



**REPORT OF THE TASK AND FINISH GROUP OF  
THE SCRUTINY COMMITTEE  
COMMUNITY WELLBEING AND SAFETY  
ON  
CCTV IN THE VALE OF GLAMORGAN**

**Final Report  
10<sup>th</sup> March, 2008**

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## **1. EXECUTIVE SUMMARY -**

- 1.1 Scrutiny has the responsibility for examining the work of the Council and its partners in relation to all aspects of service provision.
- 1.2 The Scrutiny Committee (Community Wellbeing and Safety) appointed a Task and Finish Group to examine CCTV systems in the Vale of Glamorgan. The main purpose of the review was to consider CCTV systems in terms of:
- identifying the roles and responsibilities of the Council
  - evaluating how efficiently and effectively the Council responds to its roles and responsibilities
  - having regard to local views whilst adopting a realistic approach as to what can and cannot be achieved, (best use of the Council's resources, availability of external funding, etc.)
  - considering if the current system and service meets the needs of the Vale.
- 1.3 The following Members took part in the Task and Finish Group :
- Councillor Mrs. A.J. Moore (Chairman of the Task and Finish Group); Councillor Ms. L. Burnett (Vice-Chairman); Councillors Mrs S.M. Bagstaff, J. Clifford, H.J.W. James, B.I. Shaw and J.W. Thomas.
- 1.4 The Group considered the topic over four meetings and a site visit.
- 1.5 As a result of consideration of the topic a number of recommendations have been made by the Group in order that the issues of CCTV in the Vale can be further considered, if deemed appropriate, by the Council's Cabinet and officers within the authority.

## **2. RECOMMENDATIONS**

- R1 T H A T consideration be given to include the provision of CCTV in new developments where appropriate through planning conditions or Section 106 agreements.
- R2 T H A T the Council continues at every opportunity to publicise the presence and use of CCTV and its successes to assist the Police to deal with crime and disorder in the Vale of Glamorgan.
- R3 T H A T a lead officer be designated to take overall responsibility for advice and guidance, in particular on the purchase of equipment for CCTV on Council premises, including schools, throughout the Vale, and prior to any decision being made on the purchase and siting of such equipment .

- R4 T H A T the CCTV co-ordinator contacts all departments / schools to offer advice and guidance when considering the installation or upgrading of CCTV equipment.
- R5 T H A T any project being undertaken within the Vale of Glamorgan Council be required to consider CCTV requirements within its briefs.
- R6 T H A T an annual report be submitted to the Safer Vale Partnership, the Council's Cabinet and the Scrutiny Committee (Community Wellbeing and Safety) in relation to the use of all new and existing CCTV installations throughout the Vale.
- R7 T H A T the Lead Officer be responsible for ensuring that effective communications exist between schools and Council premises in the Vale that are not linked to or monitored by the Control Room.
- R8 T H A T the data protection principles and the Code of Practice issued by the ICO (Information Commissioner's Office) be fully considered and adhered to when installing CCTV on Council premises.
- R9 T H A T the Safer Vale Partnership and Cabinet continue to consider the use and location of new CCTV technology throughout the Vale.
- R10 T H A T the Council continues to develop close working relationships with the Police to ensure strategic monitoring to enable them to use CCTV to greatest effect in combating crime and promoting community safety.
- R11 T H A T the Safer Vale Partnership be asked to develop links with the Transport Police in relation to Security on railway stations.
- R12 T H A T the Vale Auditor's report be presented to Cabinet for consideration at the earliest opportunity.

### **3. INTRODUCTION -**

- 3.1 The Task and Finish Group was established from Members of the Scrutiny Committee (Community Wellbeing and Safety). The scope, process and timetable of the Group had been agreed by the Committee at its meeting on 16<sup>th</sup> April, 2007. The topic of CCTV had been suggested by Councillor H.J.W. James as part of the consultation exercise with Members to identify scrutiny topics for review. In considering CCTV within the Vale the Scrutiny Committee (Community

Wellbeing and Safety) drew up its own scope for the Group and this can be found at **Appendix 1** to this report.

- 3.2 The focus for the scope was to also consider the feasibility report on CCTV provision in the Vale that had been drafted. (**Appendix 2.**)
- 3.3 The Task and Finish Group met five times during the year and an opportunity was also afforded to Members to visit the CCTV control room at the Civic Offices, Holton Road, Barry. The meetings were held on 21<sup>st</sup> May, 2007, 18<sup>th</sup> June, 2007, 16<sup>th</sup> July, 2007 11<sup>th</sup> September 2007 and 4<sup>th</sup> February 2008.
- 3.4 The Group also received briefing sessions from Vale of Glamorgan officers Deborah Maurer and James Niven of the Housing and Community Safety Directorate and Sergeant Paul Tinkler (South Wales Police).
- 3.5 The feasibility study had been requested by the Community Safety team and Andrew Bottomley from the Quadrant Security Group had undertaken the task. The draft report was completed in May 2007 a copy of which is attached at **Appendix 2** to this report. Quadrant Security Group is the firm that provides advice and guidance to the Community Safety team and the maintenance of the Councils CCTV equipment. The study provided a review of the CCTV systems which were monitored from the Vale of Glamorgan's Control Room at Barry and it also considered the current system, its future potential, current trends in Town Centre CCTV systems and new technology within the field of CCTV surveillance
- 3.6 The report summarised that the current CCTV Control Room and staff provided a valuable service to areas of the Vale.

From considering the use of CCTV it was apparent that CCTV can be seen as both a deterrent and preventative tool in reducing crime, disorder and the fear of crime and on increasing community safety but that it is also utilised by the Police to provide evidence when incidents occur.

**Appendix 3** to this report provides figures indicating arrest rates for the period 31<sup>st</sup> December, 2006 – 17<sup>th</sup> June, 2007.

The costs of providing CCTV systems in the Vale is detailed at **Appendix 4** of this report.

#### 4. **BACKGROUND**

- 4.1 The Vale of Glamorgan Council's CCTV system was evolved from the formation of a partnership between the Council and South Wales Police.

The objectives of the system, and which form the lawful basis for the processing of data are:

- to assist in the prevention and detection of crime
- to deter anti social behaviour
- to reduce the fear of crime.

The key objectives of the system being:

- property crime
- offences against the person
- theft of and from motor vehicles
- vandalism and public disorder.

A Code of Practice for the operation of CCTV exists and is supplemented by a separate "Procedure Manual" which offers instructions on all aspects of the day-to-day operation of the system.

A staffed monitoring room is located within the Vale of Glamorgan's Council offices and the CCTV equipment is capable of recording all cameras simultaneously throughout every 24 hour period.

CCTV operators record images from selected cameras in real time, produce hard copies of recorded images, replay and copy any pre-recorded data at their discretion and in accordance with the Council's Code of Practice. All viewing and recording equipment is operated by trained and authorised users.

The control room is managed by a Systems Manager who has the day-to-day responsibility for the system as a whole.

- 4.2 Community safety and the fear of crime are very significant issues to residents' quality of life. Reducing crime and disorder and improving community safety are key aims of the Council and nationally CCTV is a popular and growing tool for promoting community safety and relieving the fear of crime. However, the question has been raised as to how far and in what circumstances CCTV is a cost effective crime fighting tool. The officers could confirm that evidence provided by cameras is of significant use for detection and enforcement but that it also requires skilful operators to manage in order to catch criminals. In some areas it may be essential to relocate cameras to where incidents i.e. hot spots, occur. This has been done on a number of occasions within the Vale with the use of the Police mobile CCTV van.

## 5. GROUP FINDINGS / DISCUSSIONS

### 5.1 Funding

A major factor which impinges upon the effective use of CCTV cameras and the scope of expanding the CCTV service within the Vale is the revenue cost of the service, including staff necessary to monitor the cameras. This is in addition to any capital costs for installation, or upgrading and the resource needs of maintaining the current level of service as the infrastructure reaches the end of its life. The Group considered alternative ways of increasing income to the Council in order to assist with the purchase of CCTV and suggestions included sponsorship of CCTV installations, contributions from beneficiaries such as businesses, town and community councils and increased marketing of the control room's services to other users. The possibilities could be business sponsorships of CCTV in an area with business names being displayed with an acknowledgement of their support.

- 5.2 Another suggestion was the possibility of obtaining funding for the provision of CCTV through **Section 106** agreements as they are a very important part of the planning process and it was suggested this avenue should be given further consideration.

#### Recommendation 1

That consideration be given to include the provision of CCTV in new developments where appropriate through planning conditions or Section 106 agreements.

- 5.3 The Task and Finish Group also considered demands from Members who had been approached by their constituents for the installation of additional CCTV cameras and Members were reminded that evidence from research, the fear of crime and actual crime should be the criteria for identifying where CCTV installations should be placed.
- 5.4 The Council had adopted a procedure in September 2005 to deal with requests for CCTV due to the fact that requests to expand CCTV within the Vale were being received on a frequent basis by both the Council and its partners.

The procedure had also been agreed by the Vale of Glamorgan Community Safety Partnership Statutory Partners Group.

A copy of the Council's procedure is attached at **Appendix 5** to this report.

The purpose of the procedure was to ensure that any requests for expansion of the current system were considered in a fair and consistent manner.

5.5 With the capital costs for new CCTV installations and ongoing revenue implications of monitoring cameras being expensive, it was clear to the Group that careful thought would be required in planning the coverage of CCTV network and that CCTV installation was not necessarily the appropriate response to every concern about local community safety.

Members considered that CCTV was a deterrent effective for potential offenders and could have a significant reassurance effect for the public.

However, each of these scenarios would rely on people knowing about CCTV, knowing that every camera was recording evidence and knowing that CCTV guides enforcement and leads to arrests and convictions of offenders. As a result the Committee considered that further publicization of the presence and use of CCTV would be essential to ensure that the public are aware that the major role of CCTV is to detect incidents and would guide the actions of enforcing officers by providing evidence for use in proceedings against offenders.

#### Recommendation 2

That the Council continues at every opportunity to publicise the presence and use of CCTV and its successes to assist the Police to deal with crime and disorder in the Vale of Glamorgan

#### 5.6 Co-ordination

Members noted that little co-ordination existed between departments when considering CCTV provision for establishments. It was recommended that one point of contact throughout the Vale be made to provide advice and guidance to deal with all aspects of CCTV from the start of a project to enable the provision to be compatible with other CCTV equipment in the Vale, the maintenance of such equipment to be determined and the management of evidence addressed. This would take into account economies of scale as addressed, storage requirements, a full list of all CCTV provision is monitored, proper regard to Human Rights and Data Protection issues / rights are covered and that an audit trail is maintained as well as ensuring one point of contact is available to all for advice and guidance.

#### Recommendation 3

That a lead officer be designated to take overall responsibility for advice and guidance and in particular on the purchase of equipment for CCTV on Council premises, including schools, throughout the Vale.

#### Recommendation 4

That the CCTV co-ordinator contacts all departments / schools to offer advice and guidance when considering the purchase or upgrading of CCTV equipment.



#### Recommendation 5

That any project being undertaken within the Vale of Glamorgan Council be required to consider CCTV requirements within its briefs.

#### Recommendation 6

That an annual report be submitted to the Safer Vale Partnership, the Council's Cabinet and the Scrutiny Committee (Community Wellbeing and Safety) in relation to the use of all new and existing CCTV installations throughout the Vale.

#### Recommendation 7

That the Lead Officer be responsible for ensuring that effective communications exist between schools and Council premises in the Vale that are not linked to or monitored by the Control Room.

#### Recommendation 8

That the data protection principles and the Code of Practice issued by the ICO (Information Commissioners Office) be fully considered and adhered to when installing CCTV on Council premises.

### Current CCTV Provision

- 5.7 There were currently 43 cameras in existence which were connected by BT or NTL transmission systems to a control room situated at the Vale of Glamorgan Civic Offices. The monitoring suite had separate control positions for two operators and the cameras were currently recorded on a mixture of digital and analogue technologies. The cameras currently covered Barry Town Centre and surrounding districts, Penarth Town centre and Barry Island and current radio links to the Police are provided. Cameras are linked to the control room by fibre links provided by BT and NTL with a microwave link providing three cameras from Barry Island. The feasibility study highlighted that if not already in place, a planned budget allocation should be considered to be put in place to provide equipment replacement as and when required.
- 5.8 If the control room was to provide more effective monitoring and links to the Police and stakeholders i.e. schools, the current equipment and location should be reviewed. However, the introduction of digital equipment could alleviate the requirement to enlarge the control room. In view of the fact that video recorders were rapidly becoming unsupportable in terms of spares and replacement systems it had been considered that the current VCRs be replaced with a digital technology as and when necessary. It was imperative that in order to identify

locations where expansion of CCTV coverage could be best located that incident reports be received from the Police and that they also detail the areas of most vulnerability

### Wireless Systems

- 5.9 Wireless systems provide a means of communication between the camera location and the control room and they are an alternative to fixed links solutions. Initial outlay would be significant but swapping to wireless for existing cameras could pay for itself within 3 - 5 years.

