommendations: There are no financial implications relating to this recommendation.
Legal Implications for recommendations: There are no direct legal implications relating to this recommendation.
Resource Implications: Officer time in updating the webpage.

Chapter 4 - Parking Enforcement

Recommendation 2
That Officers from Worcestershire County Council and this Council contact Solihull Council to look at the pilot exclusion zone scheme in order to consider it as an option in some areas within Bromsgrove district and report back any findings to Members.
Financial Implications: There are no financial implications relating to this recommendation.
Legal Implications: There are no direct legal implications
Resource Implications: There would be resource implications in respect of officer time spent in researching the impact of the TRO in Solihull.

Chapter 5 - Prioritising Enforcement Activity

Recommendation 3
That Officers investigate all options for using of mobile CCTV vehicles in Bromsgrove and report back the findings to Members.
Financial Implications: There are no direct financial implications relating to this recommendation.
Legal Implications: There are no direct legal implications
Resource Implications: There would be resource implications in respect of officer time spent in researching the potential for the use of mobile CCTV vehicles in the District.

Recommendation 4
That Members are provided with the contact details of the local Safer Neighbourhood Team in order that this information can be shared with residents to enable local issues to be recorded and enforcement action to be prioritised accordingly.
Financial Implications: There are no direct financial implications arising from this recommendation.
Legal Implications: There are no direct legal implications.
Resource Implications: Officer time in collating and circulating information to Members.

Recommendation 5
That Parking Services and the Safer Neighbourhood Team discuss and jointly prioritise enforcement action.
Financial Implications: There are no direct financial implications relating to this recommendation.
Legal Implications: There are no direct legal implications.
Resource Implications: Officer time in arranging and attending meetings.

Chapter 6 - Going Forward

Recommendation 6
That Worcestershire County Council Highways Team, together with representatives from the Safer Neighbourhood Team and Parking Services come together to discuss a joint campaign to address parking issues around schools and ongoing collective action on this matter.
Financial Implications: There are no direct financial implications relating to this recommendation.
Legal Implications: There are no direct legal implications.
Resource Implications: Officer time in arranging and attending meetings.

Recommendation 7
The Officers investigate the option to employ an additional Parking Enforcement Officer whose role would be dedicated to looking at road safety around schools.
Financial Implications: Estimate cost of approximately £24,885 per annum (including on costs)
Legal Implications: There are no direct legal implications.
Resource Implications: Officer time in arranging and attending meetings.

Background Information

At the Council meeting on the 26th April 2017 Members considered the following notice of motion proposed by Councillor P. M. McDonald and seconded by Councillor M. Thompson.

"That this Council increases its capacity regarding Enforcement Officers to ensure that parking around our schools is safe and that our High streets stop resembling the Wild West because of a lack of enforcement."

Councillor P.M. McDonald explained that the Council was responsible for the enforcement of legislation in respect of on-street parking and referred to the problems caused by illegal parking, particularly around schools which included increased danger to schoolchildren and inconvenience to nearby residents. He expressed the view that this could only be effectively addressed through the regular attendance of Parking Enforcement Officers.

A number of Members' recognised that there were often such parking issues in the vicinity of schools but suggested other ways of addressing these such as lower speed limits or education campaigns for parents, and the introduction of "walking buses." A number of Members' also felt that there was insufficient information before them to enable them to support the notice of motion. As an amendment to the motion it was proposed by Councillor K. J. May and seconded by Councillor R. L. Dent that;

'The Overview and Scrutiny Board be requested to undertake a review of all aspects of Parking Enforcement.'

On being put to the vote the amendment was declared to be carried. As a further amendment it was proposed by Councillor P. M. McDonald and seconded by Councillor M. Thompson that;

'The Overview and Scrutiny Board be requested to undertake a review of all aspects of Parking Enforcement and that appropriate funding be made available to support the outcome of the review.'

This amendment was declared to be carried and on the 26th June 2017 the Overview and Scrutiny Board considered the proposal with a number of points discussed. At the time there were a number of scrutiny reviews ongoing and limited capacity to facilitate another review until some of these had been completed. However, it was agreed that Officers be invited to attend a future meeting of the Board to discuss Parking Enforcement arrangements in the district and to respond to some of the concerns raised.

At the Overview and Scrutiny Board meeting on the 18th September 2017 the Environmental Services Manager together with a representative of Wychavon District Council's Civil Parking Enforcement Service presented a report addressing the points raised at a meeting of the Board on 26th June 2017. During the discussion the following matters were referred to:

- The cost of the parking service for Bromsgrove District Council was just over £202,000. This figure covered all of the parking services, not just enforcement.
- The revenue generated by parking fees. Members were advised that £49,000 were generated from fines from on street parking and over £75,000 from off street parking.
- Income to the Council from parking was just under £1 million, when parking payments that did not involve a fine were taken into account.
- Members requested a breakdown of the finances for the service.
- The work of bailiffs involved in recovering unpaid parking fees. Members were advised that any bailiffs would be selected by Bromsgrove District Council and did not form part of the contract with Wychavon District Council.
- The consultation taking place in respect of parking payment machines. Members were advised that this consultation process was due to be completed in November.
- The lengths of time vans were permitted to use to unload goods at retail premises. Members were advised that vans were permitted 10 minutes for such purposes before enforcement action would occur.
- The focus of the original Notice of Motion to Council on parking in the vicinity of schools and the potential for enforcement action to be taken in these areas.
- The potential, under the Highway Code, for drivers to stop on double yellow lines to enable children to alight or be collected and the fact that this meant enforcement action could not be taken in these circumstances.
- The problems that occurred when parents arrived early to collect their children from school. In some cases parents would park on double yellow lines and leave their engines running whilst they waited.
- The role of the schools in educating parents about parking requirements and action that had previously been taken by local schools to address this problem.
- The role of Police Officers and Police Community Support Officers (PCSOs) in respect of undertaking enforcement action close to schools. The Board was informed that only the Police could take enforcement action in relation to blocked pavements.
- The number of parking enforcement officers operating in the district.
- The potential to raise the issue of parking problems and enforcement difficulties with Worcestershire County Council which had lead responsibility for many aspects involving public highways and local authority schools.
- The number of complaints received by Members in respect of parking violations and the need for the Council to address residents' concerns.

Although it was noted that it might not be possible to launch the review until other scrutiny work had been completed, it was agreed that a Task Group be established to review parking problems around schools in Bromsgrove District and on the 30th October 2017, Councillor Bloore presented a topic proposal to the Board for consideration (see Appendix 1).

The Task Group has met on six occasions from February to September 2018, to discuss the matter in more detail. During the course of the investigation, interviews were undertaken with representatives from Parking Services, County Highways, West Mercia Police, the Environmental Services Manager, Councillors K. May - Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships and P. Whittaker - Portfolio Holder for Leisure and Cultural Services, Community Safety and Regulatory Services.

In addition members of the public responded to a Press Release issued on behalf of the Task and Finish Group and Head Teachers from Primary, First and Middle Schools also submitted information in response to a letter sent to them from Councillor Bloore. The Task and Finish Group have also considered a best practice guide by Living Streets on 'How to get more children walking to school', the Worcestershire's Local Transport Plan (LTP) 2018-2030, examples of work undertaken in Manchester, the use and effectiveness of mobile vehicle CCTV cameras and the Solihull Council School Streets Pilot. Members also requested details of the proportion of children and young people attending Bromsgrove schools from outside the school catchment areas.

Chapter 1

Local Concerns

During this review a number of issues were commented on in relation to parking around schools. Members' feedback was supported by the evidence submitted by the public in response to a Press Release and in comments made by schools. Common issues included:

- Inappropriate parking, including double parking and blocking driveways and parking in bus stops and on pavements, double yellow lines, zig zags, road junctions, grass verges and on bends in the road.
- Parents/carers parking up early and waiting to pick up children.
- The impact of the number of children accessing local schools from outside the school catchment areas.
- A lack of crossing patrols and safe crossing points.
- The ability and capacity to enforce the restrictions in place.
- The poor attitude of some parents and carers parked inappropriately towards local residents and school staff when challenged.
- The availability of drop off points and the proper use of them.

A number of responses to the Press Release from the public were received concerning the parking situation around the Coppice Primary School and around Hagley Primary School. Issues were also raised about parking matters near Aston Fields Middle School, Catshill First School and Nursery and Millfields Middle School.

Councillor Colella contributed in-depth information regarding parking around Hagley Primary School and Councillor Van Der Plank referred to 'major problems' regarding parking around schools in Alvechurch and confirmed that it was something she received regular feedback about.

The Task Group Members also referred to parking matters in Aston Fields, Charford, Sidemoor, Rubery and Lickey End. In particular Councillor Dent referred to complaints received from residents and the impact of double parking and Councillor Spencer commented that in Aston Fields commuter traffic added to the problems as people did not want to pay for parking so parked on surrounding roads.

The Task Group have forwarded specific concerns highlighted during the review onto Parking Services and took the opportunity to raise an issue directly with Inspector Gareth Keyte, Safer Neighbourhood Team Inspector for Bromsgrove and District, so that immediate action could be taken to address a matter of concern.

Going forward the Task Group recommend that the Council's website is updated to confirm that people can report matters of inappropriate parking

around schools directly to Parking Services as this is clearly a matter of ongoing public concern.

Recommendation 1
That the details on the Council's website in respect of Parking Services be located in a more prominent position to encourage residents to report local parking concerns.

Chapter 2

Interventions by Schools

A number of schools responded to the Task Group's invitation to provide examples of how they had tried to reduce parking issues and to highlight any issues faced. Thirty-one first, middle and primary schools in the District were contacted and seven responses were received.

Concerns included;
- Parents/carers parking on lines outside the school despite being asked not to do so.
- Parents/carers driving too fast outside the school.
- Parents/carers stopping in the middle of the road to let children out.
- Double parking
- Blocked drives.
- Parking on the pavement, grass verges, double yellow lines, the corner of junctions and in a bus stop.
- Parking on both sides of the road making it harder for resident and emergency vehicles to get through.
- The potential for greater problems in the future as the school intake increases.

A number of suggestions to improve matters were put forward including;
- Losing the grass verge on the Old Birmingham Road (down the hill from Lickey Hills Primary school).
- Giving permission to park on the Parish Hall carpark at drop off and pick up time. (Lickey Hills Primary)
- Random weekly visits by Enforcement Officers/ Police Officers. (Lickey Hills Primary)
- A 20mph zone, greater bumps or a give way chicane (Lickey End First School)
- Opening a separate entrance in Forest Way. (Coppice Primary School).
- Using development money from new housing developments in the area to purchase land needed to ease the situation. (Coppice Primary School).

Solutions that had had a reported positive impact included;
- The resurfacing of Catshill Social Club carpark so that it can be used as a drop off/pick up point and setting up a reciprocal parking arrangement with the local Methodist Church, alleviating pressure on parking locally.
- A small barrier to prevent parents parking near Sidemoor First School and Nursery.
- Constant reminders to parents (Lickey End First School).
- Councillor May commented that in Hagley there had been discussion with local schools and they had agreed to have a staggered finish time at the end of the day which had proved to be helpful.
- During discussion with the Parking Services Manager and Parking Supervisor reference was made to Aston Fields Middle School where the

school played an active role, with parking monitors who noted registration numbers and passed these on to the Headteacher.

Reference was made to a letter which had been set out by Engineering Team Leader at the Council and the Traffic Management Advisor at Warwickshire and West Mercia Police, which requested the assistance of all parents to comply with Traffic Regulation Orders (TROs) such as double yellow lines and to avoid obstructing vehicular accesses that served private properties.

Frustration was expressed that a number of interventions had not worked in the long term.

- The speed limit had been reduced to 30mph on the section of Perryfields Road by the school entrance but that this was rarely adhered to.
- It was reported that there was a big problem with parents using the Perryfields Rd car park in a morning and at the end of the day, which had become a safety nightmare so gates were closed at 8.30am - 9.15am and again at 2.45pm - 3.30pm. This had somewhat alleviated the problem but in spite of putting large signs on the gates and asking parents not to block access in case emergency vehicles needed to get down, some drivers insisted on parking there and then walking down the path at the side of school grounds.
- Parents continued to park on the lines outside Clent Parochial school despite being told not to.
- St Andrew's Cof E First School offered free parking by the Queen Victoria Pub and the Baptist Church so that parents and children could walk into school after parking up, used a 'Think Before You Park' sign which was moved about, placed regular reminders in newsletters, had road safety talks in assembly, involved the Community Support Officer and the Headteacher had stood on the pavement outside of school to monitor parking. However it was reported that none of these initiatives brought about consistent improvement in parking.

Members' considered the Worcestershire's Local Transport Plan (LTP) 2018 - 2030 which states that;

' One of the key opportunities to tackle congestion is to encourage use of other modes of transport (travel choice), particularly for these shorter trips. Nationally and at the local level, evidence and experience consistently proves that even small shifts away from single-occupancy car use to walking, cycling, motorcycling and passenger transport can deliver significant improvements to traffic flow and wider benefits, including reduced ambient air pollution which improves public health.'

Members' requested details of the number of children accessing Bromsgrove schools from outside the school catchment areas. It was recognised that as children maybe travelling further distances to school than previously, whilst alternatives to the car were encouraged in the Worcestershire Local Transport Plan, the bus service in Bromsgrove could not be compared to the provision of public transport in more urban areas such as Birmingham and might not be

the solution to the transport issues for those attending schools outside the catchment area. Members' therefore discussed walking bus schemes in the District however it was recognised that these depended on parental/governor/school support and relied on volunteers, and had in recent years diminished. Members' also commented that investment in scooter pods and cycle sheds had in the past, failed to increase the take up of alternative methods of travelling to school. It was felt that schemes to get children to walk, cycle or scoot to school were often short lived.

Chapter 3

Speeding Around Schools

From the outset of this work, Members' agreed that it was not necessary to impose speeding restrictions in and around schools as this was not the issue. The problems were more in respect of parking and the occupants of the car not having due regard for other road or footpath users.

Members' referred to the 20mph zone which had been piloted in Rubery and it was reported that although people did not drive as slowly as 20mph it did ensure that cars stayed within the original speed limit.

Inspector Keyte confirmed that Warwickshire Police and West Mercia Police and the Road Safety Team were responsible for speed enforcement and academic rigour had to be applied when considering action. Cables could be placed across the road to monitor the speed of traffic crossing it. If eighty five percent of all traffic was compliant then it was deemed that speeding was not an issue.

Members' discussed the possible value of child statutes outside schools in slowing the traffic down however the Senior Highways Liaison Officer, Worcestershire County Council explained that the introduction of these had had to be put on hold by the County Council as there had to be consideration as to whether they could be a distraction to road users. A policy had been drafted which listed where these might be used which excluded A-roads and trunk B-roads and this was being considered by the legal team before being signed off.

