

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

3RD FEBRUARY 2009

REVIEW OF THE CCTV CODE OF PRACTICE

Responsible Portfolio Holder	Councillor Mrs. J. M. L. A. Griffiths
Responsible Head of Service	Mr. M. Bell, Head of Street Scene and Community

1. SUMMARY

- 1.1 To present to the Overview Board the updated CCTV Code of Practice and request their consideration, prior to approval at Cabinet.

2. RECOMMENDATION

- 2.1 Members' views are requested on the attached CCTV Code of Practice.
- 2.2 Members are specifically requested to consider:
- the Objectives of the system listed in section 1.2.3 to ensure they are sufficient and complete;
 - whether or not insurance companies should be given access to images on written request (section 4.2.7);
 - expansion of services and decide if a limit should be set as to what could be monitored privately or outside the district (section 2.1.3)
 - the process for making decisions on new camera locations as per section 2.4.2, and the delegation for those decisions to be made.

3. BACKGROUND

- 3.1 Bromsgrove District Council has a responsibility to produce a CCTV Code of Practice to ensure; the CCTV Scheme is operated fairly and within the law, the images captured are usable and reassurance is given to those whose images are being captured.
- 3.2 This attached document has been written using 'Best Practice' guidance notes from the information Commissioner's Office. This is to ensure that use of the system complies with the Data Protection Act. It replaces the Bromsgrove District Council CCTV Code of Practice produced in 2005, however although followed in principal, the Code of Practice was not formally endorsed by elected members.
- 3.3 In the process for developing the new Code of Practice, officers have placed a report in the Forward Plan in March 2009, following a review being completed by the Overview Board.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications contained within this report, and by adopting the Code of Practice 2009 to 2012, members will be formally recognising the current level of service delivery.

5. LEGAL IMPLICATIONS

- 5.1 Legislation covering CCTV is found within a number of acts of Parliament, the most predominant being The Data Protection Act 1998. This Code of Practice was written with consideration given to Human Right Act 1998, Regulation of Investigatory Powers Act 2000, Freedom of Information Act 2000.

6. COUNCIL OBJECTIVES

- 6.1 The CCTV Code of Practice contributes to the Council Priority 'Sense of Community and Well being', working with Community Safety Partners to reduce crime, antisocial behaviour and the Fear of Crime. It also contributes to the Councils Vision and the Values, supporting the principals of Leadership, Partnership working and Equality.

7. RISK MANAGEMENT

- 7.1 There are no risks associated with the adoption of the Code of Practice however Members should be aware that if it is not adopted and followed there is a risk of contravening The Data Protection Act 1998, Human Right Act 1998, Regulation of Investigatory Powers Act 2000, Freedom of Information Act 2000.

8 CUSTOMER IMPLICATIONS

- 8.1 There are no Customer implications contained within this report, however by formalising the processes followed within this service it ensures that all partners are clear as to how and why the service operates and how it deploys its resources.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

- 9.1 An Equalities Impact Assessment has been completed for the Code of Practice, which will be monitored through the Equalities & Diversity Forum.

10. VALUE FOR MONEY IMPLICATIONS

- 10.1 By formally endorsing the CCTV Code of Practice, it demonstrates that Bromsgrove District Council will ensure that future plans for the Control Room and resources are included in the relevant strategic plans and is measured against a robust operational framework.

11. OTHER IMPLICATIONS

Procurement Issues - None
Personnel Issues - None
Governance/Performance Management - None
Community Safety including Section 17 of Crime & Disorder Act 1988 - CCTV supports the Crime and Disorder Reduction Partnership and joint delivery plans.
Policy The Local Government & Public Involvement in Health Act 2007 - None
Environmental - None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (Partnerships & Projects)	No
Executive Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Deputy Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes – Senior Solicitors also consulted.
Head of Organisational Development & HR	Yes
Corporate Procurement Team	No

Equalities Officer – F Scott

Information Access Officer – C Ziemski

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 - Bromsgrove District Council CCTV Code of Practice.

15. BACKGROUND PAPERS

Information Commissioner's Office CCTV data protection Code of Practice

Contact officer

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