### Deployable Cameras

- 5.10 The Quadrant Security Group also provided the Task and Finish Group with a presentation on the use of deployable cameras. The company had won the tender within the Vale and were highly regarded by officers in respect of their responses to requests to service apparatus and for information / guidance whenever it was needed. Deployable cameras were considered to be a suitable answer to further enhance the provision of CCTV within the Vale as they could be easily, although costly, mounted and relocated as and when requested. Some authorities, due to budget restraints, offered the facility for local businesses to advertise their commodities on the mounted structures which therefore provided the local authority with some valued income.
- 5.11 It was noted that deployable cameras could be used to enhance the CCTV service throughout the Vale which would mean mounting structures in vulnerable areas that would have been highlighted by the relevant agencies for coverage as and when incidents arose. Many cameras can have their own recording system or be connected to the centre / control room where they could be monitored. The cost of locating deployable cameras varied between £300 - £400. These could be mounted on lamp posts or, in conjunction with the local highways department, on street lights. Concern was raised in relation to criminal activity and the Group was advised that due to the size and scale of the design they were quite difficult to remove. The batteries for such cameras were rechargeable and would normally last for up to 2 days and 31 days information can be recorded and stored on machines. It could also be possible for companies to advertise on these structures which could enhance income for the Authority although some work would have to be undertaken in respect of market research and awareness raising to secure such funding.
- 5.12 However, during discussions and in view of the evidence presented in particular the cost of erecting the deployable cameras, maintenance issues and staff time the group considered that the use of deployable cameras should be limited and the use of the Police mobile van be increased to assist when hotspot areas were identified. However the Group maintained that the use of such equipment should be an ongoing consideration and recommended

#### Recommendation 9

That the Safer Vale Partnership and Cabinet continue to consider the use and location of new CCTV technology throughout the Vale.

- 5.13 It was therefore, considered essential that criteria be established in order that deployable cameras can be further considered and if appropriate enhanced throughout the Vale. Members also requested to visit other local authorities in Wales as a good example of partnership working between the Police and local authorities but were advised that other local authorities were also having difficulty in dealing with CCTV in view of budget constraints and that such a request be considered at a later date. It was reported that the Home Office had recognised the difficulties that Local Authorities across Wales were having in relation to CCTV and had established a Task and Finish Group to look into the matter. The findings and recommendations of the Group were awaited.

#### Headcams

- 5.14 The Group were advised that the Community Safety Partnership had recently purchased a number of headcams which had been used in cases of domestic abuse and had proved extremely effective.
- 5.15 However, due to the fact headcams had only recently been piloted and that some immediate advantages had been recognised, it was considered that a longer period would be required to fully analyse their effectiveness. The Group therefore recommended that further reports on their use / effectiveness be presented when available.

#### Recommendation 10

That the Council continues to develop close working relationships with the Police to ensure effective strategic monitoring to enable them to use CCTV to greatest effect in combating crime and promoting community safety.

## 6. **SUMMARY OF EVIDENCE COLLATED AND FEEDBACK FROM EXPERT WITNESSES.**

### **Site Visits**

- 6.1 Members were afforded the opportunity to visit the CCTV control room in the Civic Offices.

### **Briefing Sessions**

- 6.2 Officers from the Vale of Glamorgan and the Police provided Members with an overview of the current service and the Police officer reaffirmed

the need for CCTV and the invaluable use of it to the force particularly in Court when evidence was required to be produced. .

### **Quadrant Feasibility Study**

- 6.3 The report is self explanatory and formed the basis for Members of the Task and Finish Group to consider the current situation and future implications. It provided a review of the CCTV systems monitored for the Vale of Glamorgan's control room at Barry as detailed in Paragraph 3 of the report.

### **Other CCTV Facilities Within the Vale**

- 6.4 Members were advised that a number of locations i.e. Barry, Llantwit and Rhoose Railway Stations operated CCTV systems within their areas but that these were not linked to the CCTV control room.

#### **Recommendation 11**

That the Safer Vale Partnership be asked to develop links with the Transport Police in relation to Security on railway stations.

## **7. STRATEGY FOR FUTURE DEVELOPMENT**

- 7.1 During consideration of the subject Members also raised the following issues :-

- (i) The possibility of CCTV purchased by schools being linked to the Civic offices in order that the schools can be monitored out of hours?

Members raised concerns in relation to the costs of thefts at schools and the overall affect they had on the Council's budget. If schools were linked via the central unit they could be monitored closely. However, in order to ensure that this could be a possibility, schools would need to be encouraged to ensure their equipment was compatible with the Authority's. To this end it was again suggested that any project considering CCTV requirements be encouraged to seek advice and guidance from the relevant CCTV coordinator prior to CCTV being installed or purchased.

- (ii) Expansion of the CCTV control room - If the Council ensures that all equipment is digital and coverage stored on CDs this would reduce the storage required and the current CCTV room should then not require alteration. It should also be suggested that new equipment be purchased as and when the old breaks down or becomes worthless in providing the information required.

## **8. KEY FINDINGS**

- 8.1 The Group considered that the use of CCTV in the Vale was indeed an invaluable tool for both the Police and the Council but that future initiatives / developments should be considered and reported to Cabinet.
- 8.2 That further work on the use of CCTV, its links with the Police and the need for more equipment be undertaken.
- 8.3 The Group had been made aware that a number of schools in the Vale had purchased their own CCTV equipment and it was suggested that greater use of the equipment should be considered when combating crime and disorder and the fear of crime. In particular when the schools were closed i.e. evenings, weekends and school holidays if they were linked to the CCTV control room there would be continuity of security and monitoring.

It was also evident that the current budget was insufficient to maintain the existing service and that any future developments to be considered would require further funding.

## **9. CONCLUSIONS**

- 9.1 The Group had set out to consider CCTV provision within the Vale and to assess whether the current system was fit for purpose, that it met the needs of the Vale and whether or not it required expansion.
- 9.2 The Group agreed a number of recommendations to be forwarded to the Cabinet and considered that a more detailed review should be undertaken with the approval of the cabinet as the issue of CCTV provision was a significant challenge and required far more consideration than the Group felt it could achieve at this stage.
- 9.3 The Group was made aware during the process that the Council's audit office had undertaken research to prepare a report on CCTV provision and Freedom of Information Requirements within the Vale of Glamorgan. The Task and Finish Group considered that the report should be presented when available to the Council's Cabinet for consideration, together with this report.

### **Recommendation 12**

That the Vale Auditor's report be presented to Cabinet for consideration at the earliest opportunity.

## Checklist for Scoping

Task and Finish Group	CCTV IN THE VALE
Chairman	To be determined at the Scrutiny Committee (Community Wellbeing and Safety) meeting on 21 <sup>st</sup> May, 2007
<b>1</b>	<p><b>Focus</b></p> <p>To consider the recent Feasibility Report on CCTV provision in the Vale and its strengths and weaknesses including;</p> <ul style="list-style-type: none"> <li>▪ Use specification for report</li> <li>▪ Monitoring facilities (control room) are fit for purpose</li> <li>▪ if the current system meets the needs of the Vale</li> <li>▪ any problems encountered and how they can be overcome</li> <li>▪ if the current system could be expanded or further enhanced</li> <li>▪ To review existing equipment</li> </ul>
<b>2</b>	<p><b>Objectives and Purpose</b></p> <ul style="list-style-type: none"> <li>▪ to identify the roles and responsibilities of the Council</li> <li>▪ to evaluate how efficiently and effectively the Council responds to its roles and responsibilities</li> <li>▪ to have regard to local views whilst adopting a realistic approach as to what can and cannot be achieved, (best use of the Council's resources, availability of external funding, etc)</li> <li>▪ to consider if the current system meets the needs of the Vale</li> </ul>
<b>3</b>	<p><b>Desired Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ To help reduce the fear of crime</li> <li>▪ To reduce crime and disorder within the Vale</li> <li>▪ To have one point of contact for CCTV in regard to purchasing/expansion within the Vale</li> <li>▪ to ascertain what the Council and its stakeholders are achieving in the area under consideration</li> <li>▪ One centralised monitoring facility for the Vale</li> </ul>
<b>4</b>	<p><b>Information Required</b></p> <ul style="list-style-type: none"> <li>▪ CCTV incident report logs/arrests that have been made via CCTV</li> <li>▪ The recent Feasibility Report What on the current CCTV arrangements in the Vale</li> </ul>

	<ul style="list-style-type: none"> <li>▪ site visit to CCTV room in Barry</li> <li>▪ relevant details from previous consultation / meetings with the business community</li> <li>▪ updated information relating to evidence of need</li> </ul>
<b>5</b>	<p><b>Format of Evidence</b></p> <ul style="list-style-type: none"> <li>▪ Briefing / report</li> <li>▪ Presentation</li> <li>▪ Background information</li> <li>▪ Responses to Members' questions</li> <li>▪ Verbal / written evidence</li> <li>▪ Site visits</li> <li>▪ Consultation with other stakeholders</li> </ul>
<b>6</b>	<p><b>Methods to be Employed</b></p> <ul style="list-style-type: none"> <li>▪ Meetings</li> <li>▪ Visits</li> </ul>
<b>7</b>	<p><b>External Witnesses and Council officers</b></p> <ul style="list-style-type: none"> <li>▪ Community Safety Partnership</li> <li>▪ Stakeholder representatives (e.g. South Wales Police etc.)</li> <li>▪ Local Ward Members</li> <li>▪ The public (if appropriate)</li> </ul>
<b>8</b>	<p><b>Timescales (including start and finish dates)</b></p> <p>To be determined</p>
<b>9</b>	<p><b>Responsible Officers (insert names)</b></p> <ul style="list-style-type: none"> <li>▪ James Niven</li> <li>▪ Deborah Maurer</li> <li>▪ Karen Bowen</li> </ul>
<b>10</b>	<p><b>Resources and Budget</b></p> <ul style="list-style-type: none"> <li>▪ Officer time</li> <li>▪ To be met from existing resources</li> </ul>
<b>11</b>	<p><b>Outcome</b></p> <p>Recommendations of the Task and Finish Group to be submitted for consideration to Scrutiny Committee (Community Wellbeing and Safety) and if appropriate, recommendations to be made to Cabinet.</p>

**CCTV feasibility study  
for Vale of Glamorgan  
2007**

**Andrew Bottomley – May 2007**



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## **Introduction**

It is intended that this report provide a review of the CCTV systems monitored, from the Vale of Glamorgan's control room at Barry.

The report will look at the present and future potential of the system, taking into account the current trends in town centre CCTV systems. It will also look at new technology within the field of CCTV surveillance and the direct needs of the Vale of Glamorgan.

Some of the suggestions will not be new, however it is intended that the report may allow some focus to be made on a longer term control room strategy.

## **Existing systems general overview**

The existing systems consist of 38 cameras connected by BT or NTL transmission systems, to a control room situated at the Vale of Glamorgan civic centre. The monitoring suite has separate control positions for two operators. The cameras are currently recorded on a mixture of digital and analogue technologies, with a separate review area provided.

The central control equipment is located in a separate environmentally controlled room.

### **Area of coverage**

Cameras currently cover Barry town centre and surrounding districts, Penarth town centre and Barry Island.

### **Cameras**

The majority of cameras connected to the system are of the pan/tilt/zoom type, allowing operators to monitor specific areas of interest.

These cameras are divided into two main types and are referred to within the industry as

#### **1) Shoe box**

These consist of separate camera, lens, housing and motor assemblies. These give the traditional CCTV camera look that has been around for 25 years. These systems tend to suffer from variable specification as new and old technologies were easily integrated and are generally being replaced by integrated dome or Mic1 type cameras

#### **2) MIC1**

These consist of an integrated camera where the camera/lens/housing and motor assemblies are integrated into a single unit, providing a low profile

high performance camera. This model has evolved from its original designation Mici300 and updated in 2005 to the Mici400.

The Vale has a number of Mici300/400 cameras within its system

### Cameras currently connected to the system

No	Location	Type	Age	Any Operational issue
1	Internal civic centre car pool area CF63 4RU	Fixed		
2	Esplanade buildings Barry Island- wall Mtg CF62 5TJ	PTZ		To be moved to pole
3	Esplanade buildings Barry Island- wall Mtg CF62 5TJ	PTZ		To be moved to pole
4	Barry Island tourist information wall Mtg- CF62 5TQ	PTZ		To be moved to pole
5	Wall Mtg Barclays Bank Broad St CF62 7AD	PTZ		
6	Wall Mtg Bingo hall Broad Street Island Rd / Broad St CF62 7AD	PTZ		
7	Wall Mtg (1) High street Jct with Market St CF62 7DZ	PTZ		To be moved to pole
8	Wall Mtg (109) High street Jct with Market CF62 7DT	MICI400		
9	Civic office Holton Rd / Buttrills Rd CF63 4RU	PTZ		
10	Civic office entrance -static	Fixed		
11	Wall Mtg East side civic offices	PTZ		
12	Pole (45/47) Holton Rd Jct Regent Street CF63 4HB	MICI400	2007	
13	Pole (50) Holton Rd Jct Thompson Street CF63 4HE	MICI400	2007	
14	Pole (16) Dunlin Court/Osprey Court CF63 4JY	MICI400		
15	Pole (15) Dunlin Court garage area CF63 4JY	MICI400		
16	Pole Belvedere Crescent/Castle Lane comm. centre CF63 4JZ	MICI400		
17	Holton Rd/Tynnewydd Rd (Kings sq)	MICI400		
18	Holton Rd/Windsor public house	MICI400		
19	Holton rd/ Court Rd ms car park	MICI400	2007	
20	Holton rd opp Tadross pub	PTZ		
21	Gladstone Rd /Weston Sq	PTZ		
22	Vere St Jct Main Street	PTZ		
23	Skomer Rd Jct Ramsey rd	MICI300		
24	Skomer Rd opp mariner master pub	MICI300		
25	Skomer Rd\Columbus Close	MICI300		
26	Skomer rd / Aberaeron Close	MICI300		
27	Roundabout Pencoedtre Rd St Brides Way	MICI300		
28	St Brides way /Pencoedtre playing fields	MICI300		
29	St Brides way/Eweny Close	MICI300		
30	Ramsey Rd/St Brides Way – Gibbonsdown CF63 1DU	MICI300		
31	Gladstone Rd bridge/ Broad Street by Central garage CF62 7AH	MICI400		
32	Main Street Barry opp Royal public house CF63 1JY	MICI400		
	33-39 Not allocated as yet			
40	Wall mounted Labrokes Book Makers Glebe St Penarth - CF64 1EE	PTZ		
41	Pole mounted Windsor Rd Penarth (48) CF64 1JE	PTZ		
42	Wall mounted On 112 Ludlow Lane Penarth CF64 1EA	PTZ		
43	Pole mounted Windsor Rd Penarth (23) CF64 1JD	PTZ		

44	Pole mounted Windsor Rd /Junc Bradenham Place CF64 1JB	PTZ		
45	Wall mounted to Principality Building Society Stanwell Rd	PTZ		
46	Pole mounted outside 8/9 Stanwell Rd Penarth CF64 3EA	PTZ		
47	Pole mounted Station Approach Penarth CF64 3EE	PTZ		

## Control room

The control room consists of two operator stations. Each position has two spot monitors, providing close monitoring capability during surveillance and pro-active monitoring tasks. The monitor wall has 12 monitors providing an overview of the system cameras.