During the course of the Group's investigation, the Senior Highways Liaison Officer, reported that there had been few reported near misses and accidents outside schools, although cases outside schools in Belbroughton, Romsley and Gunners Lane were referred to. Congestion outside schools during drop off and pick up times had the effect of slowing the traffic down and the incident at Romsley for example had occurred after the end of the school day, following an after school club.

Chapter 4

Parking Enforcement

As part of the investigation, Members' were keen to understand what parking restrictions were in place, how they were enforced and how enforcement activity was prioritised.

It was confirmed that Civil Parking Enforcement services were provided for Bromsgrove District Council by Wychavon District Council on the Council's behalf. The Council's website states that; *'It is your responsibility to always park your vehicle in accordance with relevant parking regulations. If you contravene the regulations you should expect to receive a Penalty Charge Notice (PCN). A range of parking restrictions in Bromsgrove District help to reduce the amount of illegal, dangerous and inconsiderate parking, encourage sensible and safe parking, cut congestion and improve road safety. Restrictions can include on loading bays, disabled parking bays, double yellow lines and through parking permits.'*

The website gives details of the two levels of PCNs which are determined by the severity of the contravention. As the webpages explains, *'..in certain circumstances, such as the Civil Enforcement Officer being threatened or the vehicle being driven away, there is no need for a Penalty Charge Notice to be placed on a vehicle or handed to the driver in order for it to be legally served.'*

Councillor McDonald made reference to zig zag and yellow lines in his Ward and that it had come to light that these were incorrect and therefore not enforceable. He had therefore made the necessary arrangements to have these corrected. During the course of this investigation the Senior Highways Liaison Officer explained that all yellow lines had been considered in Bromsgrove District and some were now enforceable that were not previously. Not all zig zag road markings were however enforceable as this depended on the length of the zig zags. White zig zags were of a police matter and yellow zig zags were a civil matter.

In respect of double yellow lines, the Parking Services Manager clarified that people could stop on these and drop off or pick up passengers within reasonable timescales. Officers therefore faced difficulties in dealing with these situations as once approached those contravening the regulations drove off. There were seven sets of red lines across both Redditch and Bromsgrove, which meant absolutely no parking or stopping.

Worcestershire's Local Transport Plan (LTP) 2018-2030 makes reference to decluttering the streets and removing street furniture in Malvern but Members' felt that this approach could be unhelpful in terms of safety around schools locally as fences could prevent areas becoming pupil dropping off/picking up points. Members' referred to the potential usefulness of drop off points,

however the Senior Highways Liaison Officer explained that they would cost approximately £10k to build each time.

Members' considered parking permit schemes and it was confirmed by the Senior Highways Liaison Officer that these could only be introduced if none of the local houses had off road parking. It was however in theory possible to put in place limited waiting times and parking permit schemes at the same time.

The parking situation by Charford School was referred to and the Senior Highways Liaison Officer discussed the school's sixth form and that many students now parked on surrounding streets. This type of parking could potentially be prevented with the introduction of waiting time restrictions of one hour. Short term waiting restrictions and no return within two hours could have an impact in these types of scenarios but would need an Order to be put in place.

The Task Group established that there was a Traffic Regulation Order (TRO) outside Belbroughton CofE Primary School, which prevented stopping. This area was blocked out and there was signage with times marked on it. The Group were informed however that unless the County Council put in place a blanket TRO, little could be done locally. The Parking Services Manager commented that although local MPs and the Police had been involved the decision in respect of this matter would rest with the County Council.

Members' considered a pilot which commenced in September 2017, by Solihull Metropolitan Borough Council which introduced an experimental TRO for an initial period of eighteen months prohibiting any motor vehicle without a permit or valid exemption from using specific streets around three Solihull schools. Most vehicles, including those driven by parents and carers of children attending the three schools could not be driven into the roads covered by the restrictions to drop off or pick up children during the periods that the restriction was in force. There were however a number of exemptions to the restriction permitting certain traffic to use the roads. A 20mph speed limit for all traffic had been introduced alongside the restriction and was in operation at all times. Anyone caught driving through the restricted zones whilst the restriction was in force without a valid permit or exemption could be issued with a Fixed Penalty Notice. Councillor Bloore visited the pilot "exclusion zone" and advised that it appeared to be effective and that the road around the school was clear. However, the Pilot had created some problems, for example, if a teacher had forgotten their pass it was difficult to get access to the school. Following the introduction of the Pilot, it was reported to Councillor Bloore that the school had seen an increase in pupils walking to school and also a decrease in late attendance. This indicated that parents were starting to think about how they got to school and alternative ways of getting there. Members' noted the potential of the experimental TRO scheme but also queried if there would be an impact on streets further away from the schools and highlighted the reliance on the Police to enforce it.

> **Recommendation 2**
>
> *That Officers from Worcestershire County Council and this Council contact Solihull Council to look at the pilot exclusion zone scheme in order to consider it as an option in some areas within Bromsgrove district and report back any findings to Members.*

Inspector Keyte discussed with Members' the Police's role in parking enforcement. It was clarified that a number of traffic offences were not criminal but civil issues and the Police were limited in the action that they could take as powers were devolved to local authorities. The Police Safer Neighbourhood Team had different competing demands for example anti-social behaviour matters, risk management and parking matters. Action can be taken to address obstructions on the highway and inconsiderate parking; however the teams preferred to primarily educate.

Inspector Keyte was clear that it was important for any enforcement action to be proportionate. The Safer Neighbourhood Team focussed on providing education first and on protecting people from harm. The Local Safer Neighbourhood Team' Twitter feeds' provided examples of responses to local issues. The Teams' had for example placed literature on cars parked dangerously and written letters to explain that people needed to be considerate of their neighbours when local parking issues had emerged.

Councillors Shannon, Dent and Bloore took the opportunity to go out on a visit with one of the Parking Officers but were disappointed to see the lack of respect that car users had for the Officer and gave examples of parents/carers flouting the regulations in front of them. Inspector Keyte confirmed that people were less respectful of unwarranted officers and commented that training was important for those in confrontational roles. Members' felt that as Parking Officers were working on behalf of Bromsgrove District Council, the Council had a duty of care to them and it was important that appropriate training was provided. Councillor May understood that regular training was provided in line with standard requirements to Officers.

The Parking Services Manager explained that the types of complaints received by Parking Services were usually in relation to double parking, blocking driveways and parking on a restricted area. With limited powers however the best Officers' could do was ask the culprits to consider local residents. Again in relation to parking on grass verges unless there was a double or single yellow line, Parking Services were unable to do anything. It was reported by the Parking Services Manager however that Worcestershire County Council were considering a Pavement Policy. The Senior Highways Liaison Officer also highlighted that if someone drove down a footpath then this would be a Police matter.

Chapter 5

Prioritising Enforcement Activity

Members' were keen to understand if Parking Officers spent more time patrolling car parks as this was an income stream for the Council rather than attending parking issues around schools.

It was confirmed that there were five Parking Officers across Bromsgrove and Redditch responsible for enforcement of the roads and pay and display and pay on foot car parks. Members' queried the formula used to establish how many Enforcement Officers were required and Councillor May confirmed that the number of Officers was agreed within the contractual agreement with Wychavon District Council.

A spreadsheet was shared with the Task Group which listed all schools and the dates and times that they had been visited by Parking Officers along with an Officer shift rota. It was explained that in certain areas Officers attended in pairs rather than as lone workers due to previous experiences of physical altercations. Members noted that it would be difficult to allocate an Officer to cover schools solely as there were so many schools within the District (around forty). A single Officer would only be able to visit each school less than once a month. The Parking Services Manager reported that when regular enforcement was in place things would improve but when Officers' stopped attending the same issues returned.

Recognising the demand on Parking Services, the Task and Finish Group considered the use of mobile CCTV vehicles. Reference was made to Sandwell Council's vehicle surveillance camera. The local authority ran the van and picked up number plates. The DVLA were then sent the information and sent tickets to the owners of the cars. The advantage of the scheme was that Officers did not have to approach offenders directly as tickets were sent out at a later date. Members' commented that these types of vehicles were used at football matches by the Police and potentially not fully utilised at other times of the day and the matter was worth investigating further.

Recommendation 3
That Officers investigate all options for using of mobile CCTV vehicles in Bromsgrove and report back the findings to Members.

The Parking Services Manager was clear that the Service tried to keep a balanced view but that parking around schools was not a problem that they received a high number of complaints about. Officers' were placed where needed and if complaints were received on a regular basis Officers' would visit more often. Particular hotspots where complaints were received included

Lickey First School for example. It was established however that Parking Services did not have a "planned" programme to visit particular schools as this was done on an ad hoc basis.

It was confirmed that the Safer Neighbourhood Teams do have Patrol Plans in place based on the threat and risk level. Inspector Keyte commented that Police Officers were not measured on the number of tickets issued but by the response to the Patrol Plan.

Members' discussed particular problem areas within their Wards and it was highlighted that whilst there was awareness of the problems these were not necessarily conveyed to the Parking Services Manager or Supervisor and unless they were made aware of such areas they were unable to investigate any further. It was confirmed by the Parking Manager that of the complaints received via email not many were in respect of schools.

Inspector Keyte referred to the police's use of smart phones and laptops and tools to communicate more efficiently with residents via social media. The contact details for the individual Safer Neighbourhood Teams in Bromsgrove were available online and Members' and local people could contact the Teams to report concerns.

Members' were concerned that there appeared to be no set procedure in place to deal with complaints of any type. It appeared that often a Member would pass on a complaint direct to Officers which would be dealt with on an ad hoc basis, but there did not appear to be a mechanism to record all complaints and therefore to monitor them on a regular basis.

Recommendation 4
That Members are provided with the contact details of the local Safer Neighbourhood Team in order that this information can be shared with residents to enable local issues to be recorded and enforcement action to be prioritised accordingly.

Members' questioned the communication between the Safer Neighbourhood Teams and Parking Services and Inspector Keyte confirmed that this could be improved.

Recommendation 5
That Parking Services and the Safer Neighbourhood Team discuss and jointly prioritise enforcement action.

Chapter 6

Going Forward

Members' discussed the potential for a larger piece of work which would highlight the parking hot spots in the District and suggested a campaign involving all agencies. It was recognised that such a campaign would need support and input from the County Council, the Safer Neighbourhood Teams, Parking Services and encourage the involvement of local schools.

It was noted that occasionally a campaign would be put in place around one particular school and although this had an impact for a few weeks, people would soon returned to their old habits. Members' therefore felt that a long term partnership approach to addressing the matter was required.

During the course of the review reference made by the Parking Supervisor to work undertaken by Parking Services with the Community Safety Partnership. Inspector Keyte also referred to the successful work that had been undertaken collectively through the Community Safety Partnership to solve other issues. Members' felt that it was important to get collective action around parking enforcement to try to influence the issues raised.

Recommendation 6
That Worcestershire County Council Highways Team, together with representatives from the Safer Neighbourhood Team and Parking Services come together to discuss a joint campaign to address parking issues around schools and ongoing collective action on this matter.

Recommendation 7
The Officers investigate the option to employ an additional Parking Enforcement Officer whose role would be dedicated to looking at road safety around schools.

Whilst there was no specific recommendation arising from information Members received in respect of cycling and walking to school, Members were reminded that some areas still had in place walking buses which had at one time proved to be most successful. They wished it to be noted that any future campaigns around road safety around schools, should include the encouragement for children to both walk and/or cycle to school. It was noted that Worcestershire County Council had routes which were designated specifically as cycle friendly and routes for schools should also be included within these in the future.

Bromsgrove
District Council
www.bromsgrove.gov.uk

OVERVIEW & SCRUTINY TOPIC PROPOSAL

This form can be used for either a Task Group or a Short Sharp Review topic proposal.

**Completed forms should be returned to scrutiny@bromsgrove.gov.uk –
Democratic Services, Bromsgrove District Council.**

Name of Proposer: Chris Bloore	
Tel No: 07905 612 710	Email: c.bloore@bromsgrove.gov.uk
Date: 11/10/17	

Title of Proposed Topic (including specific subject areas to be investigate)	Investigation into problem car parking outside schools in Bromsgrove District and how it can be alleviated .
Background to the Proposal (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	A motion at full Council was brought forward by Cllr Peter McDonald regarding the problem of car parking outside a local school in his ward. Other councillors have also raised concerns over dangerous car parking, the abuse of local parking regulations such as parking on yellow lines and a general lack of enforcement action taken. This task group would look to identify areas of concern and how existing or further powers could be exercised to tackle the problem.
Links to national, regional and local priorities (including the Council's strategic purposes)	- Keep my place safe and looking good. - National road safety standards - Department for Transport Local Sustainable Transport Fund (the project targeted areas where the school run is having a significant negative impact on congestion, journey times and economic growth.)

| Possible Key Objectives

(these should be SMART – specific, measurable, achievable, relevant and timely) | • To better coordinate enforcement activities and ensure the safety of parents, teachers and children outside our schools.

• If required to recommend more resources are made available to ensure appropriate enforcement action is taken.

• To improve dialogue between schools, enforcement and district and council councils about problem parking hot spots. | | |
|---|---|---|---|
| Anticipated Timescale for completion of the work. | Six months | | |
| Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box) | Task Group | X | Short Sharp Inquiry | |

ACKNOWLEDGEMENTS

Members' would like to thank the public who took the time to respond to the press release issued by the Task Group and sent in details of the parking issues in their local area, including in some cases photographic evidence of poor parking.

Members' would also like to thank those representatives from local first, middle and primary schools who helpfully responded to the letter sent to Head teachers by the Task Group Chairman and provided details of the parking situation by their schools, interventions that had been tried and a number of suggestions for improving the situation going forward.

The Task Group would also like to thank the Parking Enforcement Officer who they accompanied on a visit outside a local school.

Written evidence was also submitted and taken into account of from Councillors Steven Colella and Kate Van der Plank. Written information received from David Keaney, Solihull Borough Council was also considered.

WITNESSES

The Task Group interviewed the following before making its recommendations:

Internal Witnesses:

- Kevin Hirons, Environmental Services Manager, Bromsgrove District Council

- Glenn Hobbs, Parking Supervisor, Bromsgrove District Council

- Councillor Karen May, Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships

External Witnesses:

- Christine Baxter, Parking Services Manager, Wychavon District Council

- Richard Clewer, Senior Highways Liaison Officer, Worcestershire County Council

- Inspector Gareth Keyte, Safer Neighbourhood Team Inspector for Bromsgrove.

BACKGROUND PAPERS

The following documents were considered by the Task Group in the course of the investigation.

