Culture and Communities Committee

10am, Tuesday, 18 June 2019

CCTV Working Group Update

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1. Recommendations

1.1 To approve the update of the multi-agency CCTV Working Group for the upgrade and integration of CCTV services in Edinburgh.

1.2 To request an update on the CCTV Working Group progress in six months' time.

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Report

CCTV Working Group Update

2. Executive Summary

2.1 This report presents an update for the CCTV Working Group, which will develop a strategy for the upgrade and integration of CCTV services in Edinburgh.

3. Background

3.1 The Council operates a CCTV camera estate across public spaces including housing blocks, the transport network, and Council buildings. Provision of CCTV services is non-statutory, and the service is provided to support public safety and security, including the prevention and detection of crime.

3.2 An internal audit review of CCTV infrastructure conducted in 2017/18, included a recommendation for the creation of a corporate plan for CCTV to ensure that all CCTV operations across the Council are managed efficiently, consistently, and are legislatively compliant.

3.3 The CCTV Working Group was formed following approval from the Culture and Communities Committee meeting on 30 January 2018.

3.4 Acting upon the Internal Audit Plan, the Working Group is also focusing on information governance and the effective delivery of service. It was recommended that a corporate CCTV strategy and standard operational procedures should be designed and implemented across all service areas providing CCTV services. These should be aligned with applicable legal and regulatory requirements.

3.5 Significant investment is required across the CCTV estate to establish an effective and efficient service. The current analogue systems have surpassed the end of their serviceable life expectancy, particularly given the shift in technology from analogue to digital/IP.

3.6 The CCTV Working Group is supporting the European Regional Development Fund (ERDF) bid as part of the Scottish Cities Alliance smart cities initiative. This bid revolves around the upgrade of public safety infrastructure, for the purpose of developing a 'Smart City'. The bid has been confirmed and the project will span across 2019-2022. The amount requested from ERDF is £356,000, with £534,000 being match funded from the capital budget allocation of £1m for the CCTV

upgrade. The ERDF fund subsidises 40% of project costs towards smart city projects across Scotland.

4. Main report

Policy and Procedure

4.1 The Policy and Procedure group completed the CCTV Code of Practice, which went to the Culture and Communities Committee on 29 January 2019, where it was approved.

4.2 The Code of Practice applies across all Council operated, managed, and owned CCTV, and to support compliance, a suite of templates and staff operational guidelines are being developed which will be adapted to suit the specific needs of each service area. This additional documentation will embed legislative and General Data Protection Regulation (GDPR) compliance and promote best practice across the Council's CCTV operations.

4.3 The Code of Practice is to be the overarching document which will aid the development of supporting operational procedural documents. These supporting documents will be required to meet the 'gold standard' for CCTV, and it is the intention that a CCTV officers group will work towards obtaining Surveillance Camera Commissioner (SCC) certification from a relevant United Kingdom Accreditation Service (UKAS) accredited body.

4.4 There is a need for a Privacy Impact Assessment (PIA) process to be undertaken whenever the development or review of a surveillance camera system is being considered to ensure that the purpose of the system is and remains justifiable. The creation of a PIA form has been aligned to the Information Commissioners self-assessment tool and submitted to the Information Governance Unit within the Council, to ensure that the guiding principles have been covered.

4.5 The Culture and Communities Committee approved a new policy; "Criteria for Potential Development of CCTV Network" on 26 March 2019. This report presented reviewed criteria to be used when considering the installation of additional Public Realm CCTV cameras, should there be money made available for expansion of the CCTV camera network capacity.

4.6 This reviewed policy will enable objective and evidence based decisions to be made in deciding the use of any future available capital and revenue budgets for public realm CCTV, aligned with data protection legislation. It is recognised that CCTV is not the solution for every situation and there are other crime prevention methods that can be equally or more effective in some situations, and it is necessary to identify where a proposal is not appropriate.

CCTV Upgrade

4.7 A complex change request was submitted to CGI in November 2018, who have since developed a proposal, in April 2019, to procure a vital part of the CCTV estate. Officers are in talks with CGI with regards to the procurement piece in order

to identify the most efficient process of rolling out the upgrade, whilst adhering to the guidance stipulated by the ERDF.

4.8   An internal CCTV Strategy is being developed to outline the roadmap for the upgrade of the public realm CCTV service and future integration with all CCTV services across the Council and the creation of a City Operations Centre.

4.9   Five new digital CCTV cameras have been procured and installed on the High Street, in partnership with Police Scotland. This process has provided an insight into the installation of new cameras for a future city-wide roll out.

4.10   The installation of the High Street cameras trials a wireless transmission set up that will be replicated across the city, to reduce the annual fibre costs for the service. Plans to transition to a wireless means of transmission will be detailed further in the CCTV Strategy.

Saughton Park

4.11   The CCTV Working group has been assisting the Saughton Park Restoration Project with identifying a CCTV solution for the park to protect the investment and offer greater public safety.

4.12   A proposal was put together following several site surveys to determine the most appropriate locations and set up for CCTV coverage. There was consensus from all attendees at the CCTV Working Group meeting in April 2019 that the proposal for the new cameras within the park is justified. Required funding has been confirmed from a number of departmental budgets and work has started on documentation to allow a competitive tendering process to be undertaken.

5.   Next Steps

5.1   To continue with the progress of upgrading the CCTV estate across the city, once deciding on the appropriate procurement strategy.

5.2   To develop an internal CCTV strategy for the Council, outlining the roadmap for the service.

5.3   To report back to Culture and Communities Committee in six months' time.

6.   Financial impact

6.1   The Council has identified £1million capital funds to support the upgrade of public space CCTV.

7.   Stakeholder/Community Impact

7.1   The CCTV Working Group works closely with a range of stakeholders in all areas of the service delivery and development.

8. Background reading/external references

8.1 [CCTV Code of Practice](#) – report to Culture and Communities Committee, 29 January 2019

8.2 [Criteria for Potential Development of CCTV Network](#) – report to Culture and Communities Committee, 26 March 2019

9. Appendices

9.1 None