There is a mapping system situated between the operator positions, this is not effective and does not work to its full potential.

The equipment supporting the control room is situated in a separate room behind the monitor wall and consists of two 19" racks of proprietary equipment and one rack for BT.

The cameras are recorded on 3 x 16 channel recorders each recording 10-11 cameras at a relatively record rate of 1 image/sec. These are linked on an Ethernet network to a review computer where images can be viewed and stored to CD. The system installed is not suitable for needs of a town centre scheme. The recorders are more suited to an industrial or commercial operation where the number of incidents is low compared to a town centre scheme.

Incidents are currently recorded on to SVHS VCRs in real time. Two machines are cascaded to provide up to 6 hours of incident taping. There are a pair of VCR's linked to each operator position. This method of operation has not been totally reliable

## Current Control Room Equipment

<u>Description</u>	<u>Qty</u>	<u>Age</u>	<u>Operation Issues</u>
Switching Matrix Max pro 1000	1		
Digital recorder Ultrack	3		Limited in operation

Fibre Interfaces Various			
Video Recorders Mitsubishi	4		At the end of serviceable life
21" Monitors Ultrack	12		
14" Monitors Vista	4		
Graphical Controller Max pro	1		Not fully functional, 1 between two controllers -
Keyboards Maxpro	2		

## **Radio Systems**

Current radio links to the Police are provided

## **Public help points**

There are no public address or help points currently linked to the control room

## **Camera communication links**

Cameras are linked to the control room by fibre links provided by BT and NTL with a microwave link providing 3 Cameras from Barry Island.

## **Updating and life cycle**

There are two aspects to the updating of the systems currently employed.

- 1) Where equipment becomes unreliable in operation and can no longer be supported
- 2) Where equipment is still operational but no longer meets the requirements of the authority.

The typical lifetime of equipment is can be anywhere between 5-10 years.

If not already in place a planned budget allocation should be in place to provide equipment replacement.

## **Expansion and support**

### **Control Room**

The Control room at its current location / Layout has limited scope for expansion. This report does not set out to provide ideas for a new location or restructuring the existing room configuration.

The mapping system at this stage should be discarded, as it not effective or used by the operators

### **Monitor wall**

There is capacity to provide short-term expansion to the system by providing quad screen devices to increase current monitor wall capacity. This would only be recommended for areas of relatively low surveillance requirement.

If the control room is to provide increased monitoring throughout the Vale, a new control room suite will be required. An example of a new control room layout is provided in appendix A.

### **Video recorder**

Video recorders are rapidly becoming unsupportable in terms of spares and replacement systems. SVHS is no longer a supported format. VHS is no longer supported by any major brand and consequently spare parts for existing VCRs are becoming increasingly difficult to obtain.

It is recommended that the current VCR's be replaced with a digital technology

### **Digital recorder**

The current Ultrack digital recorders are no longer available for new sales, although serviceable. These types of digital systems are best suited for retail or commercial installations, where the number of incidents and

quality of evidence is not usually as high as that required by a town centre CCTV system. The move to a new DVR system can incorporate the requirements of a real time recording system, currently provided by the VCR's

Recommended minimum system / basic specification for a town centre system

Quality: - 6.25 images per second per camera @ 2cif or above

Storage: - 28 days storage plus incident archive

Spot Monitor Recording: - Real time Spot monitor recording for 5 days.

Export to CD/DVD (or tape if required)

Resilience: - Raid 5 or other resilient recording method

Other considerations such ease of use flexibility would need to be judged at a practical level.

A further option would be to provide secure network access from remote locations. This would enable the Police to search for video evidence and reduce the burden on the control room staff and Police journeys to the control room.

### **Cameras**

The cameras are gradually being upgraded to modern integrated cameras (MICI 400) from the old shoe box style. This will provide increased performance and reliability of the system.

### **Monitors**

The current monitors provide a high quality images and there are no reasons to change these units in the short term.

### **Matrix**

The current matrix system performs well, at this point it provides the capability to expand the system. Consideration for a new front end Graphical user interface should be given as the system expands. This will reduce the requirement of operators to remember where each camera is located. This will enable new staff to become more effective sooner. Systems are also capable of providing logging functions and provide a number of management reports to enhance the operation.



## **Audio Systems**

Following well publicised successful trials of “ talking CCTV”, a number of systems have been installed to complement the use of CCTV to combat littering, anti social behaviour and provide general information announcements.

Systems are installed using existing upgraded connections to the camera locations. Within the control room microphones or/and automatic message systems provide announcements through speakers mounted at the camera column

These systems can form the heart of a public communication system in providing help points/ information points at car parks, town centres etc. help point systems are capable being adapted for the Hard of Hearing.

## New Locations for CCTV Cameras

The following information is provided by the Vale Of Glamorgan Police and provides locations where expansion of the CCTV coverage would be best located based on incidents reports. There follows incident figures relating to various locations in the Vale.

### CCTV Suggestions

Barry Sector	Comments
Romilly Park	Anti social behaviour (has recently been subject to alcohol ban)
Chicken Wood Park	Anti social behaviour (has recently been subject to alcohol ban)
Victoria Park	Anti social behaviour (has recently been subject to alcohol ban)
The Waterfront	Vehicle annoyance – camera covers this area by Port Authority.
Central Park	Anti social behaviour
Barry Island Car Park	Car park – Max Power rallies and high volume of vehicles parked over spring summer period
Gladstone Road, j/w Vere Street/ Holton Road	We discussed this area as it would cover arterial roads
Gladstone Road, j/w Court Road on mini roundabout	Had discussed this location as covers arterial routes into Barry and the police station
Ramsey Road, j/w Dale Court	We discussed this area as current CCTV in Gibbonsdown does not cover this area and there is a lot of activity at this area. We had discussed other locations covering this area.
Dock View Road	Youth annoyance
Barry Island	Paget Rooms/ EZE 2? We discussed these venues possibly not be covered enough by existing CCTV at the Island.
Vere Street	Does camera cover full length of road? Problems at The Admiral and station approach – concerns that high-sided vehicles etc may affect the

	view of the camera at the Admiral public house. A suggestion was to have a camera covering the junction at the station with Vere Street.
--	--

Penarth Sector	Comments
Alexandra Park	Anti social behaviour
Dingle Park	Anti social behaviour
The Murch, Dinas Powys	Anti social behaviour
Stanwell Road	We has discussed either moving the cameras within Penarth and/ or allocating additional cameras along Stanwell Road (near to Bookmakers) covering this route out of Penarth. Existing camera outside Library We also discussed CCTV covering the pedestrian entrance to the train station along side the bridge.

Vale Sector	Comments
Shopping area, Rhoose	Anti social behaviour Assaults/ violence
Poundfield shopping precinct/Boverton Road, Llantwit Major	Anti social behaviour Assaults/ violence – no existing CCTV covering this area, which has been subject to a number of anti social behaviour incidents and criminal damage
Ogmore Beach	Drug use and area subject to tourism
Square area within Llantwit Major	Many public houses, violent offences has risen, criminal damage to shops, youth annoyance and criminal damage at village hall.

*Key streets with a significant number of crimes/ incidents are displayed below. Incidents only include anti social behaviour for a year period and offences cover key offences over a two-year period:*

**Barry sector:**

<b>Street</b>	<b>Number of crimes</b>	<b><u>Further details</u></b>
Vere Street	81 22 41	Majority of offences around the Admiral PH Incidents at Victoria Park/ Victoria Park Road, youth annoyance Incidents nearly all youth annoyance. Problems associated with M&S stores.
Winston Road	55	Offences are of various problems
Harbour Road	61	Criminal damage to a vehicle.
Court Road	48	Street is on junction with Gladstone Road, main road into town. Crimes recorded are various
Colcot Road	96 23	Lots of shoplifting. Do we have CCTV there already? Incidents youth annoyance
Gladstone Road	117	117 offences damage to vehicles...just outside the police station in addition to a number of incidents.
Barry Island/ Paget Road	178 105	Crimes, high number of harassment cases, drunk and disorderly cases etc relating to alcohol, Eze 2 nightclub Incidents across Paget Road, main part of the island and car park.
Plymouth Road Ship Hotel on junction with only road on to island	27 17	Incidents Incidents connected to Ship Hotel
Barry Road	195 34	26 "violent" street offences, number of criminal damage to a vehicle. Incidents appear to be O/S the Spar shop and in the lanes behind, other annoyance problems.
Broad Street	185	Large number of alcohol related crimes spilling out onto the street from clubs and bars. Drunk and disorderly, harassment etc. CCTV there already. Some criminal damage to buildings and vehicles

	65	(around 20). Variety of incidents but lot of them alcohol related. Fighting and youth annoyance.
Cardiff Road	49	Various
Culver house Cross	201	Crimes, majority are shoplifting and make off offences. Criminal damage to vehicles there not a significant problem.
	14	Incidents at parking areas
Waterfront shopping area	105	Offences nearly all shoplifting and make offs from Morrisons supermarket.
	59	Incidents of annoyance in car parks, people jumping into the water. Also area for vehicle annoyance, max power rallies.
High Street	89	Crimes, trouble outside Cabanas nightclub. How successful are existing cameras?
	27	Incidents have no general pattern
Holton Road (Already several cameras)	411	Crimes – shoplifting, various
	74	Incidents various
Main Street/ Quarella Street	75	14 crimes involving criminal damage to vehicles. CCTV already in this location.
	44	Incidents, mainly youth annoyance
Paget Road	110	High number of harassment cases, drunk and disorderly cases etc relating to alcohol.
Treharne Road	42	Numerous offences.
	28	Incidents, various, both mostly associated with the hostel.
Dock View Road	39	Auto crime problem, thefts from MV's and criminal damage to.
	11	Anti social behaviour incidents
Romilly Park	50	Crimes and incidents of anti social behaviour
Porthkerry Park, Porthkerry Road, Park Road, Park Crescent, Salisbury, Road	70	Incidents cover problems in the park next to Salisbury Road especially with youth annoyance. Lot of problems with large groups congregating in Park
Porthkerry Road/ Princes Street	28	Incidents of large gangs of youths. Linked to the Chickenwood park

**The following crimes occurred in the Penarth sector:**

Penarth Leisure Centre	64 33	Crimes around Penarth leisure centre Incidents youth annoyance
Cardiff Road	53 27	Various around the main part of Dinas Powys Incidents mainly associated with the train stations
Glebe Street	37	Various
Lavernock Road	48	Various
Penlan Road (next to Llandough hospital)		Problems re security with the Llandough hospital, easy access etc.
Plymouth Road	56	Nearly all around the Railway Inn, drunk and disorderly
Stanwell Road	98	10 assaults, 4 other violent offences, 19 criminal damage to vehicles.
Cornerswell Road	22	Incidents various
	16	Incidents
Penarth Marina	54 15	Drug crimes, drug taking in vehicles Incidents of youths jumping into water
Castle Drive/ Spar, Murch Dinas Powys	43	Incidents of large gatherings of youths next to the Spar store. Underage drinking.
Windsor Road	218  54	Majority of crime is shoplifting. However, there is still a significant amount of "violent crimes". 32. Incidents of youth annoyance

*The following crimes occurred in the Vale sector:*

Fontygary Road	35	No CCTV covering Rhoose – crime includes criminal damage
Port Road	53	Various, main road into Barry, Vale and airport from motorway
Cowbridge High Street	98	Vehicle crime and violent crime, no CCTV at present and Tesco has experienced a number of shop lifting offences,
Boverton Road, Llantwit	63	22 of which violent offences, criminal damage with youth annoyance – no CCTV at present in Llantwit Major
Bedford Rise, Boverton	30	Youth annoyance, near to park
Centre of Llantwit Major	64	Crimes include drink related, violent crime, criminal damage
Ogmore by Sea	18	Various incidents

*Worth considering some of these areas will be alcohol ban areas?*

- *Broad Street, Chickenwood, Pencoedtre Park and Victoria Park in Barry, and at Llantwit Square, Lorna Hughes Park, Pound Field Shopping Area and Windmill Lane Playing Fields in Llantwit Major.*

*It is unknown at yet the impact from the alcohol ban in certain public areas, such those listed above.*

The following provide an initial technical appraisal of the recommended locations from the Police data above. Each Camera location is subject to the operational and practical requirements of the authority

## **BARRY**

### **Romilly Park / Barry Island car park**

A camera(s) could be placed in the park area in conjunction with a redesign of all the cameras in the Barry Island. There is a need to relocate the 3 cameras on Barry Island currently on buildings to poles, this is to increase effectiveness of the cameras and avoid tenant issues. The redesign could involve creating a wireless net, which would link the existing three cameras, Romilly Park and provide a node point for a mobile camera to be deployed at the Barry Island car park during crucial points in the calendar. The net could also allow the deployable camera to located at other locations on the island and Romilly Park

Note:

Moving the cameras from the Buildings at Barry Island will require redesign of the communication /link back to the control room regardless of any other works in that area.