Road Safety around Schools. Agreeing a Manchester City Council Approach to Supporting Schools, Manchester City Council, 27 June 2017
http://www.manchester.gov.uk/download/meetings/id/23156/1_road_safety_around_schools_%E2%80%93_agreeing_an_mcc_approach_to_supporting_schools

How to get children walking to school: A best practice guide by Living Streets
http://wolverhampton.moderngov.co.uk/documents/s56945/Living%20Streets%20walk-to-school-outreach-best-practice-report.pdf

Report to the Cabinet Member for Highways and Environment
31 March 2014. Proposed Introduction of a CCTV Vehicle for Parking, Sandwell Council, 31 March 2014
https://bit.ly/2MAZrtN

Report to Sandwell Cabinet regarding the proposed introduction of a second CCTV vehicle in July 2017, Sandwell Council, 26 July 2017
https://bit.ly/2BlKoTD

Worcestershire's Local Transport Plan (LTP) 2018-2030 (Pages 19-20), Worcestershire County Council
http://www.worcestershire.gov.uk/download/downloads/id/9024/worcestershire_s_local_transport_plan_ltp_2018_-_2030.pdf

Example of a Parking Services rota.

List of schools in Bromsgrove.

Numbers of children attending Bromsgrove schools from outside the catchment area, Worcestershire County Council, June 2018

Legal, Equalities and Democratic Services
Bromsgrove District Council, Parkside, Market Street,
Bromsgrove, Worcestershire B61 8DA
Telephone: (01527) 881288
Email: scrutiny@bromsgrove.gov.uk

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD   1 October 2018

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CCTV SHORT SHARP REVIEW

Relevant Portfolio Holder	Councillor Whittaker - Leisure and Cultural Services, Community Safety and Regulatory Services
Portfolio Holder Consulted	Yes
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All Wards
Ward Councillor Consulted	All Ward Councillors were invited to join the Task Group
Non-Key Decision	

1. **SUMMARY OF PROPOSALS**

   To consider the findings and recommendations from the Scrutiny investigation undertaken by the CCTV Short Sharp Review.

2. **RECOMMENDATIONS**

2.1 **Members are requested to:**
   (a) **consider and approve the report and the recommendations attached at Appendix 1; and**
   (b) **submit the report and recommendations to the Cabinet for approval.**

3. **KEY ISSUES**

   Financial Implications

3.1 These are detailed within the attached report.

   Legal Implications

3.2 These are detailed within the attached report.

   Service/Operation Implications

3.3 Overview and Scrutiny is a key part of the Council's democratic decision making process and enables non-executive Members of the Council to put forward recommendations for policy development, policy review and service improvement.

OVERVIEW AND SCRUTINY BOARD   1 October 2018

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Customer / Equalities and Diversity Implications

3.4   N/A

4.   RISK MANAGEMENT

4.1   N/A

5.   APPENDICES

Appendix 1 – CCTV Short Sharp Review Report

6.   BACKGROUND PAPERS

See attached report for details.

7.   KEY

None

AUTHOR OF REPORT

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BROMSGROVE DISTRICT COUNCIL
OVERVIEW AND SCRUTINY BOARD

1 OCTOBER 2018

CCTV Short Sharp Review

1.   Background Information

1.1   On the 19th December, 2016 Officers attended the Overview and Scrutiny Board to provide an update in respect of CCTV. A number of concerns were raised by Members in respect of the allocation of CCTV cameras and determining the allocation (particularly timescales and decision makers) and the Board was unanimous in its view that the matter needed further investigation to ensure that the service met the needs of residents, was fit for purpose and provided value for money.

1.2   With the agreement of the Board, a Short Sharp Review Group, chaired by Councillor S. Colella and including Councillors M. Thompson and S. Webb was set up to consider the issue in more detail. This Group met on seven occasions from March 2017 to September 2018 to examine CCTV provision in Bromsgrove District in more detail.

2   Summary of Findings

2.1   Since the outset of the Group's investigations, the matter has evolved with funding made available from the Police and Crime Commissioner (PCC) and a detailed report (see Appendix 1) undertaken by an external consultant.

2.2   This report summarises the Group's discussions with the CCTV and Telecare Services Manager and the Head of Community Services. Members should make reference to the report attached at Appendix 1 when considering the following three recommendations.

RECOMMENDED:

1. **That the Council's £40k capital funding be used to match-fund a bid to the Police and Crime Commissioner (PCC) for CCTV funding in order to replace the current CCTV transmission infrastructure to a digital network and to purchase and resource the introduction of re-deployable cameras.**

2. **The current camera locations be reviewed in accordance with the Surveillance Camera Commissioners guidance and using data from the Community Safety Partnership, to ensure that they still meet their purpose with cameras to be removed as appropriate; and**

3. **That Officers' have a rolling programme target to replace the existing cameras over a 3 year period, by replacing approximately 20 cameras per year, subject to a capital bid.**

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3 **CCTV Cameras in Bromsgrove**

3.1 The CCTV and Telecare Services Manager was interviewed by the Group in June 2017 when the historical context for the introduction of the CCTV system in Bromsgrove District was provided. CCTV was part of the Government clamp down on anti-social behaviour and to reduce the fear of crime. A number of bids were made by the Council under a Central Government initiative. The first bid was for thirty-five cameras which were located in Bromsgrove Town Centre and Rubery, and further bids followed for local villages in 2002, with cameras being placed in Alvechurch, Barnt Green and Hagley. The Council was not successful in its third bid. Councillor Colella understood that the Parish Council had also contributed towards the cost of cameras in Hagley. A number of cameras in the Aston Fields area had been funded by British Rail and the Council had match funded a camera by the Ladybird public house. Following the Station extension cameras had been funded by Centro. Later cameras included the ones in Wythall, Alvechurch train station and at Hagley recreation ground.

3.2 During the course of Members' inquiries, the CCTV and Telecare Manager confirmed that over a ten year period there had been no new surveillance cameras installed. The life span of the system was ten years but it was already significantly older. There were however other local authorities throughout the country using systems that were much older.

3.3 No significant funding had been made available since the initial schemes and any funds from the PCC had to be bid for through specific projects. Government schemes by which cameras had been funded in the past were no longer available.

4 **Monitoring CCTV Cameras**

4.1 In conversations with the CCTV & Telecare Services Manager, it was established that the shared service CCTV Team had been based in Redditch for approximately eight years. Camera recordings were digital which allowed more screens to be observed at one time. Information was retained for thirty-one days then over recorded. All staff had a license to carry out their work and were regularly tested through a classroom exercise, followed by a practical and written examination in order to understand their responsibilities.

4.2 In June 2017 it was reported to Members that there were twenty-two CCTV and Lifeline operators in the Monitoring Centre. In addition there were Lifeline installers and administrative officers giving a total of around thirty staff. All worked on a rota basis and were part-time, allowing availability to cover for sickness and holidays. The CCTV & Telecare Services Manager explained that following an independent cross-party review, which had taken place in 2015, display screen assessments had been carried out for everyone, with recommendations being made in respect of screens and chairs within the working environment. There were no industry guidelines, but following discussions the number of screens had been reduced and

adjustments made to the images shown. There were fifty four at any one time, with one hundred and fifty cameras overall. The Centre was manned twenty-four hours a day.

4.3　　The CCTV & Telecare Services Manager reported that the Police did not visit as often as they had done so in previous years but a reduction in the night time economy may have impacted on this as there was not the same volume of incidents as there used to be. The data available in respect of the number of convictions which had been supported by evidence from CCTV was limited, often due to the difficulty in tracking CCTV usage at the Police side of the process, although in was noted that there had been times when this was available in the past.

5　　Location of Cameras

5.1　　From the outset of the investigation, Members were keen to understand how the decision was made to locate cameras in particular locations. It had been difficult to trace original records of when the cameras were initially fitted.

5.2　　Members considered the existing process, and reassurance was provided by the Head of Community Services and the CCTV & Telecare Services Manager that following the independent cross-party review work, an "application" form had been created which gave details of who would be consulted. This included local communities and other partners, with the final recommendation being made following collation of the information by the Community Safety, Safer Bromsgrove partnership.

5.3　　Data protection issues and guidance from the Surveillance Commissioner had to be taken into account when considering the location of cameras and impact assessments carried out for those that would be affected by a camera in their vicinity. The aim was to capture as much information as possible in order to assess the area where the CCTV camera might be located. Final decisions were made by the Safer Bromsgrove Partnership. There were no set timescales for this process to be completed.

5.4　　The Head of Community Services highlighted issues in Birmingham, in the past, around placing CCTV cameras which could intrude on people's privacy, leading to the introduction of new legislation. Care was therefore needed when considering CCTV location and a Home Office protocol had to be adhered to. Bromsgrove and Redditch Councils were one of the first to be accredited through the Surveillance Camera Office Code of Practice.

5.5　　It was confirmed by the CCTV & Telecare Services Manager that it was not practical to move existing cameras to other sites due to the costs involved. The cost of the BT Transmission was the most significant factor and this varied from site to site, depending upon for example, the other utilities in the area and access to electricity. The types of cameras used were not portable; however, with a new IP and wireless system this would become more feasible.

5.6 In October 2017 Members considered in more detail the role of re-deployable cameras and the signage alerting the public to the presence of CCTV. It was noted that the Environmental Services Team, through the Place Teams, used cameras to deter and identify perpetrators of fly tipping and were responsible for enforcement of this type. The use of residents own personal CCTV cameras was also queried. It was understood that if an incident was reported through the 101 phone line and an incident number allocated then this could be used by the Police as part of any future investigation.

5.7 Members agreed that looking to the future it could be more appropriate to invest in re-deployable cameras rather than static cameras, particularly in the outlying areas of the District. It was felt that whilst static cameras could be appropriate in the town centres, re-deployable cameras would be more effective in other areas. The potential to make re-deployable camera footage available to the Police and partners was also raised, however such work would need to be carefully considered, ensuring that it was cost effective and within the scope of the Council CCTV Code of Practice. It was noted that if a substantial amount of static cameras were to be removed then the reasoning behind these decisions would need to be communicated to those affected and a strong business case put forward.

6   Funding for CCTV Cameras

6.1 From the outset of the Group's work, it was confirmed by the CCTV & Telecare Services Manager that funding of approximately £65k per Community Safety Partnership from the PCC could be applied for on an annual grant basis over 3 years. The CCTV service was provided across Redditch, Bromsgrove and Wyre Forest, with a contract to maintain Wyre Forest District Council's service which generated £40k in income.

6.2 The Monitoring Centre covered CCTV, Lifeline and the Out of Hours service and generated expenditure split 50/50 and the income from Lifeline was split 60/40 between Redditch and Bromsgrove.   .

6.3 In October 2017 the Group were advised that the West Mercia PCC had carried out a review of CCTV across the division and was making funding available. This had created a bidding opportunity for up to £65k per year for three years across the three areas covered. Initially, this opportunity was being approached with caution as it had to be procured through West Mercia's framework which was yet to be established and could be used for capital purchase only, with match funding.

6.4 In December 2017 it was clarified that a £1m fund would be made available to the West Mercia area and that the Community Safety Partnerships (CSPs) could apply for a maximum allocation of £65k for three years. The PCC's framework for procurement was not as rigid as initially anticipated with the possibility of rolling the funds together, which would increase the value and allow for the opportunity to consider digital or wireless systems, which would save a substantial amount with BT. Members were advised that the intention

was to future proof the system and pool funds from each of the three Councils. If the funds could be brought forward into one sum, which for The CSP would be around £195k, this would go some way towards doing that. Details of the monies from the PCC were still to be finalised and match funding was also required. It was suggested that the current capital pot of £40k set aside for the upgrading of CCTV in Bromsgrove be used as match funding.

7   CCTV Review

7.1   In October 2017, Members discussed the estimated cost of an external consultant to review the CCTV needs of the District and questioned whether this was a worthwhile activity. Whist the CCTV and Telecare Services Manager had the expertise to operate the current system she did not have the technical knowledge to do such a review. Undertaking the review would also be very time consuming and not something which could be undertaken lightly.

7.2   Following further discussion in December 2017, it was clear that there were many variables and it was a challenge for officers to keep updated with the rapid pace of advances in technology It was also noted that each Ward had its own individual needs and that in some Wards what was currently in place may no longer be the best option, particularly in respect of fixed cameras. Members felt that a review of the current scheme would provide the opportunity to consider the best system to meet the needs of the Council, together with possible locations to ensure that cameras were placed appropriately.

8   CCTV Review Findings

8.1   In May 2018, the external consultant presented his initial findings to Members'. The interim report considered what could be done to upgrade the system and potentially save money. It was confirmed that the biggest expenditure was on BT Fibre Costs but the Council was in its last year of a three year contract with BT.

8.2   The capital works required for the provision of a new wireless network for Bromsgrove town centre, Rubery, Barnt Green and Hagley were referred to and if the recommendation to procure wireless technology was carried forward there would be savings to be made on the ongoing BT Fibre Costs.

8.3   It was agreed that the analysis which would be undertaken by the Community Safety Partnership was needed to assist in determining the location of cameras. It was suggested that there needed to be a strategy in place for re-deployable cameras and it was highlighted that it would be important to talk to Worcestershire County Council (WCC) to discuss the potential use of lampposts for positioning re-deployable cameras as these cameras would provide the flexibility to meet local concerns.

8.4 In August 2018, the Group met for the final time and considered the draft of the consultant's report (see Appendix 1). During the meeting the following costings were discussed:

- The estimated costs for the digital infrastructure upgrade to include Bromsgrove Town Centre, Rubery, Hagley and Barnt Green were £134,250 however savings from BT after the upgrade were estimated to be around £38k per year (giving a payback period of around 3.5 years).
- The costs for the replacement of digital cameras were variable depending on the specification, make and model required, however it is likely that a camera estimated at £2k would meet the operational requirements of the scheme.
- The estimated maintenance costs once all cameras were digital was likely to be halved to around £12K, bringing a potential saving of £13K to the current BDC maintenance cost.

8.5 The group also considered the draft of the consultant's report (see Appendix 1). The findings in the report were agreed by Members and in light of the report's content and Members' investigations, the following three recommendations are being put forward.

RECOMMENDED:

1. **That the Council's £40k capital funding be used to match-fund a bid to the Police and Crime Commissioner (PCC) for CCTV funding in order to replace the current CCTV transmission infrastructure to a digital network and to purchase and resource the introduction of re-deployable cameras.**

2. **That the current camera locations be reviewed in accordance with the Camera Surveillance Commissioners guidance and using data from the Community Safety Partnership, to ensure that they still meet their purpose with cameras to be removed as appropriate; and**

3. **That Officers have a rolling programme target to replace the existing cameras over a 3 year period, by replacing approximately 20 cameras per year, subject to a capital bid**

9. **Background Papers**
- Review of Public-Space CCTV Systems for Bromsgrove District Council, CDC Technical Services, August 2018 **(see Appendix 1)**
- CCTV Update Briefing Paper, Overview and Scrutiny Board, Bromsgrove District Council, 19 December 2016, http://svmoderngov:9072/documents/s31606/CCTV%20O%20S%2019.12.16.pdf

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Review of Public-Space CCTV Systems for Bromsgrove District Council.

