

**General Public Services, Community Safety and Infrastructure  
Tuesday, 17 September 2024**

PART I

**Three Rivers District Council CCTV Policy 2024 – 2028.**

**1 Summary**

- 1.1 The New CCTV Policy replaces the Three Rivers District Council CCTV Codes of Practice 2021 and forms part of a wider CCTV review currently taking place at Three Rivers District Council. The review includes the purchase of new Community Safety Partnership CCTV cameras, this new policy and an agreement with Hertfordshire County Council to attach CCTV cameras to their street furniture.
- 1.2 The policy depicts Three Rivers District Council's approach to both CCTV systems owned and operating in the district. The two systems, Three Rivers District Council CCTV system (TRDC CCTV) and Three Rivers Community Safety Partnership CCTV system (TRCSP CCTV), are monitored, maintained and operate separate from one another. The policy outlines the cameras positions, who is responsible for them and the legislation that they operate under.

**2 Details**

- 2.1 The new policy replaces the previous codes of practice due to changes in legislation and new operating procedures. The new policy includes:
  - 2.1.1 The Codes of Practice from the Surveillance Camera Code of Practice 2021.
  - 2.1.2 The addition of all cameras owned by the Council.
  - 2.1.3 Deployment procedures for the Community Safety Partnership CCTV system.

**3 Options and Reasons for Recommendations**

- 3.1 **Option one:** The council adopts the new policy – The policy is up to date in its legislation and clearly identifies Three Rivers District Council's compliance with the principles laid out in the Surveillance Camera Code of Practice 2021. The policy stipulates how both staff and members of the public can access any recorded footage and explains the need for CCTV and the laws under which the council can use CCTV in the district.

**4 Policy/Budget Reference and Implications**

- 4.1 The proposed policy will impact on the following performance indicators:

CP56 - Number of Legislative Enforcement Actions taken for ASB.
- 4.2 The impact of the recommendations on this/these performance indicator(s) is:

The use of CCTV by the police to capture evidence relating to crime and disorder is imperative in assisting the number of enforcement actions taken in the district.

**Financial, Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

None specific.

## **5 Financial Implications**

5.1 There are no budget implications by adopting this policy. Expenditure is within current budgets.

## **6 Legal Implications**

6.1 Legal services support the Community Safety Partnership on relevant Anti-social behaviour Powers and Enforcement.

## **7 Equal Opportunities Implications**

7.1 Impact assessment

Has a relevance test been completed for Equality Impact? Attached at Appendix B	Yes
Did the relevance test conclude a full impact assessment	No

## **8 Staffing Implications**

8.1 None arising

## **9 Environmental Implications**

9.1 Climate and Sustainability Assessment attached Appendix C

## **10 Community Safety Implications**

10.1 Positive impact on Community Safety, the adoption of this policy will allow the renewal and enhancement of the CCTV project to which this policy forms part of.

## **11 Public Health implications**

11.1 None specified.

## **12 Customer Services Centre Implications**

12.1 None specified.

## **13 Communications and Website Implications**

13.1 The new policy will be available on the website.

## **14 Risk and Health & Safety Implications**

14.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 14.2 The subject of this report is covered by the Strategy and Partnerships Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Increase in residents lack of understanding of the use of CCTV	Increased complaints relating to the installation of CCTV cameras	Adoption of New Policy and communicate this with Staff and Members	Tolerate	4-Low

- 14.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

<b>Very Likely</b> ----- <b>Likelihood</b> ----- <b>Remote</b>	<b>Low</b> 4	<b>High</b> 8	<b>Very High</b> 12	<b>Very High</b> 16
	<b>Low</b> 3	<b>Medium</b> 6	<b>High</b> 9	<b>Very High</b> 12
	<b>Low</b> 2	<b>Low</b> 4	<b>Medium</b> 6	<b>High</b> 8
	<b>Low</b> 1	<b>Low</b> 2	<b>Low</b> 3	<b>Low</b> 4
<b>Impact</b>				
Low -----> Unacceptable				

**Impact Score**

4 (Catastrophic)

3 (Critical)

**Likelihood Score**

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Significant)

2 (Unlikely (6-20%))

1 (Marginal)

1 (Remote (≤5%))

14.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

**15 Recommendation**

15.1 **That:**

The Committee adopts the new CCTV policy 2024 – 2028 and recommends to Full Council.

And

The Committee agrees to give delegated Authority to Associate Director of Corporate, Customer and Community to authorise minor changes to the policy, such as terminology, clarification, or administrative corrections with no significant impact.

Report prepared by: Jemma Duffell

Community Safety Office

**APPENDICES / ATTACHMENTS**

Appendix A - Three Rivers CCTV Policy 2024

Appendix B - Equality Impact assessment

Appendix C - Climate and Sustainability Assessment