### **Victoria Park/ Chicken Wood Park**

These would be standard installations / additions to the current CCTV system

### **Water Front**

This is an existing camera and can be linked into the current system if the Port Authority is willing to give permission

### **Central Park**

A camera located here may be able to be connected to the location of camera 17 by a wireless connection and the fibre transmission upgraded for two cameras.

### **Gladstone Road/Vere Road/Main st**

This is the location of two current cameras. A review of their locations within this area may be required to ensure t maximum effectiveness is being realised.

### **Gladstone Road /Court Road**

Standard camera installation requiring connectivity to the control room using fibre optics.

### **Ramsey Road/ Dale Court**

A camera located here may be able to be connected to the location of camera 23 by a wireless connection and the fibre transmission upgraded for two cameras.

### **Dock View Road**

A camera located opposite Coronation street should be suitable for a Wireless connection back to the Civic Centre

## **PENARTH**

### **Alexandra Park/Dingle Park**

Standard Camera installations requiring connectivity to the control room expanding the current NTL Communication Link

### **Dinas Powys, The Murch**

As a remote Community this would lend itself to a standalone camera on a remote link with local recording or as an automated response camera, again on a remote link with local recording.



A suitable location for the camera will be in Church Drive to view the SPA shop area and approaches.

### **Stanwell Rd**

The requirement from above is to increase the coverage on pedestrian approaches to the Station and the coverage along Stanwell Road. This will require further investigation.

### **Rhose**

As a remote Community this would lend itself to a standalone camera on a remote link with local recording or as an automated response camera, again on a remote link with local recording. A camera could be located within the area of the Shops

There are existing cameras at Rhose station car park that are on a Broadband remote link to the control room with local recording

### **Ogmore By Sea**

Due to the nature of this location I believe this would be a location for a deployable camera that would have local storage and the capabilities of being monitored by from a local location e.g. a vehicle

### **LLANTWIT MAJOR**

There is a need to provide CCTV coverage within Llantwit and surrounding areas. A possible solution to provide the ability to control and review cameras from that location is to provide a remote switched matrix within Llantwit, for example at the Police station or Library.

The cameras from the surrounding locations i.e. Bedford rise can be linked via Wireless or hard wired depending on access to the collection point and transmitted back to the control room on a standard telecoms Infrastructure.

Possible camera locations: Boverton Road/Boverton Road Retail/ three town centre/ Bedford Rise park area

### **COWBRIDGE**

A similar model would be proposed for Cowbridge, with the hub of the system being either again at the police station, or the library.

A possible option would be five cameras situated along the high street with one at the main car park

## **Other CCTV**

There are opportunities for increasing the services provided by the control room, within other public sector areas.

- **Schools**

There has been a large investment into IT technology in to the schools to allow access to the Internet. This connectivity can be used to provide remote monitoring to the control room during out of hours and school holiday use.

Remote viewing (and) digital recording can be added while leaving existing CCTV systems in Place. The control room currently has the basis to enable remote viewing and control in Place.

- **Parks and leisure**

Investments are being made/planned for development of play areas and open spaces for children to play in.

These areas can attract considerable investment in providing play equipment and facilities. Unfortunately these areas can be targets for anti-social behaviour resulting in vandalism and general misuse of the equipment.

Where appropriate it may be worth considering use of CCTV to help protect the investments made.

- **Housing**

It is usual for most social housing projects to have a CCTV system providing an element of coverage. These systems tend to be stand-alone and left alone until an incident requires investigation where upon the

system may or may not be found to be functioning. These systems can be upgraded to provide a remote viewing / review facility to the control room by using standard broadband technology.

## **New Technology**

### **Network IP Systems**

With the advent of faster network and more distributed IP networks CCTV and security systems have been developed to operate on this infrastructure.

This technology will allow future systems to be viewed and controlled over extended security IP networks

Current applications within the public space are generally based around remote viewing of systems over third party wired IP links or wide Bandwidth IP radio links. There are now examples of IP networks being installed for dedicated CCTV and security use.

### **Wireless Systems**

Wireless systems provide a means of communication between the camera location and the control room. This is an alternative to fixed link solutions provided by the major telecoms companies. A wireless Solution can pay for itself many times over when considered against a standard fibre solution in both terms on capital cost and on going rental costs. Swapping to wireless for existing cameras would need to be investigated for each case, but could pay for itself in 3-5 years

Wireless has taken on popularity as OFCOM has released two unlicensed bands within the UK, one at 2.4GHz and the other at 5.8GHz. The 2.4GHz band is completely license free; the 5.8GHz band utilized for outdoor links is covered by a "light license" scheme, costing £1 per net terminal, subject to a minimum of annual charge of £50. The light license program allows users to register the positions of both ends of the link and the exact frequency channel used, in order to give protection against potential interference.

Most new links utilize Digital technology and are effective IP networks and cameras are encoded and decoded from the network.

Typical range for 2.4Ghz is 1km and 5.8Ghz is 5-6Km although longer ranges can be achieved.

Line of site is not always required for good reception new multi-path radio technologies have been development to enable wide implementation.

Wireless solutions may not be suitable and each situation must be examined on its own merit. Performance of wireless systems are comparable to that of a fixed Line installations when planed and installed correctly.

### **Automated Surveillance**

In remote areas with PTZ surveillance it is not unusual for cameras to be left idle in a single location or put on a preset tour that can be gauged and avoided.

There are systems available that provide automated tracking responses to objects within the field of view of a number of fixed cameras.

Systems have been successfully proven and can provide automatic tracking of an integrated camera against programmed behaviour profiles and record the evidence.

These systems are ideal for external areas such as housing estates, community shopping arcades etc

## **Deployable Cameras**

Deployable cameras provide a means to provide surveillance in an area where previously it was difficult to justify the costs of a permanent camera and where problems may be transient in nature.

Cameras are available with a number of options depending on the application and this needs to be thought through before deciding on a particular model.

It is usual for a camera to be secured to a street lamppost with or without communication to a central monitoring location. Power for the system is taken from the street lighting supply

### **Considerations**

- What is the mounting structure?
- Permission to Fit
- Does it need to connect to the control room?
- Is there power available?
- Who will manage the asset

### **Typical Applications for deployable Cameras**

- Fly tipping
- Intelligence based surveillance
- Traffic monitoring
- Anti social behaviour
- Seasonal problems

If Cameras are proved to be a continuing success and removal would potentially cause concern then a permanent installation may result.

Systems can provide:

- Integrated recording for about a week with download to a Laptop via a WIFI link to a mobile location
- Direct download via a radio link to a Temporary monitoring location
- Radio link as a live camera to a permanent control room location

In order to provide a Radio link back to the control room it is recommended that a radio test be carried out in order to prove that a suitable path does exist. This would be from a number of typical locations that the unit might be deployed in

The home office have produced a document on the Planning of Mobile CCTV systems (copy enclosed)

### **ANPR (Automatic Number Plate recognition)**

Note: This topic is mentioned as a side to CCTV monitoring

For some time now ANPR systems have been available to enable authorities in conjunction with the police to provide detection of suspect Vehicles.

The technology is not normally deployed within a control room unless under the control and monitoring of the police.

The technology is being used in other areas such as waste tip access and when used with CCTV can reduce by illegal tipping by traders by recording and identifying trade vehicles

### **Summary**

The current CCTV control room and staff provide a valuable service to those areas of the Vale that they currently serve.

Items that have not been mentioned but may need to be included of any increased monitory strategy

- Staff levels
- Police role/contribution

I trust the above information provides a basis for discussion in expanding these services to provide a comprehensive monitoring and control system throughout the Vale of Glamorgan.

### **Budget Costs**

The following costs are provided to enable budgets to be discussed in context with any possible works that may be considered. Each cost will be subject to variables according to its application and final specification

- 1) A fully functioning town centre camera column mounted with Fibre connectivity - £25-30k
- 2) A fully functioning town centre camera column mounted with Wireless connectivity - £14-20k
- 3) Moving a column mounted camera to a new location – £8-20k
- 4) Remote monitoring and digital recording for a remote location with up to 10 existing cameras - i.e. school £4,000.00
- 5) Audio systems – To provide an audio system to 6 existing CCTV locations including upgrade to communication links would be £20k
- 6) Llantwit Major to provide 6 cameras, digital recording and connectivity back to the control room - £110K
- 7) Cowbridge to provide 6 cameras to cover the High Street and car parking areas would be a similar cost to that of Llantwit Major -£110K
- 8) Provision of a Re deployable Camera complete wireless link £16-20K
- 9) Provision of a Re deployable camera complete with Wireless Link and mobile monitoring equipment £25-30k
- 10) New control room, not including relocation costs. Includes new costs for monitor wall and Projection system and extra operator position over current configuration- £85K

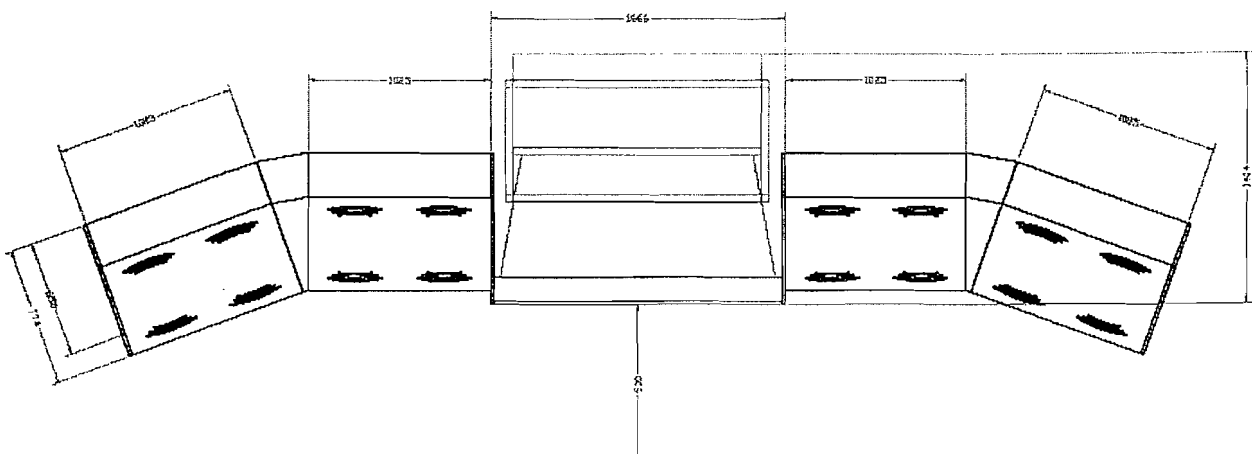
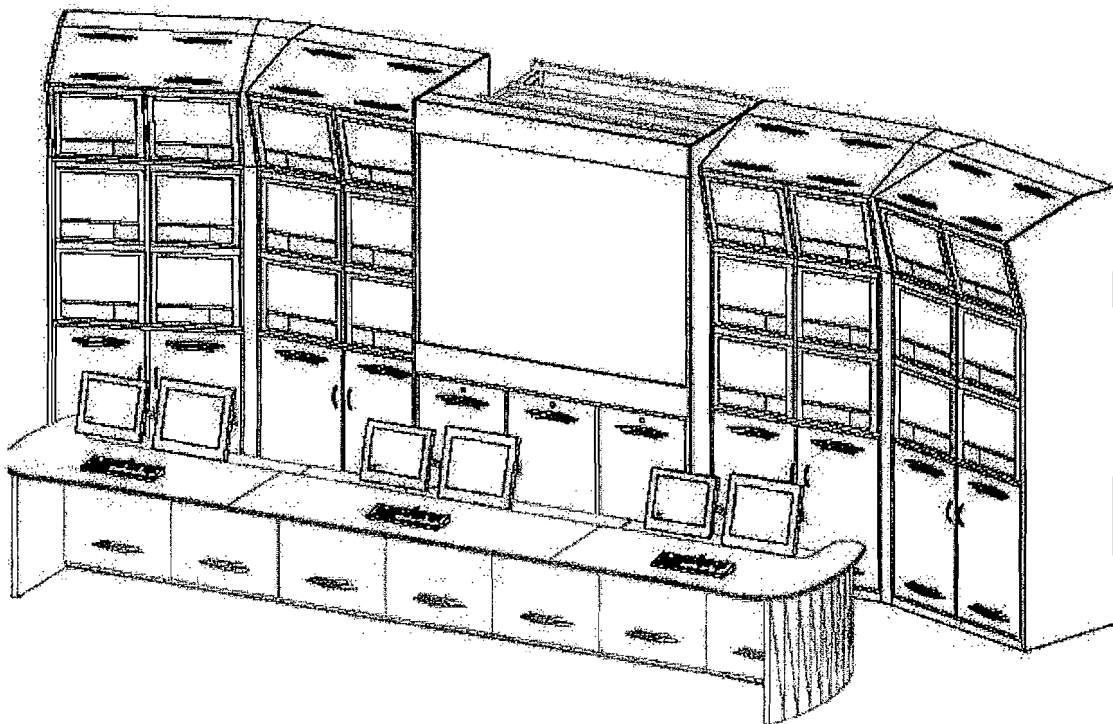
11) Upgrade to high performance DVR providing 60 cameras at 6.25 images per second with 3 spot monitors at real time for 5 days and a single review client. Includes Raid 5 storage for system resilience against a single disk failure £60K