Prepared By:

cdc
technicalservices

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Agenda Item 7

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ORIGINATOR

Original Document Prepared By:	**Carl Chippendale**
Signature:	
Date:	**May 2018**

REVISION HISTORY

Rev	Description	By	Date
D	Initial interim document	CC	May 2018
1	Updated to include further detail	CC	July 2018
2	Client comments and feedback added	CC	August 2018

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EXECUTIVE SUMMARY

CDC Technical Services Ltd have been appointed to undertake an independent review of the public-space CCTV systems in Bromsgrove, Redditch and Wyre Forest.

This report concentrates only on the CCTV systems within Bromsgrove and provides an overview of the findings of sites surveys to all Bromsgrove District Council (BDC) camera locations, BDC transmission, control & recording systems (located at Parkside offices) and observations from site visits to the CCTV control room at Redditch Borough Council.

Site Surveys

Summary of findings –

- In general, the BDC CCTV scheme provides good coverage of the areas being monitored with overlapping camera coverage (i.e. from multiple cameras) as expected from best practice system design;
- The current system control and recording technology is old and, in the main, obsolete;
- Current CCTV maintenance spend is over £15K per annum (cameras only);
- There is a significant amount of repeated camera maintenance issues to be addressed;
- The current preventative maintenance regime provided by the maintenance contractor should be assessed against the requirements of the original tendered CCTV Maintenance Specification;
- Current CCTV signage is non-compliant, and more signs need to be provided – especially in regard to the requirements for ICO and GDPR compliance;
- Current BT fibre spend is over £67K per annum;
- Upgrading or replacing part of the system will have a knock-on effect to other parts of the system that need to be upgraded as well – i.e. an upgrade in camera technology will require an upgrade in digital recording technology;

Invest-to-Save Summary

Site surveys have been carried out for the implementation of new digital wireless transmission and an 'invest-to-save' proposals have been made as follows –

- to save circa £18K per year on BT rental costs in Bromsgrove by investing circa £72K to upgrade the transmission network in Bromsgrove town centre. The likely payback period being less than 4 years;
- to save circa £20K per year on BT rental costs in Rubery, Hagley and Barnt Green by investing circa £63K to upgrade the transmission network in all three village centres. The likely payback period being less than 3.5 years;

Furthermore, budget costs for the necessary upgrade of digital recording systems have been provided and the likely payback period for all upgrade works (i.e. wireless network and digital recording upgrade) at all sites calculated at less than 4 years.

Recommendations

Several recommendations have been made throughout the report and these are summarised as follows –

- On expiry of the existing CCTV maintenance contract in 2019, a new maintenance specification should be complied to include the following –
  - Bespoke specification to meet the needs of RBC and BDC;
  - KPI-based to improve (and ensure) contractor performance;
  - Improved PPM programme over the full contract timescale (instead of focussed maintenance twice a year);
  - Obsolescence management is included to provide early identification of equipment that may become obsolete during the contract period;
  - Identification of system vulnerabilities and critical points of failure to allow forward planning/mitigation by RBC/BDC;
  - The use of IT Health Check testing to ensure security and integrity of the CCTV network is robust and network vulnerabilities are minimised;
- The specification for any new capital investment upgrade works should include the requirements for a new maintenance contract as a combined procurement exercise. This will save costs and provide a better solution to RBC/BDC for ongoing service and maintenance;
- It is recommended that the CCTV control room technology AND environment be considered for upgrade as part of any capital investment based upon the site survey information provided;
- It has been identified that, whilst a wholesale system upgrade is not necessarily required at this current time, it is recommended that BDC makes plans for the digitization of the CCTV scheme with the upgrade of cameras, transmission, control room and control and recording systems in a staged approach over the next 3-5 years.
- It is recommended that independent specialist advice be sought for the implementation of any system upgrade works – including the compilation of technical specifications and assistance with the delivery of capital works to ensure compliance;
- Recommendations for the compilation of a redeployable camera policy and procedure have been outlined to ensure compliance with all regulations and to ensure the overall effectiveness of any redeployable camera technology investment;

Finally, through identifying the key phases of any proposed upgrade project, information outlined in this report will allow the RBC/BDC CCTV team to bid for available funding from the West Mercia Police Crime Commissioner to fund the development and future-proofing of the RBC/BDC CCTV scheme and plan for the years ahead.

The report acknowledges that the operation and maintenance of a 24/7 CCTV monitoring presence can be costly to a local authority and therefore some considerations for future potential opportunities and way forward options have been summarised for further exploration.

Section 1.   INTRODUCTION

1.1   GENERAL OVERVIEW OF CONSULTANCY WORKS

The public-space CCTV review is to include a detailed written appraisal outlining the following information (but not limited to) –

- Survey and condition report of all camera locations that form part of the CCTV scheme at Bromsgrove, Redditch and Wyre Forest;
- Survey and condition report of all CCTV hardware and associated transmission equipment at all collections points/hubs that form part of the CCTV scheme;
- Survey and condition report of the control room and control room systems;
- Capability and limitation information for all CCTV assets including details of expected life-cycle and potential for future expansion;
- Assessment of current analogue transmission systems and recommendations for upgrade to digital transmission including options for wireless transmission equipment;
- Budget costings for all recommended system and transmission upgrades;
- Details of potential revenue costs savings based on recommended system changes including effect on system maintenance costs;
- Provide guidance and recommendations on the use of the most appropriate redeployable camera technology;
- Provide some guidance on how West Mercia Police might access RBC/BDC CCTV images remotely in the future;
- Provide way-forward options and recommendations for future monitoring opportunities and revenue-generating potential;

1.2   REPORT BRIEF

The basis of this report is to address some of the initial consultancy scope of works outlined above and provide summarised information on the condition of the existing CCTV systems specifically within Bromsgrove District Council.

This report should be read in conjunction with the following complimentary documents –

- Bromsgrove District Council Individual camera condition surveys;
- Wyre Forest District Council: Review of Public-Space CCTV Systems;
- Redditch Borough Council: Review of Public-Space CCTV Systems;

Section 2. CCTV EQUIPMENT CONDITION SURVEYS

2.1 GENERAL

As part of the initial consultancy brief, surveys of all CCTV hardware and associated transmission equipment at all collection points/hubs that form part of the Bromsgrove public-space CCTV scheme have been undertaken.

Additionally, each listed camera location has been visited and an individual condition survey report compiled (provided as separate documents to this report).

The following section summarises the findings from these surveys.

2.2 EXISTING SYSTEMS – RBC CCTV EQUIPMENT ROOM

It is understood that although the CCTV monitoring centre is located at Redditch Borough Council (RBC), BDC has 40% ownership and responsibility.

Equipment Room – CCTV Rack 1

- 1 no. Cisco Catalyst 2960G 24-port network switch;
- 1 no. Cisco 2811 network router (linked to 1st floor riser);
- 1 no. Axis 291 1U video rack;
  - c/w 1 no. Axis Q7406 6-channel video encoder card;
- 1 no. Axis P7701 1-channel video encoder;
- 1 no. TP-Link TL SG1008D 8-port network switch;
- 1 no. Netgear GS108 8-port network switch;
- 1 no. Netgear ReadyNAS Duo network attached storage drive;
- 1 no. HP Proliant DL360P Gen8 server (VTAS Pro server);
- 1 no. Dell Poweredge R710 server;
- 1 no. Moxa NPort 5410 serial server;
- 1 no. Veracity Timenet GPS NTP Master time server;

Equipment Room – CCTV Rack 2

- 1 no. Synectics SLC 256x32 matrix (RBC cameras only);
- 4 no. Synectics SYN PC232 interfaces;
- 1 no. Axis P7701 1-channel video encoder;
- 1 no. GE700 3U cage c/w –
  - 1 no. G7-GEN card;
  - 1 no. G7-GEP card;
  - 1 no. G7-GED4 card;
  - 2 no. G7-GET4 card;
  - 1 no. G70GEK3-4 card;
  - 1 no. G7-GEV card;
- 1 no. COE fibre Tx equipment cage c/w 8 no. fibre cards;
- 1 no. COE fibre Tx equipment cage c/w 9 no. fibre cards;
- 2 no. 24-way Multimode fibre termination patch panels;
- 1 no. GE VR7820-2DRDT 8-channel video/2-channel data fibre Tx equipment;
- 7 no. COE XNET OPT-IR optical receiver fibre Tx equipment;
- 1 no 4-channel Commend signal convertor units;
- 1 no. AMG 2252 Vision 2000 fibre Tx equipment;

- 2 no. BT RS3000 fibre Tx equipment (Police Monitor video feeds?);

2.3 EXISTING SYSTEMS – RBC CCTV CONTROL ROOM

The existing RBC CCTV control room is a very busy environment and whilst it is clear that the room has been constructed and configured for CCTV monitoring, the much of the day-to-day work undertaken by staff is in relation to the shared Telecare service[1] provided by RBC and BDC.

The room itself is one that has clearly evolved over the last decade to respond to changes in different technologies and the rationale at the time in relation to public-space surveillance.

The main control desk consists of a three (3) individual operator positions, each with CCTV control/monitoring and Telecare capabilities. A forth Telecare position is located at the rear of the room which does not have CCTV control/monitoring capability.

The main CCTV display wall consists six large flat-screen monitors in a 3x2 format as follows –

- 2 no. JVC GM F470S 47-inch monitors;
- 3 no. Flatvision 48-inch monitors;
- 1 no. Philips 48-inch monitor;

IMAGES REMOVED

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[1] Not part of the CCTV system review.

CCTV Review Suite

A separate review suite exists within an adjacent office to the main CCTV and Telecare control room.

The VTAS Pro workstation provides review-only functionality with the ability for DVD burning of recorded footage.

2.4 EXISTING CCTV SYSTEMS – BDC PARKSIDE OFFICES HARDWARE

A summary of the existing control and recording systems hardware and software that makes up the Bromsgrove District Council (BDC) and Wyre Forest District Council (WFDC) public-space CCTV schemes is given below.

BDC are the owners of all CCTV equipment within the IT server room and allow WFDC shared use as part of their contractual arrangement.

IT Server Room – CCTV Rack 1

- 1 no. Cisco Catalyst 2960G network switch;
- 1 no. Cisco 2811 network switch (not connected);
- 1 no. Axis 291 1U video rack;
  - c/w 1 no. Axis Q7406 6-channel video encoder card;
- 1 no. Moxa NPort 5610 8-port RS232 serial server;
- 4 no. Synectics SYN PC232 interfaces;
- 1 no. Synectics SYN SCAN8/DIMPLUS telemetry interface;
- 1 no. Synectics SYN NETX16 network expander;
- 1 no. Synectics SYN FV telemetry interface;
- 1 no. Synectics SYN PEL32 telemetry interface;
- 1 no. Synectics Matrix Manager;
- 1 no. Synectics ST 32x8 matrix (MSCP – marked up Asda);
- 1 no. Synectics SLC 128x16 matrix (BDC);
- 1 no. Synectics SYN X250 master keyboard;
- 1 no. Axis Q7401 1-channel video encoder;
- 1 no. 17 inch LCD test monitor;
- 1 no. Engineering PC;
- 1 no. Hytera retail radio system (Bromsgrove Storenet);

IT Server Room – CCTV Rack 2

- 7 no. Instek Matrivideo DR3816-3U 16-channel digital video recorders (DVRs);
  - Running Ver 5.1.6 NVR software;
- 2 no. Veracity Coldstore storage units;
  - CS4 – 15 no. HDDs fitted;
  - CS5 – 12 no. HDDs fitted;

2.5 CAMERA CONDITION

On the whole, the camera condition and the images produced by the cameras are at an acceptable level for the current operational requirement.

However, there are too many repeated instances of relatively minor issues that would undoubtedly improve camera performance through more proactive and observant maintenance.

Specific details for each camera location are included on the individual site surveys.

2.6 MAINTENANCE ISSUES

Camera Image Issues

The number of camera image maintenance issues is higher than expected and improved management of the maintenance contract by the maintenance contractor would undoubtedly alleviate some of the problems identified with poor quality camera images.

In general, these include (but are not limited to) –

- Focus issues from poorly back-focussed cameras resulting in 'soft' or blurred images, especially at night;
- Lens level adjustment issues relating to bright/dark images and 'pulsing' images;
- Scratched or dirty dome covers resulting in poor images;

Functionality Issues

In addition to the camera image issues, there is an equally high number of functionality issues that affect camera performance, some of which have consequential effect on image quality.

In general, these include (but are not limited to) –

- Wiper faults – control of camera wipers is at best, intermittent. There appears to be a fundamental issue with the control room software (icomply VTAS) which doesn't allow wipers to be switched off without selecting another camera. There are many wipers that do not work at all and there are some cameras that have had wipers removed (and are now obsolete);
- Infra-red (IR) light faults – for cameras that have IR lights, there is no manual control of the IR lights from within the control room software. Some IR lights are not properly aligned which effects the night-time image and defeats the purpose of having IR lights in the first place;
- Control issues – there are some cameras with zoom and pan faults which prevent or limit full control of the camera;
- Preset issues – stored preset locations on some cameras are incorrect and should be reviewed and adjusted to ensure the views from the cameras (when on tour) are useful and in line with the camera's operational requirement;

Software Issues

In conjunction with the Redditch Borough Council (RBC) CCTV scheme and the shared use of the CCTV control room software, there are a number of software issues that BDC should be aware of that may have a direct effect on the operation of the BDC CCTV scheme.

icomply VTAS Pro

The VTAS Pro software currently installed in the RBC CCTV control room is version 6.x and is over 5 years old.

The latest version of VTAS Pro[2] is 8.15 and contains many new features and software fixes that Redditch, Bromsgrove and Wyre Forest are not currently benefiting from.

Microsoft Windows Operating Systems

From April 11th 2017, support for the Microsoft Vista operating system was withdrawn and as such software fixes, virus and security updates no longer provided.

Systems using this operating system are therefore susceptible to the latest security vulnerabilities.

The following icomply VTAS Pro hardware are all running Windows Vista operating system –

- 1 no. review suite workstation;
- 3 no. display wall servers;

All other icomply VTAS Pro hardware is running on the Windows 7 Pro operating system.

2.7   ROUTINE & PREVENTATIVE MAINTENANCE

Legacy Issues

From the information provided, it is understood that a dilapidation report was never undertaken by the maintenance contractor at the beginning of the maintenance contract.

Without this, it is difficult to ascertain exactly what legacy issues remain from the previous maintenance contractor.

However, given that over two years have passed since the start of the maintenance contract in April 2016, legacy issues should now have been identified by the maintenance contractor and brought to the attention of the client – including any legacy issues that involve significant costs to rectify.

