

**5th December 2016**

**Community, Health and Leisure Committee**

**CCTV Code of Practice**

**Report of:** *David Carter, Environmental Health Manager*

**Wards Affected:** *All*

**This report is:** *Public*

**1. Executive Summary**

- 1.1 At the meeting of the Community, Health and Leisure Committee on 5<sup>th</sup> September 2016, Members resolved to approve the draft revision to the CCTV Code of Practice for consultation with the Police and relevant stakeholders.
- 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. Recommendation(s)**

- 2.1 That the revision of the Brentwood CCTV Code of Practice incorporating the requirements of the Information Commissioner and Surveillance Camera Commissioner's Codes of Practice is formally adopted following consultation with the Police and relevant stakeholders.**

**3. Introduction and Background**

- 3.1 The Brentwood Code of Practice for CCTV has been revised incorporating guidance produced by the Surveillance Camera Commissioner and the Information Commissioner.
- 3.2 The revised Code has been distributed for consultation with Essex Police and relevant stakeholders through the Community Safety Partnership. No adverse comments have been received from partner organisations on the proposed revision.

#### **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 has taken place on the revised Code of Practice with Essex Police and other stakeholders through the Community Safety Partnership.

#### **7. References to Corporate Plan**

- 7.1 Community and Health – Support our most vulnerable residents to feel safe.
- 7.2 Work with partners to reduce anti-social behaviour and ensure that Brentwood is a safe place to live

#### **8. Implications**

##### **Financial Implications**

**Name & Title:** Ramesh Prashar, Financial Services Manager  
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- 8.1 None

##### **Legal Implications**

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- 8.2 The Council has powers to introduce CCTV pursuant to Section 111 Local Government Act 1972. In operating the systems the Council must have regard to the following Legislation and the Statutory Instruments and Statutory Codes of practice made under them:

- The Data Protection Act 1998
- The Human Rights Act 1998
- The Regulation of Investigatory Powers Act 2000
- The Freedom of Information Act 2000 ‘

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

8.2 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

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