12) Three user GUI, Mapping and reporting system £45k

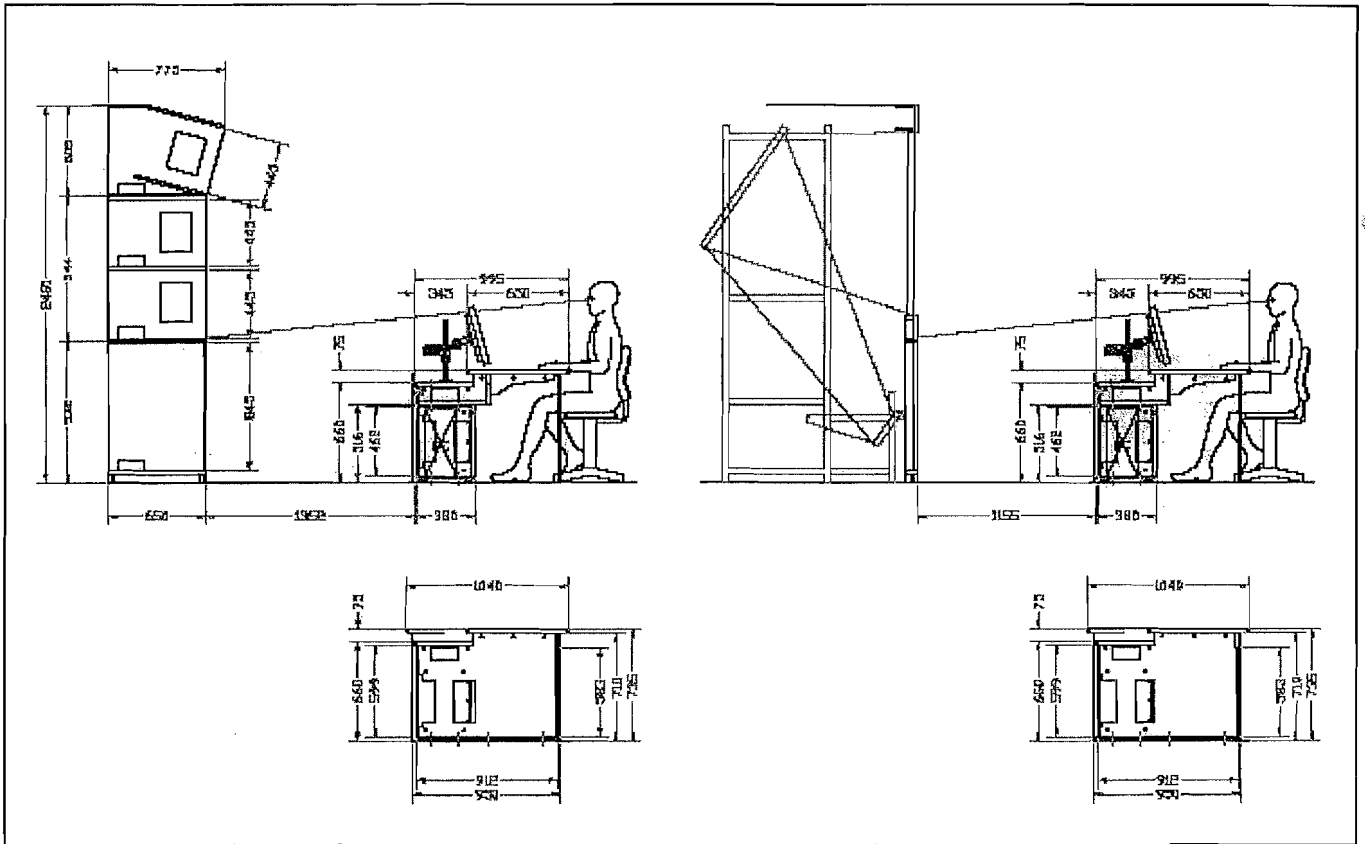
13) Provision of a Automatic tracking camera £16-20K

## Appendix A

### Control Room Concept







The concept control room for the Vale of Glamorgan provides for 3 operators with access to all services. The monitor wall shown consists of 36 x 21" CRT Monitors and a back projection screen.

The monitor wall would be divided into separate areas of monitoring i.e. Llantwit Major, Barry, Cowbridge, remote surveillance etc.

Each operator would have 2 screens that can provide CCTV Images and supporting information such as ANPR information, suspect photographs remote surveillance screens

The Central Screen would provide for any combination of up to 16 cameras to be displayed a variety of formats. This enables comprehensive flexibility of monitoring under a number of circumstances.

- Reduced operator coverage
- Major incident Management

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CCTV Figures from 31 December 2006 – 17 June 2007

Please see the table below. This gives an indication of arrest rates directly attributed by the success of the CCTV Operation and the expertise shown by Personnel and also the occasions in which the Police were contacted.

Week Ending	Times in which SW Police were Contacted By CCTV Personnel	Known Arrests which were directly attributed by CCTV Personnel
31Dec 06	41	2
7Jan 07	61	18
14 Jan 07	40	8
21Jan 07	45	3
28 Jan 07	41	5
4 Feb 07	56	8
11 Feb 07	73	11
18 Feb 07	58	9
25 Feb 07	53	7
04 Mar 07	34	9
11 Mar 07	84	7
18 Mar 07	52	5
25 Mar 07	63	10
01 Apr 07	62	11
08 Apr 07	73	10
15 Apr 07	61	10
22 Apr07	62	7(+1 x fixed Pen)
29 Apr 07	54	11
06 May07	49	14(+1 x fixed Pen)
13 May07	47	12
20 May07	36	4(+1 x fixed Pen)
27 May07	59	11
3 Jun07	43	22
10 Jun07	52	4
17 Jun07	44	6(+2 x fixed Pen)
<b>Totals =</b>	<b>1343</b>	<b>224</b>

**Please note:** There are a number of arrests that occur at later dates, which are as a direct result of information passed by the CCTV Control room Personnel to South Wales Police.



**CCTV BUDGET IN THE VALE: 2008/09**

Cost Centre	Summary/Description	Actual 2006/2007	Original 2007/2008	Adjustments 2007/2008	FRS 17 and Recharges 2007/2008	Revised 2007/2008	Estimate 2008/2009
	<b>Employees</b>						
H0451	Gross Pay	124,608	139,526	1,691		141,217	144,748
H0451	Overtime	3,545	7,927	0		7,927	8,141
H0451	LGS Employers Contributions	19,079	23,440	1,317		24,757	25,376
H0451	NI Employers Contributions	10,428	6,437	274		6,711	6,962
H0451	Miscellaneous Allowances	971		1,000		1,000	1,000
H0451	Miscellaneous Allowances	26		0		0	0
H0451	FRS 17 Adjustment	(1,542)	(4,454)		(250)	(4,704)	(3,282)
H0451	Advertising - Staff	(2,785)		0		0	0
H0451	Training Expenses	110	98	0		98	98
H0451	Vacancy Provision		(7,023)	7,023			0
<b>Employees</b>		<b>154,440</b>	<b>165,951</b>	<b>11,305</b>	<b>(250)</b>	<b>177,007</b>	<b>183,044</b>
	<b>Premises</b>						
H0451	Repairs Alterations & Maint.	2,220	1,284	0		1,284	1,319
H0451	Security Measures	(4,038)	1,022	0		1,022	1,050
H0451	Grounds Maintenance (VO's)	1,440		0		0	0
H0451	Electricity	407	432	0		432	444
H0451	Water Rates			0		0	0
<b>Premises</b>		<b>29</b>	<b>2,738</b>	<b>0</b>	<b>0</b>	<b>2,738</b>	<b>2,812</b>
	<b>Transport</b>						
H0451	Car Allces - Officers		51	0		51	52
<b>Transport</b>		<b>0</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>52</b>
	<b>Supplies &amp; Services</b>						
H0451	Purchase/Repair - Furniture	(264)	822	0		822	844
H0451	Office Equipment- Purchase	262	1,033	0		1,033	1,061
H0451	Technical Equipment	5,190		0		0	0
H0451	General Printing & Stationery	427	555	0		555	570
H0451	Reprographic Recharges	121	524	(374)		150	538
H0451	Medical Fees			50		50	0
H0451	Eye Examinations	121	84	0		84	86
H0451	Consultants Fees	(638)		0		0	0
H0451	Funeral & Burial Expenses			0		0	0
H0451	General Legal Expenses	220		0		0	0
H0451	Licences General	664	812	0		812	834
H0451	Education & Training	(93)		55		55	0
H0451	<del>GUARANTEE CONTRACT</del>	34,752	14,385	0		14,385	14,773
H0451	Transmission & Maintenance Costs (NTL)	33,055	45,073	0		45,073	41,925
H0451	Broadband	261		260		260	0
H0451	Telephones	624	1,413	(898)		515	630
H0451	Replacement of obsolete cameras / Recycling		20,000	0		20,000	16,929
H0451	Software	65		65		65	0
H0451	Maintenance & Development	496	578	(78)		500	594
H0451	Subsistence Allowances	0	46	(1)		45	47
H0451	Refreshments For Staff+Meetings	107	211	(101)		110	217
H0451	Subscriptions	250	257	(7)		250	264
<b>Supplies &amp; Services</b>		<b>75,623</b>	<b>85,793</b>	<b>(1,029)</b>	<b>0</b>	<b>84,764</b>	<b>79,312</b>
	<b>Asset Rents</b>						
H0451	Notional Asset Rent.	61,685	61,685		2,315	64,000	64,000
<b>Asset Rents</b>		<b>61,685</b>	<b>61,685</b>	<b>0</b>	<b>2,315</b>	<b>64,000</b>	<b>64,000</b>
	<b>Income</b>						
H0451	Rec'ts From Other Funds	(56,865)			(57,000)	(57,000)	(57,000)
<b>Income</b>		<b>(56,865)</b>	<b>0</b>	<b>0</b>	<b>(57,000)</b>	<b>(57,000)</b>	<b>(57,000)</b>
<b>TOTAL CCTV</b>		<b>234,911</b>	<b>316,218</b>	<b>10,276</b>	<b>(54,935)</b>	<b>271,560</b>	<b>272,220</b>



**Code of Practice  
for the Operation of  
Closed Circuit Television  
in the Vale of Glamorgan**

*Agreed by*

*The Vale of Glamorgan Council  
And  
South Wales Police 'E' Division*



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## *Certificate of Agreement*

*The content of both this Code of Practice and the Procedural Manual are hereby approved in respect of the Vale of Glamorgan Council Closed Circuit Television System and, as far as is reasonably practicable, will be complied with by all who are involved in the management and operation of the System.*

**Signed for and on behalf of *Vale of Glamorgan Council***

Signature: .....

Name: Alun Billingham

Position held: Head of Housing and  
Community Safety

Dated the ..... day of ..... 2007

**Signed for and on behalf of *South Wales Police 'E' Division***

Signature: .....

Name:

Position held:

Dated the ..... day of ..... 2007

## **Section 1 Introduction and Objectives**

### **1.1 Introduction**

A Closed Circuit Television (CCTV) system has been introduced to the Vale of Glamorgan. This system, which is known as the Vale of Glamorgan Council CCTV system, comprises a number of cameras installed at strategic locations. The system consists of forty cameras of which thirty nine are external and one internal; thirty eight are fully operational with pan, tilt and zoom facilities. There are two fixed cameras, which cannot be electronically controlled. All cameras relay pictures to a central Control room which are presented in the same room.

The Vale of Glamorgan Council CCTV System has evolved from the formation of a Partnership between The Vale of Glamorgan Council and South Wales Police who have all certified on the previous form their acceptance of the requirements of this code.

For the purposes of this document, the 'owner' of the system is the Vale of Glamorgan Council.

The 'system manager' is the Vale of Glamorgan Council.

The Vale of Glamorgan Council CCTV system has been notified to the office of the information Commissioner (formerly the Data Protection Commissioner) with Tim Cousins being nominated as the DP data controller. He can be contacted on 01446 709806.

Details of key personnel, their responsibilities and contact points are shown at appendix A to this Code.

The primary legislation governing the management and operation of this scheme is the Data Protection Act 1998 incorporating the 8 Data Protection Principles, The Human Rights Act 1998 and the Regulation of Investigatory Powers Act 2000.

### **1.2 Partnership statement in respect of The Human Rights Act 1998**

- 1.2.1 The partnership recognises that public authorities and those organisations carrying of the functions of a public service nature are required to observe the obligations imposed by the Human Rights Act 1998, and consider that the use of CCTV in the Vale of Glamorgan is a necessary, proportionate and suitable tool to help reduce crime, reduce the fear of crime and improve public safety.
- 1.2.2 This assessment is evidenced by an agreed 'operational requirement' document. Section 163 of the Criminal Justice and Public Order Act 1994 creates the power for local authorities to provide closed circuit television coverage of any land within their area for the purposes of crime prevention or victim welfare. It is also considered a necessary initiative by the Vale of Glamorgan Community Safety Partnership towards their duty under the Crime and Disorder Act 1998.

- 1.2.3 It is recognised that operation of the Vale of Glamorgan Council CCTV System may be considered to infringe on the privacy of individuals. The partnership recognises that it is their responsibility to ensure that the scheme should always comply with all relevant legislation, to ensure its legality and legitimacy. The scheme will only be used as a proportional response to identified problems and be used only in so far as it is necessary in a democratic society, in the interests of national security, public safety, the economic well being of the area, for the prevention and detection of crime or disorder, for the protection of health and morals, or for the protection of the rights and freedoms of others.
- 1.2.4 The Codes of Practice and observance of the Operational Procedures contained in the manual shall ensure that evidence is secured, retained and made available as required to ensure there is absolute respect for everyone's right to a free trial.
- 1.2.5 The Vale of Glamorgan CCTV System shall be operated with respect for all individuals, recognising the right to be free from inhuman or degrading treatment and avoiding discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

### **1.3 Objectives of the System**

1.3.1 The objectives of the Vale of Glamorgan Council CCTV System, which form the lawful basis for the processing of data, are: -

- To assist in the prevention and detection of crime
- To deter anti-social behaviour
- To reduce the fear of crime

1.3.2 Within this broad outline, the key objectives of the system are: -

- Property crime
- Offences against the person
- Theft of and from motor vehicles
- Vandalism and public disorder

### **1.4 Procedural Manual**

This Code of Practice (hereafter referred to as 'the Code') is supplemented by a separate 'Procedural Manual' which offers instructions on all aspects of the day to day operation of the system. To ensure the purpose and principles (see Section 2) of the CCTV system are realised, the procedural manual is based and expands upon the contents of this Code of Practice.