It would be expected that any minor legacy issues be rectified as part of the normal day-to-day maintenance regime.

Examples of legacy issues noted as part of the survey works include –

- Missing wipers;
- Missing privacy plug-on card from Synectics telemetry receivers;
- Water ingress to columns;
- Non-activation of wipers from icomply VTAS Pro;
- Non-operation of IR lights from icomply VTAS Pro;
- Auto-focus not working for multiple MIC1 cameras (primarily for WFDC scheme);

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[2] Icomply have recently been acquired by Veracity UK Ltd and as part of a corporate rebranding exercise, the icomply business is now known as Veracity Systems Ltd and VTAS Pro now named VIEWSCAPE. For the purpose of this report, the icomply and VTAS Pro names have been retained.

- Random privacy masks not cleared from camera images (primarily for WFDC scheme);

Maintenance Specification

The original CCTV Maintenance Specification (tendered in April 2016) clearly outlined the level of works expected from the maintenance contractor in terms of the planned preventative maintenance.

From the information summarised in this report and noted on the individual camera survey reports, it is very apparent that some of the maintenance work is not being provided to the levels expected.

The following table (below) outlines the expected maintenance checks stated in the CCTV Maintenance Specification and the items highlighted in *red* indicate some of the more obvious areas where the current maintenance regime is under-performing for the BDC scheme.

Maintenance Check Table

Description	Minimum Requirements
	Cameras
Camera	• Visual check for vandalism/damage. • Check all seals, joints and repair/renew as necessary. • *Check and clean housing and glass and repair/renew as necessary.* • Check connections to camera and repair/renew as necessary. • *Set back focus.* • Check full operation of iris and zoom repair/renew and adjust as necessary. • Clean lens with appropriate cleaner. • *Check/replace wiper blade and wiper function.* • *Check and replace any privacy zones that have disappeared.* • Check housing water tight and weather proof. • Check tour operation. • Check camera stop limits. • Confirm output level. • *Change IR bulbs.* • *Check image quality in Monitoring Centre.*
Wireless	• Check battery (if fitted) • Ensure strong signal to produce high quality image and control.
Lenses	• *Lenses to be cleaned.* • *Auto iris level to be set.* • Focus to be set of fixed cameras • *Set back focus on near and far zoom.*
Pan/Tilt Unit	• Check full operation of pan/tilt mechanism, repair/renew and reset limits as necessary. • Clean and check for corrosion. • *Check presets.* • Check seals and joints repair/renew when required. • Check wiring and cables repair/renew when required. • Check security of unit.

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Continued...

Bracket/Mounting Pole	• Check for secure fixing and repair/renew fixings as necessary. • Clean and check for corrosion. • Check quality of painted surface. • Ensure access hatch is secure and functional. • Carry out maintenance as per manufacturers advice.
Cables	• Check all internal/external cables for damage and repair/renew as necessary. • Check cables are appropriately supported. • Check conduit for signs of damage.
Street box	• Check cabinet for vandalism • Ensure box and doors are secure and functional. • *Check earth connectors and earth leakage protection.* • Confirm power supply. • Check heater and thermostat if fitted. • Check air vents. • *Check for water ingress.*

Monitoring Centre	
Monitors	• Clean monitors • Set brightness and contrast • Check cables
Controls, console, GUI, and Printer	• Control pads and keyboards to be cleaned. • *Install VTAS Pro software updates.* • Work station towers to be cleaned. • *Check response to all commands.* • *Camera selection.* • *PTZ operation.* • Check printer function from each work station. • Check automatic clock. • Play back selection. • Quad units functionality. • Transmission including wireless and hard-wired fibre/cables. • Reception of video.
DVRs	• Service as per manufacturers instruction • Make and play back a 10-minute recording to check play back quality.

Maintenance Reporting

Furthermore, the CCTV Maintenance Specification stated the requirement for detailed reporting for works carried out at each camera location supplemented by a weekly update report summarising all maintenance work done and any recommendations made.

From the information provided, it is understood that this reporting process is lacking regularity and any kind of consistency in terms of written details of work done or work being proposed by the maintenance contractor.

2.8   RECOMMENDATIONS

The level of service support currently being offered by the current maintenance contractor is of a relatively good standard and is not in question. However, as is usually found on long-standing contracts of this type, complacency starts to creep in and relatively minor maintenance issues that ought to be addressed as part of the maintenance provision, get forgotten about and then become long-standing issues as summarised above and detailed on each of the camera site surveys.

Going forward, the following recommendations should be considered to further improve the maintenance contract and the service being provided to BDC.

Maintenance Cover

Generic specifications and maintenance cover can sometimes not meet the bespoke nature of a local authority public-space CCTV scheme and so it is important that BDC have their own tailor-made specification for service and maintenance of CCTV and associated systems to ensure that their own requirements are being fully met.

It is advised that any such specification should be KPI-based (key performance indicators) for response and fix times and include genuine penalty costs for poor contractor performance.

Routine Maintenance Works

The routine maintenance work for all CCTV systems should be spread over the whole maintenance period – i.e. 12 months.

In order to ensure that all sites and locations are captured, it is important that a full planned preventative maintenance (PPM) programme of works is drawn up at the beginning of the maintenance period and that this work is spread over the whole 12-month period and not concentrated into two very short periods during the year.

This ensures that engineers attending site are aware of the PPM that has been previously done and that which is still scheduled. This helps to reduce PPM repetition and minimise the risk of sites and locations being missed altogether.

Additionally, on any public-space CCTV system that relies heavily on digitally recorded information, PPM works should be included for the recording and storage systems to ensure proper operation and that information being recorded is of the expected standard and that all storage hard drives are replaced with new over a period of 5 years[3].

Furthermore, it is recommended that camera presets and privacy zones are checked and updated as part of the routine maintenance works.

Combined Capital & Maintenance Works

The existing CCTV maintenance contract is due to expire in 2019 and rather than extend to 2021, it is recommended that a new CCTV maintenance specification is compiled (which includes the considerations outlined above) and packaged together as a combined procurement exercise with any planned capital works investment.

This approach will mitigate the risk of 'grey' areas of responsibility that could potentially exist between new upgraded systems and any legacy systems that are retained (or planned for upgrade at a later stage).

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[3] 5 years is the generally expected life cycle for hard drives used in CCTV systems.

Obsolescence Management

It is essential that some form of obsolescence management is included in future maintenance contracts to put the responsibility on the maintenance contractor to provide early identification of equipment that may become obsolete during the maintenance period and provide options/solutions for client consideration.

Without this in place, the risk of obsolescence is increased year-on-year to the point where wholesale upgrades to systems can be required at a significant (and mostly unplanned) cost to the client.

System Vulnerabilities and Single Points of Failure

It is equally important for maintenance contractors to identify key areas of the CCTV scheme where failure of hardware would have the highest impact on the CCTV monitoring service – i.e. single points of failure.

The client should know exactly where these keys areas exist in order to mitigate risk and be able to plan accordingly.

Alternatively, any new CCTV maintenance contract should put the onus on the maintenance contractor to ensure single points of failure or other system vulnerabilities are adequately covered and solutions provided for the eventuality of key hardware failure.

Control Room

In general, the lifetime of any 24/7 control room is approximately ten (10) years before the age of furniture, fixture, fittings, technology and general environment start to show.

The refit of any 24/7 control room is a significant undertaking and the RBC CCTV control room is no different - not only in cost but also in logistics and temporary relocation of the CCTV and Telecare operation.

As part of any future plan, it is recommended that the following are considered (in no particular order) –

- The upgrade of the technical furniture to provide individually adjustable-height desks to allow staff to work at different heights or a standing position;
- The upgrade of technical furniture to provide more efficient use of desk space and reduce equipment clutter;
- The upgrade of the display wall to provide better use of space, provide increased visibility of cameras through additional monitors and generally reduce clutter;
- The removal of equipment from under the desks – not only to reduce heat and risk of fire, but also to improve longevity of the equipment and maintenance access;
- The full refit of the control room to make better use of the space available and provide an improved environment and working space for the operation of the CCTV and Telecare service in years to come;

New Camera Installation(s)

For any new camera (or equipment) installation, it is recommended that more rigorous inspection of the work done by the maintenance contractor is undertaken.

This is to ensure that operational requirements for the new cameras/equipment are confirmed by the client and any resulting changes to existing CCTV infrastructure do not affect existing cameras or system operation.

The maintenance contractor should provide clear commissioning documentation to outline the work done and any changes to the system that have resulted as part of an agreed handover process.

IT Health Check

Given the likelihood of future IP network implementation within the RBC/BDC CCTV scheme, it is important to ensure this network is configured correctly and maintained efficiently.

As such, it is recommended that the CCTV IP network be included in the annual RBC/BDC IT Health Check (undertaken for Public Services Network or PSN compliance) to provide information in relation to security vulnerabilities and network device issues which may affect the CCTV service as a whole.

Microsoft OS software issues (such as those outlined previously) and out-of-date device firmware would be highlighted as requiring urgent attention under any approved IT Health Check security network scan. These issues could then be addressed by the maintenance contractor to ensure the CCTV IP network is fully secure to an approved level.

Furthermore, RBC/BDC IT department should be involved in ensuring that firewalls are installed and correctly configured to protect the CCTV network from outside connectivity – especially where broadband/ADSL lines are used for remote connectivity or remote support.

Section 3. CCTV EQUIPMENT CAPABILITY

3.1 GENERAL

The purpose of this section of the report is to provide additional information on the capability of the existing CCTV systems hardware and software used by BDC and highlight any limitations for future use or upgrade.

3.2 OBSOLESCENCE

An important part of any system review is to understand where obsolete or end-of-life hardware and software exists so that contingency plans can be put in place and changes to maintenance and support contracts made.

This information also helps to mitigate the impact on budget forecasting and aids any future planning for system upgrades.

Obsolescence is a fact of life with all technology and ever-changing advances in hardware and software results in an ever-decreasing life cycle for equipment. This is no different for the electronic security industry and given the age of the main components of the BDC public-space CCTV scheme and shared components of the WFDC and RBC CCTV schemes, it is no surprise that a significant amount of equipment falls into the 'obsolete' category.

<u>Synectics – Analogue Equipment</u>

Synectics announced the end-of-life (EOL) of all its analogue product portfolio from 31st May 2016 and from this date, recommended the purchase of spare parts to provide reassurance against analogue equipment failure.

A major component of the BDC CCTV system is camera control (telemetry) and video switching (matrices) and this functionality is achieved using Synectics analogue equipment, the failure of which represents a significant risk to the day-to-day operation of the service.

The following Synectics equipment is EOL –

- 4 no. Synectics SYN PC232 interfaces;
- 1 no. Synectics SYN SCAN8/DIMPLUS telemetry interface;
- 1 no. Synectics SYN NETX16 network expander;
- 1 no. Synectics SYN FV telemetry interface;
- 1 no. Synectics SYN PEL32 telemetry interface;
- 1 no. Synectics Matrix Manager;
- 1 no. Synectics ST 32x8 matrix (MSCP – marked up Asda);
- 1 no. Synectics SLC 128x16 matrix (BDC and WFDC);
- 1 no. Synectics SYN X250 master keyboard;
- 50+ no. SYN DCRX mini receiver cards for individual camera telemetry[4];

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[4] All shoebox type cameras and Mark Mercer domes assumed to utilise Synx DCRX mini receiver boards for telemetry control.

Mark Mercer D500 (and Siemens PhotoScanner) Dome Cameras

These camera assemblies are essentially the same product, based around the original Mark Mercer D500 dome-style housing with 'quick-switch' cradle arrangement inside. Camera and lens technology will likely vary from one camera to another and are inter-changeable from most manufacturers, so can be replaced easily. Telemetry control boards are also inter-changeable but generally based (in the case of BDC) around the use of Synectics DCRX mini receiver boards (see above).

These camera assemblies are end-of-life and no longer have manufacturer support.

However, there are a number of 3rd party companies (one of which is in Redditch) that can provide repair services and in some instances, larger CCTV maintenance providers can also provide their own limited service and repair capability.

Instek Digital Recording and Veracity Coldstore Storage Equipment

An equally important component of any CCTV system is the digital recording and storage platform and after discussions with maintenance providers and manufacturers, it has been confirmed that the following equipment is now EOL and unsupported –

- 7 no. Instek Matrivideo 16-channel digital video recorders (DVRs);

The existing 2 no. Veracity Coldstore storage units are still supported by the manufacturer.

Windows Vista Operating System

As stated earlier in this report, Microsoft withdrew support for Windows Vista on 11th April 2017 and any PC hardware running this operating system is at risk of the latest security vulnerabilities.

For reference, the following hardware is running Windows Vista operating system –

- 1 no. icomply VTAS Pro review suite workstation;
- 3 no. icomply VTAS Pro display wall servers;

3.3   CAMERA TECHNOLOGY

Existing Analogue Cameras

It should be noted that despite maintenance issues summarized in this report and itemized in the camera survey reports, the existing analogue camera technology utilised within the BDC public-space CCTV scheme is still capable of meeting the original operational requirement (OR) in relation to public-space CCTV monitoring.

There is no pressing need to unnecessarily upgrade camera technology to high-definition (HD) or otherwise unless the OR for a specific location(s) changes.

Upgrade to HD Cameras

Whilst there may be no pressing need to upgrade existing analogue cameras to HD, the benefits of doing so cannot be ignored and some of these are listed below –

- Clearer images due to higher resolution of cameras – HD cameras have over 5x higher resolution than a standard analogue camera;
- Higher resolution cameras provide an increased level of detail for observation – e.g. the expected operational requirement to provide 'identification' of an unknown person is reduced from 100% screen height to just 40% screen height;
- Increased zoom distance – depending on type, HD cameras can provide 2x further monitoring reach;
- Higher quality live images mean higher quality recordings;
- The latest camera imaging technology will provide enhanced images in low light areas – reducing the need for additional IR lighting and any effects from upgraded street lighting;
- Built-in video analytics to provide added functionality such as ANPR, vehicle or person tracking, footfall counting;

However, the upgrade of analogue cameras within the BDC public-space CCTV scheme is not as straightforward as it might seem as it will firstly require the provision of some form of digital infrastructure (i.e. wireless transmission or upgrade of existing BT fibre) to facilitate the installation of new digital cameras.

The existing BT fibre analogue infrastructure does not allow the transmission of digital HD cameras.

However, the provision of a new digital infrastructure will provide BDC with the option to use existing analogue cameras and any new digital HD cameras alongside each other and therefore the opportunity to replace existing cameras on a planned programme of works over a pre-determined amount of time.

Information on the provision of digital wireless network infrastructure is given later in this report in Section 5.

