

5th September 2016

Community, Health and Leisure Committee

CCTV Code of Practice

Report of: David Carter

Wards Affected: All

This report is: Public

1. Executive Summary

1.1 The Council operates public space CCTV within the town centre of Brentwood, Shenfield and other areas of the Borough in accordance with the CCTV Code of Practice which was last revised in October 2010.

1.2 This report seeks Member approval to the revised Code of Practice, which has been amended having regard to current guidance from the Surveillance Camera Commissioner and Information Commissioner.

2. Recommendations

2.1 That the draft revision of the Brentwood CCTV Code of Practice incorporating the requirements of the Information Commissioner and Surveillance Camera Commissioner's Codes of Practice is approved for consultation with the Police and relevant stakeholders.

2.2 That the results of consultation are accepted and, if they do not contravene the national guidance, that the Community, Health and Leisure Committee agree the revised Brentwood Code of Practice.

3. Introduction and Background

3.1 Brentwood Borough Council has operated a CCTV system in the town centre and other areas of the Borough since 1994, which has been extended and improved more recently.

3.2 The system is operated under a Code of Practice, which was revised in 2010. The Code sets out the details of the system, including the aims and objectives, the areas covered and operational management of the system.

- 3.3** Since the Brentwood Code of Practice was produced, the Surveillance Camera Commissioner (SCC) has published his Code of Practice and the Information Commissioner's Office (ICO) has more recently published 'In the picture: A data protection code of practice for surveillance cameras and personal information'.
- 3.4** As a result of the changes to the guidance, the Brentwood Code of Practice has been updated in accordance with the Codes issued by the SCC and ICO.
- 3.5** If agreed by Committee, it is proposed that the revised Code will be sent out for consultation with Essex Police and relevant stakeholders including the Community Safety Partnership, Renaissance Group and the Brentwood Chamber of Commerce.
- 3.6** Following consultation, the Code will be reported to the next Community, Health and Leisure Committee for final approval.
- 3.7** In addition to the revision of the Code of Practice, the Council should improve public awareness of the surveillance system and provide better information on the areas where surveillance operates.
- 3.8** The revised Code also makes reference to the use of surveillance cameras for anti-social behaviour and environmental crime including fly tipping.

4. Issue, Options and Analysis of Options

- 4.1** In order to ensure that the Borough's CCTV system is operated in accordance with current best practice and Government guidance, it is necessary to regularly review procedures and the Code of Practice.

5. Reasons for Recommendation

- 5.1** To keep policies and operating procedures up to date.

6. Consultation

- 6.1** Consultation will take place on the revised Code of Practice with Essex Police and other stakeholders prior to the new Code being adopted.

7. References to Corporate Plan

- 7.1** Community and Health – Support our most vulnerable residents to feel safe.

Work with partners to reduce anti-social behaviour and ensure that Brentwood is a safe place to live.

8. Implications

Financial Implications

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8.1 There are no financial implications directly arising from this report.

Legal Implications

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8.2 The operation of CCTV systems must have due regard to the following legislation:

- The Data Protection Act 1998 and the principles of good practice identified by the Information Commissioner.
- The Human Rights Act 1998.
- The Freedom of Information Act 2000.
- The Regulation of Investigatory Powers act 2000 and the Protection of Freedoms Act 2012.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 The use of CCTV helps support the prevention of and reduction in crime and disorder. Under section 17 of the Crime and Disorder Act 1998 the Council is required to have regard to such matters when exercising its functions.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 Home Office: Surveillance Camera Code of Practice Crown copyright

9.2 Information Commissioner's Office: In the picture: A data protection code of practice for surveillance cameras and personal information

9.3 Surveillance Camera Commissioners Self Assessment Tool

10. Appendices to this report

Appendix A – Surveillance Camera Code of Practice

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