## **Section 2**

## **Statement of Purpose and Principles**

### **2.1 Purpose**

The purpose of this document is to state the intention of the owners and the managers, on behalf of the partnership as a whole and as far as is reasonably practicable, to support the objectives of the Vale of Glamorgan Council CCTV system, (hereafter referred to as 'The System') and to outline how it is intended to do so.

- 2.1.1 The 'Purpose' of the system, and the process adopted in determining the 'Reasons' for implementing 'The System' are as previously defined in order to achieve the objectives detailed within Section 1.

### **2.2 General Principles of Operation**

- 2.2.1 The system will be operated in accordance with all the requirements and the principles of the Human Rights Act 1998.
- 2.2.2 The operation of the system will also recognise the need for formal authorisation of any covert 'Directed' surveillance or crime-trend (hotspot) surveillance as required by the Regulation of Investigatory Powers Act 2000 and the police force policy.
- 2.2.3 The system will be operated in accordance with the Data Protection Act at all times
- 2.2.4 The System will be operated fairly, within the law, and only for the purposes for which it was established and are identified within this Code, or which are subsequently agreed in accordance with this Code of Practice.
- 2.2.5 The system will be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and their home.
- 2.2.6 The public interest in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.
- 2.2.7 Throughout this Code of Practice it is intended, as far as reasonably possible, to balance the objectives of the CCTV System with the need to safeguard the individual's rights. Every effort has been made throughout the Code to indicate that a formal structure has been put in place, including a complaints procedure, by which it can be identified that the System is not only accountable, but is seen to be accountable.
- 2.2.8 Participation in the system by any organisation, individual or authority assumes an agreement by all such participants to comply fully with this Code and to be accountable under the Code of Practice.

### **2.3 Copyright**

Copyright and ownership of all material recorded by virtue of The System will remain with the data controller.

### **2.4 Cameras and Area Coverage**

- 2.4.1 The areas covered by CCTV to which this Code of Practice refers are certain areas within Barry, Barry Island and Penarth.

2.4.2 From time to time transportable or mobile cameras may be temporarily sited within the area. The use of such cameras, and the data produced by virtue of their use, will always accord with the objectives of the CCTV System and be governed by these Codes and Procedures.

2.4.3 All of the cameras offer full colour, pan tilt and zoom (PTZ) capability, some of which may automatically switch to monochrome in low light conditions.

2.4.4 None of the cameras forming part of the System will be installed in a covert manner unless with appropriate authorisation by South Wales Police 'E' Division. Some cameras may be enclosed within 'All weather domes' for aesthetic or operational reasons but appropriate signs will identify the presence of all cameras.

## **2.5 Monitoring and Recording Facilities**

2.5.1 A staffed monitoring room is located within Vale of Glamorgan's Council Offices. The CCTV equipment has the capability of recording all cameras simultaneously throughout every 24-hour period.

2.5.2 Secondary monitoring equipment may be located in other premises in the future. However no equipment, other than that housed within the CCTV control room shall be capable of recording images from any of the cameras unless it is a mobile CCTV unit. In some cases mobile units may be deployed within the Vale of Glamorgan, where although the camera is recording, this will be monitored at selected periods during 24 hours within the CCTV monitoring room.

2.5.3 CCTV operators are able to record images from selected cameras in real-time, produce hard copies of recorded images, replay or copy any pre-recorded data at their discretion and in accordance with the Code of Practice. All viewing and recording equipment shall only be operated by trained and authorised users.

## **2.6 Human Resources**

2.6.1 Unauthorised persons will not have access without an authorised member of staff being present.

2.6.2 The monitoring room shall be staffed by specially selected and trained operators in accordance with the strategy contained within the procedural manual.

2.6.3 All operators shall receive training relevant to their role in the requirements of the Human Rights Act 1998, Data Protection Act 1998, Regulation of Investigatory Powers Act 2000 and the Codes of Practice and Procedures. Further training will be provided as necessary.

## **2.7 Processing and Handling of Recorded Material**

2.7.1 All recorded material, whether recorded digitally, in analogue format or as a hard copy video print, will be processed and handled strictly in accordance with this Code of Practice and the Procedural Manual.

## **2.8 Changes to the Code or the Procedural Manual**

- 2.8.1 Any major changes to either the Code of Practice or the Procedural Manual, (i.e. such as will have a significant impact upon the Code of Practice or upon the operation of the system) will take place only after consultation with, and upon the agreement of all organisations with a participatory role in the operation of the system.
- 2.8.2 A minor change, (i.e. such as may be required for clarification and will not have such a significant impact) may be agreed between the manager and the owners of the system.

## Section 3

## Privacy and Data Protection

### 3.1 Public Concern

- 3.1.1 Although the majority of the public at large may have become accustomed to 'being watched', those who do express concern do so mainly over matters pertaining to the processing of the information, (or data) i.e. what happens to the material that is obtained.
- 3.1.2 All personal data obtained by virtue of The System shall be processed fairly and lawfully and, in particular, shall only be processed in the exercise of achieving the stated objectives of the system. In processing personal data there will be total respect for everyone's right to respect for his or her private and family life and their home.
- 3.1.3 The storage and security of the data will be strictly in accordance with the requirements of the Data Protection Act 1998 and additional locally agreed procedures.

### 3.2 Data Protection Legislation

- 3.2.1 The operation of The System has been notified to the Office of the Information Commissioner in accordance with current Data Protection legislation.
- 3.2.2 The 'data controller' for The System' is the Vale of Glamorgan Council and day to day responsibility for the data will be devolved to the CCTV System manager.
- 3.2.3 All data will be processed in accordance with the principles of the Data Protection Act, 1998 which, in summarised form, includes, but is not limited to:
- i) All personal data will be obtained and processed fairly and lawfully.
  - ii) Personal data will be held only for the purposes specified.
  - iii) Personal data will be used only for the purposes, and disclosed only to the people, shown within these codes of practice.
  - iv) Only personal data will be held which are adequate, relevant and not excessive in relation to the purpose for which the data are held.
  - v) Steps will be taken to ensure that personal data are accurate and where necessary, kept up to date.
  - vi) Personal data will be held for no longer than is necessary.
  - vii) Individuals will be allowed access to information held about them and, where appropriate, permitted to correct or erase it.
  - viii) Procedures will be implemented to put in place security measures to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of, information.



### **3.1 Request for information (subject access)**

- 3.1.1 Any request from an individual for the disclosure of personal data which he / she believes is recorded by virtue of the system will be directed in the first instance to the system manager or data controller.
- 3.1.2 The principles of Sections 7 and 8 of the Data Protection Act 1998 (Rights of Data Subjects and Others) shall be followed in respect of every request, those Sections are reproduced as Appendix B to these codes.
- 3.1.3 If the request cannot be complied with without identifying another individual, permission from all parties must be considered (in the context of the degree of privacy they could reasonably anticipate from being in that location at that time) in accordance with the requirements of the legislation.
- 3.1.4 Any person making a request must be able to satisfactorily prove their identity and provide sufficient information to enable the data to be located.

### **3.2 Exemptions to the Provision of Information**

In considering a request made under the provisions of Section 7 of the Data Protection Act 1998, reference may also be made to Section 29 of the Act which includes, but is not limited to, the following statement:

- 3.2.1 Personal data processed for any of the following purposes -

- i) the prevention or detection of crime
- ii) the apprehension or prosecution of offenders

are exempt from the subject access provisions in any case 'to the extent to which the application of those provisions to the data would be likely to prejudice any of the matters mentioned in this subsection'.

### **3.3 Criminal Procedures and Investigations Act, 1996**

The Criminal Procedures and Investigations Act, 1996 came into effect in April, 1997 and introduced a statutory framework for the disclosure to defendants of material which the prosecution would not intend to use in the presentation of its own case, (known as unused material). An explanatory summary of the provisions of the Act is contained within the procedural manual, but disclosure of unused material under the provisions of this Act should not be confused with the obligations placed on the data controller by Section 7 of the Data Protection Act 1998, (known as subject access).

## **Section 4 Accountability and Public Information**

### **4.1 The Public**

- 4.1.1 For reasons of security and confidentiality, access to the CCTV monitoring room is restricted in accordance with this Code of Practice. However, in the interest of openness and accountability, it may be possible to visit a control room subject to the approval of the manager of the System.
- 4.1.2 Cameras will not be used to look into private residential property. Where the equipment permits it 'Privacy zones' will be programmed into the system as required in order to ensure that the interior of any private residential property within range of the system is not surveyed by the cameras. If such 'zones' cannot be programmed the operators will be specifically trained in privacy issues.
- 4.1.3 A member of the public wishing to register a complaint with regard to any aspect of The System may do so by contacting the System Manager's office. All complaints shall be dealt with in accordance with the Vale of Glamorgan Council's complaints procedure, a copy of which may be obtained from the Vale of Glamorgan Council. Any performance issues identified will be considered under the organisations disciplinary procedures to which all members of the Vale of Glamorgan, including CCTV personnel are subject.

### **4.2 System Owner**

- 4.2.1 Alun Billingham, named at appendix A, being the nominated representative of the system owners will have unrestricted personal access to the CCTV monitoring room and will be responsible for receiving regular and frequent reports from the manager of the system.
- 4.2.2 The Vale of Glamorgan will nominate a committee with a specific responsibility for receiving and considering those reports.
- 4.2.3 Formal consultation will take place between the owners and the managers of the system with regard to all aspects, including this Code of Practice and the Procedural Manual.
- 4.2.4 An annual report will be produced which will include trend analysis, arrests and recorded crime.

### **4.3 System Manager**

- 4.3.1 The nominated manager named at appendix A will have day-to-day responsibility for the system as a whole.
- 4.3.2 The system manager or designated member of staff will be responsible for ensuring regular reviews of the documented procedures are carried out and to ensure that the provisions of the Code of Practice are being complied with.
- 4.3.3 The system manager will ensure that every complaint is acknowledged and
- 4.3.4 Statistical and other relevant information, including any complaints made, will be included in the Annual Reports of the Vale of Glamorgan Council, which are made publicly available.

#### **4.4 Public Information**

##### **4.4.1 Code of Practice**

A copy of this Code of Practice will be made available to anyone on request.

##### **4.4.2 Signs**

Signs will be placed in the locality of the cameras advertising the presence and operation of CCTV cameras. The signs will indicate:

- i) The presence of CCTV monitoring;
- ii) The 'ownership' of the system;
- iii) Contact telephone number of the 'data controller' of the system.

## **Section 5 Assessment of the System and Code of Practice**

### **5.1 Evaluation**

5.2.1 The System will be periodically and where possible independently evaluated to ensure that the provisions of the Code of Practice are being complied with and to establish whether the purposes of the system are being complied with and whether objectives are being achieved. This will include.

- i) *An assessment of the impact upon crime: This assessment shall include not only the immediate area covered by the cameras but the wider town area, the Police Divisional and regional areas and national trends.*
- ii) *An assessment of the incidents monitored by the system*
- iii) *An assessment of the impact on town centre business*
- iv) *An assessment of neighbouring areas without CCTV*
- v) *The views and opinions of the public*
- vi) *The operation of the Code of Practice*
- vii) *Whether the purposes for which the system was established are still relevant*
- viii) *Cost effectiveness*

5.2.2 The results of the evaluation will be published and will be used to review and develop any alterations to the specified purpose and objectives of the scheme as well as the functioning, management and operation of the system.

5.2.3 It is intended that evaluations should take place at least every two years.

5.2.4 Operation of the system is monitored and evaluated by a CCTV Task Group set up specifically for that purpose. An Annual Report will be published which will review the operation of the scheme. It will contain details of any extensions or modifications to the scheme and will evaluate the extent to which its objectives have been met. It will give particulars of any complaints, and their resolutions, and of the costs incurred in operating and developing the system.

### **5.3 Monitoring**

5.3.1 The system manager will accept day to day responsibility for the monitoring, operation and evaluation of the system and the implementation of this Code of Practice.

5.3.2 The system manager shall also be responsible for maintaining full management information as to the incidents dealt with by the monitoring room, for use in the management of the system and in future evaluations.

#### **5.4 Inspection**

- 5.4.1 An inspection may be co-ordinated by a body of individuals who have no direct contact or relationship with the operation of the system.
- 5.4.2 Inspections should take place at least six times per calendar year by no more than two people at any one time. The inspectors will be permitted access to the CCTV monitoring room, without prior notice and to the records held therein at any time, provided their presence does not disrupt the operational functioning of the room. Their findings will be reported to the Auditor and their visit recorded in the CCTV monitoring room.
- 5.4.3 Inspectors will be required to sign a declaration of confidentiality (see Appendix F)

## **Section 6                    Human Resources**

### **6.1     Staffing of the Monitoring Room and those responsible for the operation of the system**

- 6.1.1 The CCTV Monitoring Room will be staffed in accordance with the procedural manual. Equipment associated with The System will only be operated by authorised personnel who will have been properly trained in its use and all monitoring room procedures.
- 6.1.2 Every person involved in the management and operation of the system will be personally issued with a copy of both the Code of Practice and the Procedural Manual, will be required to sign a confirmation that they fully understand the obligations adherence to these documents places upon them and that any breach will be considered as a disciplinary offence. They will be fully conversant with the contents of both documents, which may be updated from time to time, and which he / she will be expected to comply with as far as is reasonably practicable at all times.
- 6.1.3 Arrangement may be made for a police liaison officer to be present in the monitoring room at certain times, or indeed at all times, subject to locally agreed protocols. Any such person must also be conversant with this Code of Practice and associated Procedural Manual.
- 6.1.4 All personnel involved with the system shall receive training from time to time in respect of all legislation appropriate to their role.