Furthermore, the installation of digital HD cameras will have an adverse effect on the existing digital recording platform as more storage is required for HD images and so consideration to relevant and necessary upgrades of the recording platform will also have to be considered as part of any planned upgrade programme.

Budget costs for the provision of a range of HD cameras are provided later in this report.

3.4 WEST MERCIA POLICE REQUIREMENTS

It is understood that West Mercia Police and the Warwickshire Police and Crime Commissioner (PCC) are enabling the new Warwickshire Operation Communications Centre (OCC at Stuart Ross House) and the West Mercia Police HQ at Hidlip (Southwell House) with the Saab SAFE software technology.

The Saab SAFE software product utilizes the FLIR Latitude software platform as a basis to manage CCTV video feeds from disparate systems into a single and easy-to-manage solution for police end-users.

The image below shows a schematic of the expected configuration.

IMAGE REMOVED

RBC and BDC Requirements

In the first instance, the facility to provide video feeds into the new Saab SAFE system is relatively straightforward and from a technical point of view, can be achieved in a number of different ways.

However, insufficient detail is available at this stage on the full requirements of the WM Police in regard to access to RBC, BDC or WFDC existing or new cameras – for example, it is unknown if the WM Police require viewing access to all CCTV cameras or only a few and whether PTZ control of cameras is required.

At present, only a single video feed can be presented to the Hindlip Police HQ from Redditch and Bromsgrove via the existing BT RS1000 analogue circuits.

For the purpose of this report, an assumption has been made that multiple CCTV video feeds would need to be viewed by both the Police HQ and the OCC. The most cost-effective method[5] to achieve this is to provide a multi-channel video encoder (FLIR type) within the RBC equipment room and upgrade the existing analogue BT fibre to a BT RS1000D 100Mbps circuit[6].

Video feeds could then be switched from the existing Synectics matrix to provide the Police with the cameras they wish to view.

Other configurations of connectivity exist but it should be noted that the extent to which the RBC/BDC CCTV scheme may be upgraded in the future is still unknown and this upgrade will undoubtedly affect the method in which CCTV video feeds are presented to the Saab SAFE system. As such, further development on the full understanding of this remote-access facility is required before a final design can be compiled.

The benefits to both WM Police and RBC/BDC for providing this remote-access facility would include (but not limited to) –

- Timely release of CCTV data/images to WM Police officers following an arrest or incident;
- Free up CCTV control room staff time as WM Police would do their own reviews;
- Free up WM Police resource as travelling between towns would be reduced;
- Less visits to the CCTV control room by WM Police officers;

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[5] Using the current Synectics analogue technology.

[6] The receiving end of the BT fibre circuit may need to be relocated depending on the location of the Alliance Data Centre.

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Section 4.   COMPLIANCE

4.1   GENERAL

For the purpose of this report, the following items have been identified as needing attention –

- CCTV signage;
- Privacy zones/privacy masking;

4.2   CCTV SIGNAGE

The Information Commissioner's Office (ICO) provides detailed guidelines for informing the public about the use of public-space CCTV systems and their CCTV code of practice[7] states the following under section 9 (Responsibilities) –

"You must let people know when they are in an area where a surveillance system is in operation. The most effective way of doing this is by using prominently placed signs at the entrance to the surveillance system's zone and reinforcing this with further signs inside the area.

Clear and prominent signs are particularly important where the surveillance systems are very discreet, or in locations where people might not expect to be under surveillance. As a general rule, signs should be more prominent and frequent in areas where people are less likely to expect that they will be monitored by a surveillance system.

Signs should:

- be clearly visible and readable;
- contain details of the organisation operating the system, the purpose for using the surveillance system and who to contact about the scheme (where these things are not obvious to those being monitored);
- include basic contact details such as a simple website address, telephone number or email contact; and

be an appropriate size depending on context. For example, whether they are viewed by pedestrians or car drivers.

Example: Images are being monitored and recorded for the purposes of crime prevention and public safety. This scheme is controlled by Greentown Borough Council. For more information, call 01234 567890…"

GDPR and DPA 2018

The General Data Protection Regulation (GDPR), and consequently the Data Protection Act 2018, reinforces the requirements on data controllers to be fully transparent in their processing of personal data and to provide the means whereby the data subject gives full consent to the use of their data.

In terms of CCTV signage, CCTV surveillance in general relies on the notion of 'surveillance-by-consent' and in order to meet some of the requirements for this idea, it is very important to inform data subjects (i.e. the public) that they are in an area under CCTV surveillance[8].

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[7] https://ico.org.uk/media/1542/cctv-code-of-practice.pdf

BDC Outlying Villages

No CCTV signage was observed in Rubery, Hagley, Barnt Green, Alvechurch and Wythall at the time of the camera site surveys.

This should be addressed as a matter of urgency as part of the next system audit/impact assessment to avoid costly ICO fines and any negative publicity that this may bring.

Bromsgrove Town Centre

On the contrary, there are a number of CCTV signs within Bromsgrove town centre (see photos) but with regards to the requirements of the ICO code of practice, these are not fully compliant.

It is recommended that, in line with the ICO requirements outlined above, a full review of CCTV signage be undertaken throughout all CCTV-monitored areas of the Bromsgrove district and new CCTV signage erected as a matter of urgency.

IMAGES REMOVED

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[8] Full requirements for 'surveillance-by-consent' are outlined in the Surveillance Camera Commissioner's CCTV code of practice - https://www.gov.uk/government/publications/surveillance-camera-code-of-practice

4.3   PRIVACY

Camera Privacy Masking

As part of the survey work undertaken by CDC, camera privacy masking is not currently used on any of the BDC public-space CCTV cameras.

Additionally, and somewhat more importantly, there are concerns that the majority of cameras no longer have the technical capability of being able to create privacy masks.

The implementation of privacy masking on cameras that currently use the Synectics DCRX telemetry receiver requires the additional installation of a Synectics Privacy (SYN PRIV) plug-on card (which is now obsolete and unavailable to purchase).

Due to the installation location of the telemetry receiver (i.e. at high level – sometimes within the camera head), the site surveys have not identified if this privacy card is actually in place (or whether it has been disconnected).

This issue could affect up to 48 no. of the current BDC camera stock.

Privacy Impact Assessments (PIAs)

This report does not include any PIAs. However, all camera site surveys include comments and observations in regard to privacy issues for each specific location which should be considered at the next PIA for each camera location.

Furthermore, there are a number of camera locations that ought to be considered for decommissioning as part of their next PIA as follows –

- Camera 5 – Recreation Road, Bromsgrove – Car park has been redeveloped for private accommodation and views onto playing field are restricted by trees. Position and use of camera is now questionable;
- Camera 24 – Whetty Lane, Rubery – Use of PTZ camera questionable for entrance to A38 subway views – Static camera may be better option if view is still required;
- Camera 30 – A38 subway/New Road, Rubery – Position and use of PTZ camera is questionable for A38 subway views – Static camera may be better option if view is still required;
- Camera 32 – A38 subway/Callowbrook Lane, Rubery – Position and use of PTZ camera is questionable for A38 subway views – Static camera may be better option if view is still required;

Data Analysis and Crime Statistics

It is recommended that further analysis of crime statistics for the areas currently monitored by CCTV cameras in the Bromsgrove district is undertaken.

This information will provide up-to-date information on the potential influence that CCTV surveillance may be having in specific locations and will supplement any privacy impact assessment and support any decisions to retain, remove or relocate CCTV cameras.

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Section 5.   TRANSMISSION AND CONNECTIVITY

5.1   **EXISTING TRANSMISSION CONFIGURATION**

General

Bromsgrove District Council currently utilise leased BT fibre circuits for connectivity of their public-space CCTV cameras.

In general, all fibre circuits are terminated at the BDC Parkside offices within the IT comms/server room before limited onward connectivity is provided to the CCTV control centre at Redditch Borough Council offices.

BT Fibre Costs

Information provided to CDC for the purpose of this report outlines that the cost for the leased BT fibre circuits are as follows –

Location	Cost £
Bromsgrove Town Centre (20 no. cameras)	£17,568.24
Bromsgrove MSCP (27 no. cameras)	£3,004.50
Aston Fields (2 no. cameras)	£2,502.10
Sanders Park (2 no. cameras)	£1,390.32
Rubery & Rubery Park (17 no. cameras)	£15,258.65
Barnt Green (4 no. cameras)	£6,473.05
Hagley (8 no. cameras)	£3,637.20
Wythall & Hollywood (5 no. cameras)	£8,644.40
Alvechurch (5 no. cameras)	£7,461.81
Worcestershire Police Control Room	£1,338.31
Total BT Fibre Costs for BDC	**£67,278.58**

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5.2　　　　WIRELESS NETWORK TRANSMISSION

__General__

As part of the individual camera survey works, CDC have investigated the possibilities for the implementation of wireless transmission as an alternative to the current connectivity provided by BT.

Indicative designs and budget costings have been provided for areas within the Bromsgrove district that would provide an easy way forward for the installation of a wireless transmission network.

The areas identified are –

- Bromsgrove town centre;
- Rubery village centre;
- Barnt Green village centre;
- Hagley village centre;

It should be noted that the use of wireless transmission must be appropriate, practical and cost-effective against the use of leased BT fibre. In instances where this is not the case, the use of BT fibre should be retained, or another alternative transmission method sought – such as ADSL or SDSL broadband[9].

__Wireless Network Designs__

Information obtained from the street-level investigations during the site surveys and from further desktop investigation work using tools such as Google Earth has revealed that the full implementation of wireless transmission for some areas in the Bromsgrove district is not straightforward.

Alvechurch Village Centre

The configuration of the camera locations in Alvechurch does not allow for straightforward connectivity using wireless transmission due to the lack of line-of-sight between camera locations.

The camera locations in the centre of the village are all hard-wired to the BT collection cabinet so do not need any wireless connectivity. However, the outer locations at C37 and C38 would require the use of relay points (usually street lighting columns) to provide wireless connectivity to the village centre and this would have to be explored further and permissions sought to use any identified locations.

In reality, the only camera location that could easily be connected to the village centre via wireless transmission is C41. However, given the cost to implement this change and the relatively small saving that could be achieved, for the purpose of this report it has been deemed not cost effective at this stage to explore further.

Wythall Village Centre

A similar position exists in Wythall whereby all cameras are 'scattered' around three local shopping locations in Drakes Cross, Station Road and May Lane.

This configuration does not lend itself for straightforward deployment of wireless transmission and for the purpose of this report, has been deemed not cost effective at this stage to explore further.

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[9] ADSL/SDSL – (Asymmetric/Symmetric) Digital Subscriber Line.

5.3   **BROMSGROVE TOWN CENTRE – WIRELESS NETWORK CONCEPT**

Surveys of Bromsgrove town centre show that the implementation of wireless transmission is relatively straightforward and that connectivity to most camera locations can be achieved using a centralised collection point (referred to as a point-of-presence or POP) on the roof of Poundland on the High Street.

Image 1 shows the indicative wireless network design and the following assumptions have been made for the purpose of this report –

- Permissions to use all rooftops has been assumed and any final wireless network design is subject to approval from building owner/landlord.
- C5 is to be removed as per recommendations given in this report;
- Connectivity to C2 has been omitted due to likely relocation of camera due to sale of land;
- Sanders Park (C21 and C22) and Aston Fields (C55 and C56) cannot be practically connected by wireless due to line-of-sight issues and are excluded from the indicative design and costings;

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Image 1 – Indicative Wireless Network Design for Bromsgrove Town Centre

IMAGE REMOVED

Capital works to provide a new wireless network for Bromsgrove town centre has been budgeted as follows –

Description of Works	Cost £
Camera Works Typical works required at each camera location includes –	
Provision of new 1-channel video encoder;	£300
Provision of new unlicensed wireless link;	£500
Installation & commissioning (incl. all sundry items)	£500
Subtotal (per camera)	£1,300
Above works required at the following 17 no. locations – C1, C3, C4, C6 to C20	
Subtotal (17 no. camera locations)	**£22,100**
Relay Points Typical works required at each relay point includes –	
Provision of new unlicensed wireless link;	£500
Installation & commissioning (incl. all sundry items)	£500
Subtotal (per relay point)	£1,000
Above works required at the following locations – Lighting column adj. C1, Poundland rooftop and legacy CCTV camera location on Worcester Rd near to C10;	
Subtotal (3 no. locations)	**£3,000**
MSCP Rooftop Typical works required includes –	
Installation of new Cat5/6 cabling to rooftop (from BT cabinet);	£1,500
Provision of new managed network switch (within BT cabinet);	£500
Provision of new 32-channel video encoders;	£3,000
Provision of new licensed high capacity (200Mbps) wireless link to Poundland;	£incl. in Poundland roof costs
Rooftop bracketry and associated items;	£use existing
Installation and commissioning;	£1,500
Subtotal (MSCP)	**£6,500**

Continued...

Poundland Rooftop Point-of-Presence (POP) Typical works required includes –	
Installation of new mains power supply (PC sum);	£500
Provision of new managed network switch;	£500
Provision of new external-rated enclosure;	£200
Provision of new licensed high capacity (500Mbps) wireless link to Parkside offices;	£4,000
Provision of new licensed high capacity (200Mbps) wireless link to MSCP;	£3,500
Rooftop bracketry and associated items;	£300
Installation and cabling (2 men);	£1,500
Commissioning;	£500
Subtotal (Poundland)	**£11,000**
Parkside Offices Rooftop Typical works required includes –	
Installation of new Cat5/6 cabling to rooftop (from IT server room);	£1,500
Provision of new managed network switch (within CCTV racks);	£use existing
Provision of new licensed high capacity (500Mbps) wireless link to Poundland;	£incl. in Poundland roof costs
Rooftop bracketry and associated items;	£300
Installation and commissioning;	£1,000
Subtotal (Parkside)	**£2,800**
*Subtotal for **ALL WORKS***	***£45,400***
Allow contingency of approx. 20%	£9,000
TOTAL BUDGET CAPITAL COST	**£54,400**

Additional BT Fibre Upgrade Works

In order to facilitate the transition to a full (or part) digital wireless network it will be necessary to upgrade other elements of the wider transmission network, in particular the link between BDC's Parkside offices and the Redditch Borough Council CCTV control room.

There is currently an existing BT digital fibre circuit (RS1000D) that provides a capacity of 100Mbps and this will need to be upgraded to a 300Mbps circuit to allow for the additional digital traffic.

Description of Works	Cost £
Typical upgrade costs of existing 100Mbps BT RS1000D fibre circuit to a 300Mbps RS1000D digital fibre circuit.	£9,000
Typical rental costs of RS1000D 300Mbps circuit.	Circa £2,500 per annum

BT Fibre Analogue Circuit – Cost Saving

The above-mentioned upgrade works will immediately realise a cost saving of circa £3K per annum on the existing analogue BT fibre circuit between Bromsgrove Parkside offices and Redditch CCTV control room that will no longer be required after the upgrade to digital.

