

**22 June 2015**

**Community & Health 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 revised in October 2010.
- 1.2 This report seeks agreement to revise and update the Code of Practice, having regard to current guidance, and to install signs to increase awareness of the areas covered by CCTV in the Borough.

**2. Recommendation(s)**

- 2.1 That Officers be instructed to revise the CCTV Code of Practice to incorporate the requirements of the Information Commissioner and Surveillance Camera Commissioner's Codes and to consult with the Police and other relevant stakeholders and to bring the new Code back to the next Community and Health Committee meeting for decision.**
- 2.2 That signs informing members of the public of the areas covered by CCTV be erected in accordance with the ICO recommendations**

**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 needs to be updated in accordance with the Codes issued by the SCC and ICO.
- 3.5 It is proposed that the Code will be revised, circulated to Committee Members and sent out for consultation with Essex Police and relevant stakeholders including the Brentwood Chamber of Commerce, Community Safety Partnership, Renaissance Group, Federation of small businesses etc.
- 3.6 Following consultation the Code will be reported to the next Community and Health Committee for approval.
- 3.7 In addition to the revision of the Code of Practice, the Council should improve the public awareness of the surveillance system and provide better information on the areas where surveillance operates.
- 3.8 The ICO guidance states that people must know when they are in an area where a surveillance system is in operation and that 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.
- 3.9 The 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 system with contact details.
- 3.10 Suitable signs have been produced, incorporating the Brentwood Borough Council, Essex Police and the Safer Brentwood logos, approval has been obtained from the Police and locations for mounting signs on lamp columns have been agreed with Essex County Highways.

3.11 A sample of the sign layout is shown below:



3.12 Members are also requested to authorise officers to install signage in the town centre area at the locations approved by Essex County Council Highways.

#### **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 proposed revised Code of Practice with Essex Police and other stakeholders prior to the new Code being adopted.

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

7.1 A Safe Borough – we further extend and improve our CCTV service to ensure it supports the Council's ambition to keep crime to a minimum. Within the new arrangements, we will work with our partners to put Brentwood at the forefront of the community safety agenda for Essex, and ensure the Borough remains a safe place for residents and businesses.

## 8. Implications

### Financial Implications

**Name & Title:** Chris Leslie, Finance Director

**Tel & Email** 01277 312542 / christopher.leslie@brentwood.gov.uk

- 8.1 The cost of the signs will be met from existing budgets earmarked for community safety purposes.

### Legal Implications

**Name & Title:** Christopher Potter, Monitoring Officer and Head of Support Services

**Tel & Email** 01277 312860 / christopher.potter@brentwood.gov.uk

- 8.2 Where surveillance is being undertaken in an overt manner through the use of CCTV, the report makes clear that an effective way of bringing the surveillance to the attention of the public is through means of prominent public notices. Such notices reinforce the open manner in which surveillance is being undertaken to protect the public.

**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

### Report Author Contact Details:

**Name:** David Carter Environmental Health Manager

**Telephone:** 01277 312509

**E-mail:** david.carter@brentwood.gov.uk