### **6.2     Discipline**

- 6.2.1 Every individual with any responsibility under the terms of this Code of Practice and who has any involvement with The System to which they refer, will be subject to the Employing Authority discipline code. Any breach of this Code of Practice or of any aspect of confidentiality will be dealt with in accordance with those discipline rules.
- 6.2.2 The system manager will accept primary responsibility for ensuring there is no breach of security and that the Code of Practice is complied with. He/she has day to day responsibility for the management of the room and for enforcing the discipline rules. Non-compliance with this Code of Practice by any person will be considered a severe breach of discipline and dealt with accordingly including, if appropriate, the instigation of criminal proceedings.

### **6.3     Declaration of Confidentiality**

Every individual with any responsibility under the terms of this Code of Practice and who has any involvement with The System to which they refer, will be required to sign a declaration of confidentiality. (See example at appendix E, see also Section 8 concerning access to the monitoring room by others).

## **Section 7 Control and Operation of Cameras**

### **7.1 Guiding Principles**

- 7.1.1 Any person operating the cameras will act with utmost probity at all times.
- 7.1.2 The cameras, control equipment, recording and reviewing equipment shall at all times only be operated by persons who have been trained in their use and the legislative implications of their use.
- 7.1.2 Every use of the cameras will accord with the purposes and key objectives of the system and shall be in compliance with this Code of Practice.
- 7.1.3 Cameras will not be used to look into private residential property. 'Privacy zones' shall be programmed into the system (whenever practically possible) in order to ensure that the interior of any private residential property within range of the system is not surveyed by the cameras.
- 7.1.4 Camera operators will be mindful of exercising prejudices, which may lead to complaints of the system being used for purposes other than those for which it is intended. The operators may be required to justify their interest in, or recording of, any particular individual, group of individuals or property at any time by virtue of the audit of the system or by the system manager.

### **7.2 Primary Control**

- 7.2.1 Only those trained and authorised members of staff with responsibility for using the CCTV equipment will have access to the operating controls, those operators have primacy of control at all times.

### **7.3 Operational Command of the System by the Police**

- 7.3.1 Under rare and extreme operational circumstances the Police may make a request to command the use of The System to which this Code of Practice applies. These circumstances may be a major incident or event that has a significant impact on the prevention and detection of crime or public safety. Such use will provide the police with a broad overview of events in order to command the incident.
- 7.3.2 Such requests will be viewed separately to the use of the systems' cameras with regard to the requirement for an authority for specific types of surveillance under the Regulation of Investigatory Powers Act 2000. See Appendix G; page 38
- 7.3.3 Applications made as at 7.3.1 above will be considered on the written request of a police officer not below the rank of Superintendent. Any such request will only be accommodated upon the personal written permission of the most senior representative of the System owners, or designated deputy of equal standing. In the event of an urgent need, a verbal request of the senior officer in charge, and in any case an officer not below the rank of Inspector, will be necessary. This should be followed as soon as practicable within 72 hours by a Superintendents' written request.

- 7.3.4 In the event of such a request being permitted, the Monitoring Room will continue to be staffed, and equipment operated by, only those personnel who are specifically trained to do so, and who fall within the terms of Sections 6 and 7 of this Code. They will then operate under the command of the police officer designated in the verbal / written request, taking into account their responsibilities under this code.
- 7.3.5 In very extreme circumstances a request may be made for the Police to take total control of The System in its entirety, including the staffing of the monitoring room and personal control of all associated equipment, to the exclusion of all representatives of the System owners. Any such request should be made to The System manager in the first instance, who will consult personally with the most senior officer of The System owners (or designated deputy of equal standing). A request for total exclusive control must be made in writing by a police officer not below the rank of Assistant Chief Constable or person of equal standing.
- 7.4 Maintenance of the system**
- 7.4.1 To ensure compliance with the Information Commissioners Code of Practice and that images recorded continue to be of appropriate evidential quality The Vale of Glamorgan Council CCTV System shall be maintained in accordance with the requirements of the Procedural Manual under a maintenance agreement.
- 7.4.2 The maintenance agreement will make provision for regular/ periodic service checks on the equipment which will include cleaning of any all weather domes or housings, checks on the functioning of the equipment, and any minor adjustments that need to be made to the equipment settings to maintain picture quality.
- 7.4.3 The maintenance will also include regular periodic overhaul of all the equipment and replacement of equipment which is reaching the end of its serviceable life.
- 7.4.4 The maintenance agreement will also provide for 'emergency' attendance by a specialist CCTV engineer on site to rectify any loss or severe degradation of image or camera control.
- 7.4.5 The maintenance agreement will define the maximum periods of time permitted for attendance by the engineer and for rectification of the problem depending upon the severity of the event and the operational requirements of that element of the system.
- 7.4.6 It is the responsibility of the System Manager to ensure appropriate records are maintained in respect of the functioning of the cameras and the response of the maintenance organisation.



## **Section 8                      Access to, and Security of, Monitoring Room and Associated Equipment**

### **8.1      Authorised Access**

8.1.1 Only trained and authorised personnel will be able to enter the CCTV monitoring room or operate any of the equipment located within the CCTV monitoring room, (or equipment associated with the CCTV System).

### **8.2      Public access**

8.2.1 Public access to the monitoring and recording facility will be prohibited except for lawful, proper and sufficient reasons and only then with the personal authority of the system manager. Any such visits will be conducted and recorded in accordance with the Procedural Manual.

### **8.3      Authorised Visits**

8.3.1 Visits by inspectors or auditors do not fall into the scope of the above paragraph and may take place at any time, without prior warning. No more than two inspectors or auditors will visit at any one time. Inspectors or Auditors will not influence the operation of any part of the system during their visit. The visit will be suspended in the event of it being operationally inconvenient. Any such visit should be recorded in the same way as that described above.

### **8.4      Declaration of Confidentiality**

8.4.1 Regardless of their status, all visitors to the CCTV monitoring room, including inspectors and auditors will be required to sign the visitor's book and a declaration of confidentiality.

### **8.5      Security**

8.5.1 Authorised personnel will normally be present at all times when the equipment is in use. If the monitoring facility is to be left unattended for any reason it will be secured. In the event of the monitoring room having to be evacuated for safety or security reasons, the provisions of the Procedural Manual will be complied with.

8.5.2 The monitoring room will at all times be secured by 'Magnetic-Locks' operated by the CCTV operator.

## **Section 9 Management of Recorded Material**

### **9.1 Guiding Principles**

- 9.1.1 For the purposes of this Code 'recorded material' means any material recorded by, or as the result of, technical equipment which forms part of The System, but specifically includes images recorded digitally, or on videotape or by way of video copying, including video prints.
- 9.1.2 Every video or digital recording obtained by using The System has the potential of containing material that has to be admitted in evidence at some point during its life span.
- 9.1.3 Members of the community must have total confidence that information recorded about their ordinary every day activities by virtue of The System, will be treated with due regard to their individual right to respect for their private and family life.
- 9.1.4 It is therefore of the utmost importance that irrespective of the means or format (e.g. paper copy, video tape, digital tape, CD, or any form of electronic processing and storage) of the images obtained from the system, they are treated strictly in accordance with this Code of Practice and the Procedural Manual from the moment they are received by the monitoring room until final destruction. Every movement and usage will be meticulously recorded.
- 9.1.5 Access to and the use of recorded material will be strictly for the purposes defined in this Code of Practice only.
- 9.1.6 Recorded material will not be copied, sold, otherwise released or used for commercial purposes or for the provision of entertainment.

### **9.2 National standard for the release of data to a third party**

- 9.2.1 Every request for the release of personal data generated by this CCTV System will be channelled through the System Manager. The System Manager will ensure the principles contained within Appendix C to this Code of Practice are followed at all times.
- 9.2.2 In complying with the national standard for the release of data to third parties, it is intended, as far as reasonably practicable, to safeguard the individual's rights to privacy and to give effect to the following principles:
- Recorded material shall be processed lawfully and fairly, and used only for the purposes defined in this Code of Practice;
  - Access to recorded material will only take place in accordance with the standards outlined in appendix C and this Code of Practice;
  - The release or disclosure of data for commercial or entertainment purposes is specifically prohibited.
- 9.2.3 Members of the police service or other agency having a statutory authority to investigate and /or prosecute offences may, subject to compliance with appendix C, release details of recorded information to the media only in an effort to identify alleged offenders or potential witnesses. Under such circumstances, full details will be recorded in accordance with the Procedural Manual.

9.2.4 If material is to be shown to witnesses, including police officers, for the purpose of obtaining identification evidence, it must be shown in accordance with Appendix C and the Procedural Manual.

9.2.5 It may be beneficial to make use of 'real time' video footage for the training and education of those involved in the operation and management of CCTV systems, and for those involved in the investigation, prevention and detection of crime. Any material recorded by virtue of this CCTV system will only be used for such bona fide training and education purposes. Recorded material will not be released for commercial or entertainment purposes.

### **9.3 Video Tapes - Provision & Quality**

9.3.1 To ensure the quality of the tapes, and that recorded information will meet the criteria outlined by current Home Office guidelines, the only video tapes to be used with the system are those which have been specifically provided in accordance with the Procedural Manual.

### **9.4 Tapes – Retention**

9.4.1 Recorded tapes will be retained for a period of one calendar month unless specifically requested to be retained by the Police. Before reuse or destruction, each tape will be magnetically erased in full accordance with the manufacturers requirements.

9.4.2 Videotapes will be always be used and stored in accordance with the Procedural Manual. At the conclusion of their life within the CCTV System they will be destroyed and the destruction certified.

### **9.5 Tape Register**

9.5.1 Each tape will have a unique tracking record, after the tape has been destroyed. The tracking record shall identify every use, and person who has viewed or had access to the tape since the initial breaking of the seal to the destruction of the tape.

### **9.6 Recording Policy**

9.6.1 Subject to the equipment functioning correctly, images from every camera will be recorded throughout every 24-hour period, through digital multiplexers onto S-VHS videotapes or computer hardrive.

9.6.2 Images from selected cameras will be recorded in real time at the discretion of the CCTV operators or as directed by the System Manager.

### **9.7 Evidential Tapes**

9.7.1 In the event of a tape being required for evidential purposes the procedures outlined in the Procedural Manual will be strictly complied with.

9.7.2 Requests for additional copies must be in writing, with reasons given, and authorised by either the Superintendent or Chief Inspector of the Vale of Glamorgan Division.

## **Section 10**

## **Video Prints**

### **10.1 Guiding Principles**

- 10.1.1 A video print is a copy of an image or images which already exist on video tape / computer disc. Such prints are equally within the definitions of 'data' and recorded material
- 10.1.2 Video prints will not be taken as a matter of routine. Each time a print is made it must be capable of justification by the originator who will be responsible for recording the full circumstances under which the print is taken in accordance with the Procedural Manual.
- 10.1.3 Video prints contain data and will therefore only be released under the terms of Appendix C to this Code of Practice, 'Release of data to third parties'. If prints are released to the media, (in compliance with Appendix C), in an effort to identify alleged offenders or potential witnesses, full details will be recorded in accordance with the Procedural Manual.
- 10.1.4 A record will be maintained of all video print productions in accordance with the Procedural Manual. The recorded details will include: a sequential number, the date, time and location of the incident, date and time of the production of the print and the identity of the person requesting the print, (if relevant) and the purpose for which the print was taken.
- 10.1.5 The records of the video prints taken will be subject to audit in common with all other records in the system.

# Appendix A Key Personnel and Responsibilities

## 1. System Owners

Vale of Glamorgan Council  
Community Services  
2-8 Holton Road  
Barry  
CF63 4HD  
Tel: 01446 709822

### **Responsibilities:**

The Vale of Glamorgan Council is the 'owner' of the system. Alun Billingham, Acting Head of Housing and Community Safety will be the single point of reference on behalf of the owners. His role will include a responsibility to:

- i) Ensure the provision and maintenance of all equipment forming part of the Vale of Glamorgan CCTV System in accordance with contractual arrangements, which the owners may from time to time enter into.
- ii) Maintain close liaison with the control room manager.
- iii) Ensure the interests of the joint owners and other organisations are upheld in accordance with the terms of this Code of Practice.
- iv) Agree to any proposed alterations and additions to the system, this Code of Practice and / or the Procedural Manual.