Digital Recording Systems Upgrade

Furthermore, consideration must be given to the upgrade of the existing digital recording system (currently residing at BDC Parkside offices).

Any upgrade to digital transmission will require an investment to the digital recording system in order to accommodate the transmission changes.

As previously mentioned, the existing digital recording system is now obsolete and whilst options exist to re-use this equipment, the amount of investment required to achieve this is not cost-effective and will not provide any assurances on hardware life-cycles.

The recommendation is to replace the existing digital recording system with new and a budget cost[10] has been given below for specific hardware upgrade to accommodate the Bromsgrove town centre and MSCP cameras only

However, it should be noted that economies of scale will exist if the digital recording hardware upgrade were to incorporate other BDC village sites such as Rubery, Hagley and Barnt Green as well as cameras from WFDC.

Description of Works	Cost £
PC Sum for the provision of new 64-channel digital recording platform to accommodate new encoded video images for Bromsgrove TC and MSCP only.	£7,000
Installation and commissioning.	£1,000

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[10] Costs for digital video recording solutions vary significantly based on functionality and the amount and type of storage included (or not) as part of the hardware.
For the purpose of this report, budget costs for replacement of the digital recording platform are based on a like-for-like replacement (i.e. manufactured by Instek Digital) to ensure that additional integration costs into icomply VTAS software are not incurred and the use of the existing Coldstore storage devices is retained.

TOTAL BUDGET CAPITAL COST	**£8,000**

Payback Period

Estimated changes to the BT fibre rental costs PER ANNUM for Bromsgrove are –

- Existing rental costs for Bromsgrove TC   - £17,568.24 per annum
- Existing rental costs for Bromsgrove MSCP   - £3,004.50 per annum
- Total existing rental costs   - £20,572.74 per annum

- New estimated rental costs   - £2,500 per annum
- Estimated savings   - **£18,072.74 per annum**

Given the above-mentioned cost changes and necessary additional capital works costs, the expected payback period for any capital investment to upgrade to a new digital wireless network is outlined below.

Description of Works	Cost £
Installation of new digital wireless network transmission (as previous).	£54,400
Typical upgrade costs for 300Mbps BT RS1000D digital fibre circuit.	£9,000
Budgetary cost for digital recording system upgrade[11].	£8,000
TOTAL BUDGET CAPITAL COST	**£71,400**
Payback period vs. NEW BT fibre rental savings of approx. £18K per annum	< 4 years

5.4   RUBERY – WIRELESS NETWORK CONCEPT

Similar to Bromsgrove town centre, surveys of Rubery show that the implementation of wireless transmission is relatively straightforward and that connectivity to most camera locations can be achieved using a centralised point-of-presence at C25 on New Road.

Image 2 shows the indicative wireless network design and the following assumptions have been made for the purpose of this report –

- Permissions to use all identified assets (i.e. Police ANPR column and lighting column to rear of Rubery Market) has been assumed and any final wireless network design is subject to approval from asset owner or service provider.
- Rubery Park (C43 and C44) cannot be practically connected by wireless due to line-of-sight issues and is excluded from the indicative design and costings;
- Installation of 6-8m street lighting style columns (adjacent A38 subway BT cabinets) has been assumed;

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[11] Economies of scale exist for this cost if other sites are incorporated into the digital recording system upgrade.

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Bromsgrove District Council: Review of CCTV Systems.

Review of Public-Space CCTV Systems.

<u>Image 2 – Indicative Wireless Network Design for Rubery</u>

IMAGE REMOVED

Capital works to provide a new wireless network for Rubery has been budgeted as follows –

Description of Works	Cost £
Camera Works Typical works required at each camera location includes –	
Provision of new 1-channel video encoder;	£300
Provision of new unlicensed wireless link;	£500
Installation & commissioning (incl. all sundry items)	£500
Subtotal (per camera)	£1,300
Above works required at the following 7 no. locations – C34, C26, C42/91, C33, C27, C28, C29	
Subtotal (7 no. camera locations)	**£9,100**
Relay Points Typical works required at each relay point includes –	
Provision of new unlicensed wireless link;	£500
Installation & commissioning (incl. all sundry items)	£500
Subtotal (per relay point)	£1,000
Above works required at the following locations – Lighting column to rear of Rubery Market and legacy Police ANPR camera location on New Rd near to A38;	
Subtotal (2 no. locations)	**£2,000**
A38 Subway North Collection Point Typical works required includes –	
Installation of new 6/8m street lighting column adjacent to existing BT cabinet (PC Sum);	£2,000
Provision of new managed network switches (within BT cabinet & C32);	£1,000
Provision of new 4-channel video encoder;	£500
Provision of new unlicensed wireless link;	£500
Provision of Ethernet-over-coax convertors for network connectivity to C32;	£1,000
Installation and commissioning;	£1,500
Subtotal (A38N subway)	**£6,500**

Continued...

A38 Subway South Collection Point Typical works required includes –	
Installation of new 6/8m street lighting column adjacent to existing BT cabinet (PC Sum);	£2,000
Provision of new managed network switch (within BT cabinet);	£500
Provision of new 4-channel video encoder;	£500
Provision of new unlicensed wireless link;	£500
Installation and commissioning;	£1,000
Subtotal (A38S subway)	**£4,500**
C33 BT Cabinet Typical works required includes –	
Additional cabling and containment to high level on building adjacent BT cabinet (PC Sum);	£1,000
Installation and commissioning;	£500
Subtotal (C33)	**£1,500**
C25 Collection Point Typical works required includes –	
Provision of new managed network switch (within column base);	£500
Provision of new 1-channel video encoder;	£300
Installation and commissioning;	£1,000
Subtotal (C25)	**£1,800**
*Subtotal for **ALL WORKS***	***£25,400***
Allow contingency of approx. 20%	£5,000
TOTAL BUDGET CAPITAL COST	**£30,400**

Additional BT Fibre Upgrade Works - Rubery

In order to facilitate the transition to a full (or part) digital wireless network it is necessary to upgrade other elements of the wider transmission network, in particular the link back to the collection point at BDC's Parkside offices.

The indicative design recommends a new local collection point within Rubery at camera location C25 and the existing analogue BT circuit at this location would need to be upgraded to a new BT digital fibre circuit (RS1000D).

Description of Works	Cost £
Typical upgrade costs of existing BT analogue fibre circuit to RS1000D digital fibre circuit (100Mbps capacity).	£3,750
Typical rental costs of RS1000D 100Mbps circuit	£1,300 per annum

Payback Period

The estimated payback period for the above-mentioned works is outlined in section 5.8

5.5   **BARNT GREEN – WIRELESS NETWORK CONCEPT**

Similar to Bromsgrove town centre and Rubery, surveys of Barnt Green show that the implementation of wireless transmission is relatively straightforward and that connectivity to most camera locations can be achieved using a centralised point-of-presence at C47 on Hewell Road.

Image 3 shows the indicative wireless network design and the following assumptions have been made for the purpose of this report –

- Permissions to use all identified assets (i.e. lighting column on Hewell Road) has been assumed and any final wireless network design is subject to approval from asset owner or service provider.

Image 3 – Indicative Wireless Network Design for Barnt Green

IMAGE REMOVED

Capital works to provide a new wireless network for Barnt Green has been budgeted as follows –

Description of Works	Cost £
Camera Works Typical works required at each camera location includes –	
Provision of new 1-channel video encoder;	£300
Provision of new unlicensed wireless link;	£500
Installation & commissioning (incl. all sundry items)	£500
Subtotal (per camera)	£1,300
Above works required at the following 2 no. locations – C45 and C46	
Subtotal (2 no. camera locations)	£2,600
Light Column Relay Point Typical works required at relay point near to junction of Hewell Rd and Sandhills Ln includes –	
Provision of new unlicensed wireless link;	£500
Installation & commissioning (incl. all sundry items)	£500
Subtotal (relay point)	£1,000
C47 Collection Point Typical works required includes –	
Provision of new managed network switch (within column base);	£500
Provision of new 4-channel video encoder (to include C47 and C48 also);	£500
Installation and commissioning;	£1,500
Subtotal (C47)	£2,500
*Subtotal for **ALL WORKS***	***£6,100***
Allow contingency of approx. 20%	£1,300
TOTAL BUDGET CAPITAL COST	**£7,400**

Additional BT Fibre Upgrade Works – Barnt Green

In order to facilitate the transition to a full (or part) digital wireless network it is necessary to upgrade other elements of the wider transmission network, in particular the link back to the collection point at BDC's Parkside offices.

The indicative design recommends a new local collection point within Barnt Green at camera location C47 and the existing analogue BT circuit at this location would need to be upgraded to a new BT digital fibre circuit (RS1000D).

Description of Works	Cost £
Typical upgrade costs of existing BT analogue fibre circuit to RS1000D digital fibre circuit (100Mbps capacity).	£3,750
Typical rental costs of RS1000D 100Mbps circuit	£1,300 per annum

Payback Period

The estimated payback period for the above-mentioned works is outlined in section 5.8

5.6 HAGLEY – WIRELESS NETWORK CONCEPT

Surveys of Hagley show that the implementation of wireless transmission is relatively straightforward and that connectivity to most camera locations can be achieved using a centralised point-of-presence at C52 on Worcester Lane.

Image 4 shows the indicative wireless network design with the following considerations for the purpose of this report –

- Hagley Rail Station cameras (C53 and C54) cannot be practically connected by wireless due to line-of-sight issues and are excluded from the indicative design and costings;

Image 4 – Indicative Wireless Network Design for Hagley

IMAGE REMOVED

Capital works to provide a new wireless network for Hagley has been budgeted as follows –

Description of Works	Cost £
Camera Works Typical works required at each camera location includes –	
Provision of new 1-channel video encoder;	£300
Provision of new unlicensed wireless link;	£500
Installation & commissioning (incl. all sundry items)	£500
Subtotal (per camera)	£1,300
Above works required at the following 3 no. locations – C49, C50 and C51	
Subtotal (3 no. camera locations)	£3,900
C52 Collection Point Typical works required includes –	
Provision of new managed network switch (within column base);	£500
Provision of new 4-channel video encoder (to include C61 and C62 also);	£500
Installation and commissioning;	£1,500
Subtotal (C52)	£2,500
*Subtotal for **ALL WORKS***	**£6,400**
Allow contingency of approx. 20%	£1,400
TOTAL BUDGET CAPITAL COST	**£7,800**

Additional BT Fibre Upgrade Works - Hagley

In order to facilitate the transition to a full (or part) digital wireless network it is necessary to upgrade other elements of the wider transmission network, in particular the link back to the collection point at BDC's Parkside offices.

The indicative design recommends a new local collection point within Hagley at camera location C52 and the existing analogue BT circuit at this location would need to be upgraded to a new BT digital fibre circuit (RS1000D).

Description of Works	Cost £
Typical upgrade costs of existing BT analogue fibre circuit to RS1000D digital fibre circuit (100Mbps capacity).	£3,750
Typical rental costs of RS1000D 100Mbps circuit	£1,300 per annum

Payback Period

The estimated payback period for the above-mentioned works is outlined in section 5.8

5.7   DIGITAL RECORDING SYSTEMS UPGRADE – REMOTE SITES

For the same reasons as explained for Bromsgrove town centre, any upgrade to digital transmission will require an investment to the digital recording system in order to accommodate the transmission changes and the most cost-effective approach is to incorporate Rubery, Hagley and Barnt Green as a single upgrade path to take advantage of economies of scale.

The recommendation is to replace the existing digital recording system with new and a budget cost[12] has been given below for specific hardware upgrade to accommodate Rubery, Hagley and Barnt Green cameras only – a total of 25 no. cameras.

Description of Works	Cost £
PC Sum for the provision of new 32-channel digital recording platform to accommodate new encoded video images for Rubery, Hagley and Barnt Green only;	£5,000
Installation and commissioning (incl. allowance for new NVR configuration);	£1,000
TOTAL BUDGET CAPITAL COST	**£6,000**

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[12] Costs for digital video recording solutions vary significantly based on functionality and the amount and type of storage included (or not) as part of the hardware.
For the purpose of this report, budget costs for replacement of the digital recording platform are based on a like-for-like replacement (i.e. manufactured by Instek Digital) to ensure that additional integration costs into icomply VTAS software are not incurred and the use of the existing Coldstore storage devices is retained.

5.8 PAYBACK PERIOD – REMOTE VILLAGE SITES

Given the above-mentioned wireless network upgrade costs and necessary digital recording system upgrade costs, the expected payback period for any capital investment at the remote village sites is outlined below.

Estimated BT Rental Savings

Estimated changes to the BT fibre rental costs PER ANNUM are –

- Existing rental costs for Rubery (excl. Rubery Park)   - £14,111.62 per annum
- New estimated rental costs for Rubery   - £1,300 per annum
- Estimated savings for Rubery   - **£12,811.62 per annum**
- Existing rental costs for Hagley (excl. Hagley railway station)   - £3,737.20 per annum
- New estimated rental costs for Hagley   - £1,300 per annum
- Estimated savings for Hagley   - **£2,437.20 per annum**
- Existing rental costs for Barnt Green   - £6,473.05 per annum
- New estimated rental costs for Barnt Green   - £1,300 per annum
- Estimated savings for Barnt Green   - **£5,173.05 per annum**
- TOTAL ESTIMATED SAVINGS   - £20,421.87 per annum

Description of Works	Cost £
Rubery	
Installation of new digital wireless network transmission (as previous).	£30,400
Typical upgrade costs for BT RS1000D digital fibre circuit.	£3,750
Hagley	
Installation of new digital wireless network transmission (as previous).	£7,800
Typical upgrade costs for BT RS1000D digital fibre circuit.	£3,750
Barnt Green	
Installation of new digital wireless network transmission (as previous).	£7,400
Typical upgrade costs for BT RS1000D digital fibre circuit.	£3,750
PC Sum for the provision of new 32-channel digital recording platform to accommodate new encoded video images for Rubery, Hagley and Barnt Green only (incl. installation & commissioning);	£6,000
TOTAL BUDGET CAPITAL COST	**£62,850**
Payback period vs. NEW BT fibre rental savings for all 3 sites of approx. £20K per annum	< 3.5 years

5.9   DIGITAL (HD) CAMERA UPGRADES

As previously mentioned, before any upgrades to digital/HD camera technology can take place, the necessary upgrades to the transmission network have to be put in place.

The choice of digital HD camera is vast and as part of the decision-making process for any camera upgrade, the operational requirement (OR) for the camera and camera location should be considered.

When presented with very high-quality images from multi-megapixel cameras and video analytic packages that allow cameras to provide automatic number plate recognition (ANPR) without the use of specialist technology or to track persons/vehicles without the use of an operator, it is easy to see how end-users can succumb to the use of technology for technology's sake.

Without specialist advice, this can become a costly and mostly unnecessary road to travel.

Budget Costs

Budget costs for typical configurations of HD camera are shown below (installation costs not included) –

Description of Works	Typical Cost £
Ruggedized PTZ HD dome camera Typical functionality should include – • 1080P HD images; • Multiple H.264 video streams (3 minimum); • 30x (minimum) optical zoom lens with auto-focus; • Low-light sensitivity for night time viewing; • Day/Night switching into black & white/mono mode; • Multiple programmable privacy masking; • Built-in wiper; • Bracketry, PSU and other accessories included;	£2,500
Ruggedized PTZ HD dome camera c/w IR or White Lights Typical functionality should include – • 1080P HD images; • Multiple H.264 video streams (3 minimum); • 30x (minimum) optical zoom lens with auto-focus; • Low-light sensitivity for night time viewing; • Day/Night switching into black & white/mono mode; • Multiple programmable privacy masking; • Built-in wiper; • Built-in infra-red (IR) and/or White light; • Bracketry, PSU and other accessories included;	£3,250

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Continued...

PTZ HD dome camera Typical functionality should include – • 1080P HD images; • Multiple H.264 video streams (3 minimum); • 25x (minimum) optical zoom lens with auto-focus; • Low-light sensitivity for night time viewing; • Day/Night switching into black & white/mono mode; • Multiple programmable privacy masking; • Built-in wiper; • Swan-neck bracket, PSU and other accessories included;	£1,750
PTZ HD dome camera (cost effective version) Typical functionality should include – • 1080P HD images; • Multiple H.264 video streams; • 15x (minimum) optical zoom lens with auto-focus; • Low-light sensitivity for night time viewing; • Day/Night switching into black & white/mono mode; • Multiple programmable privacy masking; • Swan-neck bracket, PSU and other accessories included;	£750

5.10   REDEPLOYABLE CAMERAS

The choice for redeployable cameras is more often than not, confusing to end-users.

Usually this is not for any particular technical reason but because of the marketing methods adopted by manufacturers and supplier, yet despite convincing claims from manufacturers/suppliers that their particular camera is best suited for the purpose at hand, there is no 'one-size-fits-all' solution.

In reality and in most situations, redeployable cameras are installed for a specific purpose to monitor a specific fixed location or scene (i.e. park areas, skate parks, fly tipping areas, local shops), and for this reason it is sensible to utilise static redeployable cameras that can provide high-quality images (day and night) of the area of interest.

However, in some circumstances, where a location/area needs to be monitored as an extension of general public-space monitoring (i.e. areas within the town centre for specific annual events such as a Christmas market/fayre or annual street parade), the use of PTZ redeployable cameras is clearly advantageous.

Given these reasons, the ideal scenario is to have both types of redeployable camera available for use.

Installation Considerations

One of the main challenges for the installation of any redeployable camera is finding a suitable location for installation and in most urban environments, the use of street lighting columns is usually deemed the most appropriate.

However, this itself is not always as straightforward as it seems and there are **three** main considerations to be considered ahead of any camera deployment.

1. Height

The height of the street lighting column is paramount to ensure that any redeployable camera mounted to it, is not within easy reach for vandalism.

It is not recommended to use any street lighting column where the camera mounting height is likely to be under 6m.

2. Power

The installation of a permanent power supply to street lighting columns can sometimes be cost-prohibitive for any redeployable camera deployment.

County Council Highways and/or their appointed maintenance provider do not always allow the structural integrity of street lighting columns to be affected by the installation of commando-style power sockets and sometimes insist that this work is undertaken by their own or approved engineers to ensure the electrical connections remain safe and changes to the structure of the column is minimised.

Options exist to avoid both of these issues by using an in-line power adaptor to provide the power to the camera via the lighting head photocell. However, the use of these power adaptors depends on the type of photocell fitted to the lighting head and it should be noted that more modern lighting heads sometimes utilise different photocells.

3. Permission

The most important factor to consider before any deployment of CCTV to street lighting column is to obtain permission from the County Council Highways team and/or their appointed maintenance provider.

Asking permission to install any device to street lighting columns will always raise further queries over height, weight, wind calculations, power requirements and whether the camera will be permanently fixed or just for a short duration.

Added complications exist over the age and type of chosen street lighting column and whether the structural integrity of the column is suitable for the installation of a camera.

Additionally, permission will be required for the use of the above-mentioned in-line power lead and whether the Highways team/maintenance provider would prefer to install their own power supply.

Furthermore, it is understood that Worcestershire County Council have provided the following details for consideration regarding potential redeployable camera locations on the public highway.

WCC General Requirements

- Attachment to concrete, composite or aluminium lighting columns are not permitted under any circumstances;
- Redeployable cameras may be attached to steel street lighting columns subject to prior permission sought from the WCC Street Lighting Team;
- Providing approval is granted any work undertaken on the highway may only be carried out by WCC's street lighting maintenance contractor (Prysmian Cables and Systems Ltd.) or other approved, suitably qualified contractor. They must comply with the requirements and in accordance to within Chapter 8 of the Traffic Signs Manual;
- No works by any approved contractor may commence until proof of Public Liability Insurance for the sum of £5m in any one claim is provided;

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WCC Requirements Specific to Redeployable Cameras

- WCC Street Lighting Team will assess those columns identified for mounting cameras to ensure the structural integrity is suitable for the extra loading;
- Should there be a need for a column to be tested independently for structural capacity by a specialist column testing company, then all costs must be covered by the applicant;
- A suitable double pole / double fused fixed isolator is fitted if required in the street light column at the expense of the applicant;
- No installation may take place unless the relevant Town or District Council has provided confirmation that an appropriate tariff has been agreed with their energy supplier;
- The camera is mounted high enough as to be considered out of reach to the public - a minimum of 6m above ground level;
- Any permanent electrical connection is to be made by a fully qualified, approved electrical contractor and a member of the HEA (Highway Electrical Association);
- Any hole drilled in the column must be no greater than 15mm in diameter with any exposed metal protected with zinc-based paint. No more than one hole per lighting column;
- Any installation is made using an appropriate MEWP (mobile elevated working platform). Ladders are not to be used;
- WCC is indemnified against any accident, damage or injury which is deemed to have occurred as a result of installing a CCTV camera;
- WCC reserves the right to remove the camera or column without notice should either element be deemed a danger to the public;
- No temporary redeployable camera shall be in position in the same location for more than 3 months;

Budget Costs

Budget costs for typical configurations of redeployable camera are shown below –

Description of Works	Cost £
Static redeployable camera • Supply of redeployable camera complete with 2 x static high-quality day/night HD cameras with IR lighting; • On-board NVR for local recording; • On-board 3G/4G[13] and Wi-Fi modem c/w high-gain antenna for remote and local connectivity; • (Installation not included – typically around £265 per camera[14])	£3,000
Mains Power Adaptor for easy connection of redeployable cameras into local street lighting power supply (where applicable);	£200

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[13] SIM card data contract required for 3G/4G connectivity – additional costs will apply.

[14] Costs based on typical contractor costs.

PTZ redeployable camera • Supply of redeployable camera complete with fully functional high-quality day/night HD cameras with IR lighting; • On-board NVR for local recording; • On-board 3G/4G[14] and Wi-Fi modem c/w high-gain antenna for remote and local connectivity; • (Installation not included – typically around £265 per camera[15])	£4,000

5.11   RECOMMENDATIONS

Use of Specialist Consultant

Prior to the implementation of any system-wide or localized system upgrades, it is recommended that a specialist consultant be appointed to compile a detailed technical specification for the proposed upgrade works as well as any new maintenance requirements. The consultant should also assist with the procurement of the works and final project delivery to ensure all technical and operational requirements of the specification are understood and met in full.

Redeployable Camera Policy and Procedure

Given the above-mentioned considerations and detailed requirements from WCC for the installation of redeployable cameras, it is essential that a policy and procedure for deployment of any such mobile camera is compiled to address the items listed below (but not limited to) –

• Decisions and recommendations regarding location of camera deployment;
• Liaison with WM Police where necessary;
• Any requirements for RIPA – including applications to courts where necessary;
• Liaison with WCC Street Lighting Team where necessary;
• What resources/utilities are required such as WCC Street Lighting Team or CCTV maintenance contractor;
• Monitoring of installation to ensure safe and compliant (i.e. signage where necessary) deployment;
• Duration of deployment;
• Monitoring of effectiveness of deployment;
• Coordinating footage review and download where applicable;
• Ensuring compliance with council's retention policy for recorded footage – footage can sometimes be stored within the redeployable camera for many months;
• Camera equipment service and maintenance – equipment should be included in CCTV maintenance specification/contract;

The final policy for redeployable camera should be the responsibility of a named person(s) within the council.

Section 6.   WAY FORWARD OPPORTUNITIES

6.1   GENERAL

The aim of this section of the report is to summarise possibilities for future monitoring opportunities which could expand the capabilities of the existing RBC/BDC CCTV monitoring service and, where applicable, generate revenue to assist with the future running costs of the service or provide savings to the council by providing services that may be currently outsourced.

6.2   CCTV MONITORING

Some of the possibilities for future CCTV monitoring opportunities include –

- CCTV monitoring of council-owned remote sites/systems – such as Council offices, Town Halls, Museums and Libraries;
- CCTV monitoring of annual events (within RBC, BDC and WFDC) using redeployable cameras;
- Social Housing CCTV systems;
- Fly tipping sites;
- ASB hot spots;
- Parks and Recreation grounds;
- Leisure Centres;
- ANPR and/or video analytics for traffic enforcement;
- Mobile body-worn cameras for street/traffic wardens;

6.3   ALARM MONITORING

Possibilities for future alarm monitoring opportunities include intruder alarms, fire alarms, personal attack alarms and plant monitoring at the following –

- Council buildings, offices, leisure centres, libraries, schools etc.
- Social Housing properties – incl. lift alarms, roof vents and bin roof fire detection/sprinkler systems;
- Temporary building sites or scaffolding alarms;
- Waste depots;
- Maintenance depots;
- Void properties;
- Critical plant monitoring – UPSs, water tanks, fuel tanks, heating and air conditioning systems;

Insurance Company Requirements

Ahead of any plans to undertake monitoring of intruder, personal attack or fire alarm systems, WFDC should seek advice and clarification from their insurance company.

In most circumstances, it is insurance providers that determine the level (or grading) and type of monitoring that is required from any given alarm system based on their assessment of risk associated with the building and the contents. This assessment will also determine the type of response required to an alarm activation – i.e. Police or Fire brigade.

Where Police or Fire brigade response is <u>not</u> required (i.e. keyholder only), it is likely that the insurance company will accept the monitoring to be done via the RBC CCTV control room and it is these sites where opportunities exist for cost savings to the council.

6.4 ASSET TRACKING

Alongside the CCTV and alarm monitoring further functionality for Asset Tracking could also be implemented within the RBC/BDC CCTV monitoring service.

Some possibilities for Asset Tracking opportunities are –

- Council vehicles;
- Plant and machinery;
- IT equipment;
- Keys;

6.5 PUBLIC-ACCESS WI-FI & SHARED SERVICES

As part of any digital wireless network infrastructure installation, the opportunity exists to provide public-access Wi-Fi within the town and village centres as a supplementary service.

Furthermore, the potential for the provision of other shared services via the new digital wireless infrastructure also exists and as such, any new wireless infrastructure should be designed to provide expansion capabilities to allow connectivity of –

- CCTV systems;
- Redeployable cameras;
- Public-access Wi-Fi;
- Traffic enforcement cameras such as ANPR and bus lane enforcement;
- Traffic signals – County Council connectivity of traffic signals and traffic cameras;

People & Vehicle Counting

The use digital HD cameras can also provide RBC, BDC and WFDC with video analytic functionality for people and vehicle counting capabilities to assist town centre management to provide footfall data to local businesses.

ANPR and Vehicle Emission Monitoring

Similarly, additional video analytic packages could allow new digital HD cameras to provide automatic number plate recognition (ANPR) functionality for car park control/monitoring and possible links to the DVLA open database to provide vehicle emission information for environmental monitoring purposes.

<u>End of Document</u>

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME

2018/19

RECOMMENDATION:

That the Board considers and agrees the work programme and updates it accordingly.

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Additional Information
1/10/18	Council Tax Support Scheme – pre-scrutiny	Deferred from Cabinet on 5/9/18
	Waste Collection Service – update on current position and future plans	Requested at O&S meeting 3/9/18
	Verbal update – In House Management of Bromsgrove Market	Requested at O&S meeting 3/9/18
	Road Safety Around Schools Task and Finish Group Final Report	
	CCTV Short Sharp Review Final Report	
	Working Group Updates: • Finance and Budget • Corporate Performance	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Transport Planning Review – Verbal Update	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	
29/10/18	Transport Planning Report	
	Development of the Burcot Lane Site	Item picked up from Cabinet Work Programme 3/9/18
	Corporate Peer Challenge Action Plan	Item picked up from Cabinet Work Programme 3/9/18
	Task Group Updates: • Paperless Bromsgrove	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	

Date of Meeting	Subject	Additional Information
03/12/18	Working Group Updates: • Finance and Budget • Corporate Performance	
	Task Group/Short Sharp Review Updates: • Paperless Bromsgrove	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	
14/01/19	Working Group Updates: • Finance and Budget Corporate Performance	
	Task Group Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	
11/02/19	Bromsgrove Sports and Physical Activity Strategy	Picked up from the Cabinet Leader's Work Programme
	Task Group Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	
04/03/19	Working Group Updates: • Finance and Budget Corporate Performance	
	Task Group Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	
08/04/19	Working Group Updates and Review of work carried out in the 2017/18: • Finance and Budget Corporate Performance	
	Task Group Updates:	
	WCC Health Overview & Scrutiny	

Date of Meeting	Subject	Additional Information
	Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	

Topic Proposals for future further consideration.

- Review of the sports hall negotiation process

Potential Items for pre-scrutiny

- Bromsgrove Local Lottery – Awaiting further information from Cabinet

Updates Received - Monthly

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee provides a verbal update to the Board each month.

The Council's representative on any Joint Scrutiny Task Group's will be expected to provide an update (verbal or written) on the work of that Group at each Board meeting.

The Chairman of any Working Group, Task Group or Short Sharp Review set up by the Board will be expected to provide a written or verbal update in respect of the work being carried out and progress of the investigation by the Group Members.

Reports to be Received by the Board (at its discretion)

Write Off of Debts Report (last report received by Finance & Budget Working Group on 9th November 2017)

Sickness Absence Performance   - biannually   (last report received 31/10/16)
Making Experiences Count   (last report received 27/06/16)
Summary of Environmental Enforcement   (last report received 08/08/16)

When considering topics for investigations Members may wish to take into account the Council's Strategic Purposes as detailed below:

4