## 2. System Management

Alun Billingham	01446 709503
Community Safety Officer	01446 709836
James Niven	01446 709822

### **Responsibilities:**

James Niven is the 'manager' of the Vale of Glamorgan CCTV System  
He has delegated authority for data control on behalf of the 'data controller'.  
His role includes responsibility to:

- i) Maintain day to day management of the system and staff;
- ii) Accept overall responsibility for the system and for ensuring that this Code of Practice is complied with;
- iii) Maintain direct liaison with the owners of the system.
- iv) Maintain direct liaison with operating partners

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## Appendix B

## Extracts from Data Protection Act 1998

### Section 7

- (1) Subject to the following provisions of this section and to sections 8 and 9, an individual is entitled:
  - (a) to be informed by any data controller whether personal data of which that individual is the data subject are being processed by or on behalf of that data controller.
  - (b) If that is the case, to be given by the data controller a description of –
    - (i) the personal data of which that individual is the data subject;
    - (ii) the purpose for which they are being or are to be processed;
    - (iii) the recipients or classes of recipients to whom they are or may be disclosed,
  - (c) to have communicated to him/her in an intelligible form:
    - (i) the information constituting any personal data of which that individual is the data subject;
    - (ii) any information available to the data controller as the source of those data;
  - (d) where the processing by automatic means of personal data of which that individual is the data subject for the purposes of evaluating matters relating to him/her such as, for example, his/her performance at work, his/her creditworthiness, his/her reliability or his/her conduct, has constituted or is likely to constitute the sole basis for any decision significantly affecting him/her, to be informed by the data controller of the logic involved in that decision-taking
- (2) A data controller is not obliged to supply any information under subsection (1) unless he/she has received:
  - (a) a request in writing, and
  - (b) except in prescribed cases, such fee (not exceeding the prescribed maximum) as he/she may require.
- (3) A data controller is not obliged to comply with a request under this section unless he/she is supplied with such information as he/she may reasonably require in order to satisfy him/herself as to the identity of the person making the request and to locate the information which that person seeks.
- (4) Where a data controller cannot comply with the request without disclosing information relating to another individual who can be identified from that information, he/she is not obliged to comply with the request unless:
  - (a) the other individual has consented to the disclosure of the information to the person making the request, or

- (b) it is reasonable in all the circumstances to comply with the request without the consent of the other individual.
- (5) In subsection (4) the reference to information relating to another individual includes a reference to information identifying that individual as the source of the information sought by the request; and that subsection is not to be construed as excusing the data controller from communicating so much of the information sought by the request as can be communicated without disclosing the identity of the other individual concerned, whether by omission of names or other identifying particulars or otherwise.
- (6) In determining for the purposes of subsection (4)(b) whether it is reasonable in all the circumstances to comply with the request without the consent of the other individual concerned, regard shall be had, in particular, to:
  - (a) any duty of confidentiality owed to the other individual,
  - (b) any steps taken by the data controller with a view to seeking the consent of the other individual,
  - (c) whether the other individual is capable of giving consent, and
  - (d) any express refusal of consent by the other individual.

**Note:** In considering such instances the data controller must effectively also consider the degree of privacy that the third parties might or might not reasonably expect in being at that location at that time.

- (7) An individual making a request under this section may, in such cases as may be prescribed, specify that his/her request is limited to personal data of any prescribed description.
- (8) Subject to subsection (4), a data controller shall comply with a request under this section promptly and in any event before the end of the prescribed period beginning with the relevant day.
- (9) If a court is satisfied on the application of any person who has made a request under the forgoing provisions of this section that the data controller in question has failed to comply with the request in contravention of those provisions, the court may order him/her to comply with the request.

In this section:

‘prescribed’ means prescribed by the Secretary of State by regulations;

‘the prescribed maximum’ means such amount as may be prescribed;

‘the prescribed period’ means forty days or such other period as may be prescribed;

‘the relevant day’, in relation to a request under this section, means the day on which the data controller receives the request or, if later, the first day on which the data controller has both the required fee and the information referred to in subsection (3).

- (10) Different amounts or periods may be prescribed under this section in relation to different cases.

## Section 8

- (1) The Secretary of State may by regulations provide that, in such cases as may be prescribed, a request for information under any provision of subsection (1) of section 7 is to be treated as extending also to information under other provisions of that subsection.
- (2) The obligation imposed by section 7(1)(c)(i) must be complied with by supplying the data subject with a copy of the information in permanent form unless:
  - (a) the supply of such a copy is not possible or would involve disproportionate effort, or
  - (b) the data subject agrees otherwise;
  - (c) and where any of the information referred to in section 7(1)(c)(i) is expressed in terms which are not intelligible without explanation the copy must be accompanied by an explanation of those terms.
- (3) Where a data controller has previously complied with a request made under section 7 by an individual, the data controller is not obliged to comply with a subsequent identical or similar request under that section by that individual unless a reasonable interval has elapsed between compliance with the previous request and the making of the current request.
- (4) In determining for the purposes of subsection (3) whether requests under section 7 are made at reasonable intervals, regard shall be had to the nature of the data, the purpose for which the data are processed and the frequency with which the data are altered.
- (5) Section 7(1)(d) is not to be regarded as requiring the provision of information as to the logic involved in decision-taking if, and to the extent that, the information constitutes a trade secret.
- (6) The information to be supplied pursuant to request under section 7 must be supplied by reference to the data in question at the time when the request is received, except that it may take account of any amendment or deletion made between that time and the time when the information is supplied, being an amendment or deletion that would have been made regardless of the receipt of the request.
- (7) For the purposes of section 7(4) and (5) another individual can be identified from the information being disclosed if he/she can be identified from that information, or from that and any other information which, in the reasonable belief of the data controller, is likely to be in, or to come into, the possession of the data subject making the request.



# Appendix C National Standard for the release of data to third parties

## 1. Introduction

Arguably CCTV is one of the most powerful tools to be developed during recent years to assist with efforts to combat crime and disorder whilst enhancing community safety. Equally, it may be regarded by some as the most potent infringement of people's liberty. If users, owners and managers of such systems are to command the respect and support of the general public, the systems must not only be used with the utmost probity at all times, they must be used in a manner which stands up to scrutiny and is accountable to the very people they are aiming to protect.

The Vale of Glamorgan Council and South Wales Police are committed to the belief that everyone has the right to respect for his or her private and family life and their home. Although the use of CCTV cameras has become widely accepted in the UK as an effective security tool, those people who do express concern tend to do so over the handling of the information (data) which the System gathers.

After considerable research and consultation, the nationally recommended standard of The CCTV User Group has been adopted by the System owners.

## 2. General Policy

All requests for the release of data shall be processed in accordance with the Procedural Manual. All such requests shall be channelled through the data controller.

## 3. Primary Request To View Data

- a) Primary requests to view data generated by a CCTV System are likely to be made by third parties for any one or more of the following purposes:
  - i) Providing evidence in criminal proceedings (e.g. Police and Criminal Evidence Act 1984, Criminal Procedures & Investigations Act 1996, etc.);
  - ii) Providing evidence in civil proceedings or tribunals
  - iii) The prevention of crime
  - iv) The investigation and detection of crime (may include identification of offenders)
  - v) Identification of witnesses
- b) Third parties, which are required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:
  - i) Police (1)
  - ii) Statutory authorities with powers to prosecute, (e.g. Customs and Excise; Trading Standards, etc.)

- iii) Solicitors (2)
  - iv) Plaintiffs in civil proceedings(3)
  - v) Accused persons or defendants in criminal proceedings (4)
  - v) Other agencies, (which should be specified in the Code of Practice) according to purpose and legal status(5).
- c) Upon receipt from a third party of a bona fide request for the release of data, the data controller shall:
- i) Not unduly obstruct a third party investigation to verify the existence of relevant data.
  - ii) Ensure the retention of data which may be relevant to a request, but which may be pending application for, or the issue of, a court order or subpoena. A time limit shall be imposed on such retention, which will be notified at the time of the request.
- d) In circumstances outlined at note (3) below, (requests by plaintiffs, accused persons or defendants) the data controller, or nominated representative, shall:
- i) Be satisfied that there is no connection with any existing data held by the police in connection with the same investigation.
  - ii) Treat all such enquiries with strict confidentiality.

#### Notes

- (1) The release of data to the police is not be restricted to the civil police but could include, (for example) British Transport Police, Ministry of Defence Police, Military Police, etc. (It may be appropriate to put in place special arrangements in response to local requirements).
- (2) Aside from criminal investigations, data may be of evidential value in respect of civil proceedings or tribunals. In such cases a solicitor, or authorised representative of the tribunal, is required to give relevant information in writing prior to a search being granted. In the event of a search resulting in a requirement being made for the release of data, such release will only be facilitated on the instructions of a court order or subpoena. A charge may be made for this service to cover costs incurred. In all circumstances data will only be released for lawful and proper purposes.
- (3) There may be occasions when an enquiry by a plaintiff, an accused person, a defendant or a defence solicitor falls outside the terms of disclosure or subject access legislation. An example could be the investigation of an alibi. Such an enquiry may not form part of a prosecution investigation. Defence enquiries could also arise in a case where there appeared to be no recorded evidence in a prosecution investigation.
- (4) The data controller shall decide which (if any) "other agencies" might be permitted access to data. Having identified those 'other agencies', such access to data will only be permitted in compliance with this Standard.

- (5) The data controller can refuse an individual request to view if insufficient or inaccurate information is provided. A search request should specify reasonable accuracy (could be specified to the nearest ½ hour)

#### 4. Secondary Request To View Data

- a) A 'secondary' request for access to data may be defined as any request being made which does not fall into the category of a primary request. Before complying with a secondary request, the data controller shall ensure that:
- i) The request does not contravene, and that compliance with the request would not breach, current relevant legislation, (e.g. Data Protection Act 1998, Human Rights Act 1998, section 163 Criminal Justice and Public Order Act 1994, etc.);
  - ii) Any legislative requirements have been complied with, (e.g. the requirements of the Data Protection Act 1998);
  - iii) Due regard has been taken of any known case law (current or past) which may be relevant, (e.g. R v Brentwood BC ex p. Peck) and
  - iv) The request would pass a test of 'disclosure in the public interest'<sup>(1)</sup>.
- b) If, in compliance with a secondary request to view data, a decision is taken to release material to a third party, the following safeguards shall be put in place before surrendering the material:
- i) In respect of material to be released under the auspices of 'crime prevention', written agreement to the release of the material should be obtained from a police officer, not below the rank of Inspector. The officer should have personal knowledge of the circumstances of the crime/s to be prevented and an understanding of the CCTV System Code of Practice<sup>(2)</sup>.
  - ii) If the material is to be released under the auspices of 'public well being, health or safety', written agreement to the release of material should be obtained from a senior officer within the Local Authority. The officer should have personal knowledge of the potential benefit to be derived from releasing the material and an understanding of the CCTV System Code of Practice.
- c) Recorded material may be used for bona fide training purposes such as police or staff training. Under no circumstances will recorded material be released for commercial sale of material for training or entertainment purposes.

#### Note:

- (1) 'Disclosure in the public interest' could include the disclosure of personal data that:
- i) provides specific information which would be of value or of interest to the public well being
  - ii) identifies a public health or safety issue
  - iii) leads to the prevention of crime
- (2) The disclosure of personal data which is the subject of a 'live' criminal investigation would always come under the terms of a primary request, (see III above).

## 5. Individual Subject Access under Data Protection legislation

- 1) Under the terms of Data Protection legislation, individual access to personal data, of which that individual is the data subject, must be permitted providing:
  - i) The request is made in writing;
  - ii) A specified fee is paid for each individual search;
  - iii) The data controller is supplied with sufficient information to satisfy him or her self as to the identity of the person making the request;
  - iv) The person making the request provides sufficient and accurate information about the time, date and place to enable the data controller to locate the information which that person seeks, (it is recognised that a person making a request is unlikely to know the precise time. Under those circumstances it is suggested that within one hour of accuracy would be a reasonable requirement);
  - v) The person making the request is only shown information relevant to that particular search and which contains personal data of her or him self only, unless all other individuals who may be identified from the same information have consented to the disclosure;
- b) In the event of the data controller complying with a request to supply a copy of the data to the subject, only data pertaining to the individual should be copied, (all other personal data which may facilitate the identification of any other person should be concealed or erased). Under these circumstances an additional fee may be payable.
- c) The data controller is entitled to refuse an individual request to view data under these provisions if insufficient or inaccurate information is provided, however every effort should be made to comply with subject access procedures and each request should be treated on its own merit.
- d) In addition to the principles contained within the Data Protection legislation, the data controller should be satisfied that the data is:
  - i) Not currently and, as far as can be reasonably ascertained, not likely to become, part of a 'live' criminal investigation;
  - ii) Not currently and, as far as can be reasonably ascertained, not likely to become, relevant to civil proceedings;
  - iii) Not the subject of a complaint or dispute which has not been actioned;
  - iv) The original data and that the audit trail has been maintained;
  - v) Not removed or copied without proper authority;
  - vi) For individual disclosure only (i.e. to be disclosed to a named subject)

## 6. Process of Disclosure:

- a) Verify the accuracy of the request.
- b) Replay the data to the requestee only, (or responsible person acting on behalf of the person making the request).

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- c) The viewing should take place in a separate room and not in the control or monitoring area. Only data which is specific to the search request shall be shown.
- d) It must not be possible to identify any other individual from the information being shown, (any such information will be blanked-out, either by means of electronic screening or manual editing on the monitor screen).
- e) If a copy of the material is requested and there is no on-site means of editing out other personal data, then the material shall be sent to an editing house for processing prior to being sent to the requestee.

**Note:** The Information Commissioners Code of Practice for CCTV makes specific requirements for the precautions to be taken when images are sent to an editing house for processing.

## 7. Media disclosure

Set procedures for release of data to a third party should be followed, If the means of editing out other personal data does not exist on-site, measures should include the

- a) In the event of a request from the media for access to recorded material, the procedures outlined under 'secondary request to view data' shall be followed. If material is to be released the following procedures shall be adopted:
  - i) The release of the material must be accompanied by a signed release document that clearly states what the data will be used for and sets out the limits on its use.
  - ii) The release form shall state that the receiver must process the data in a manner prescribed by the data controller, e.g. specific identities/data that must not be revealed.
  - iii) It shall require that proof of any editing must be passed back to the data controller, either for approval or final consent, prior to its intended use by the media (protecting the position of the data controller who would be responsible for any infringement of Data Protection legislation and the System's Code of Practice).
  - iv) The release form shall be considered a contract and signed by both parties<sup>(1)</sup>.

*Notes In the well publicised case of R v Brentwood Borough Council, ex parte Geoffrey Dennis Peck, (QBD November 1997), the judge concluded that by releasing the video footage, the Council had not acted unlawfully. A verbal assurance that the broadcasters would mask the identity of the individual had been obtained. Despite further attempts by the Council to ensure the identity would not be revealed, the television company did in fact broadcast footage during which the identity of Peck was not concealed. The judge concluded that tighter guidelines should be considered to avoid future accidental broadcasts.*

*Attention is drawn the requirements of the Information Commissioners in this respect detailed in her Code of Practice summarised above.*

## **8. Principles**

In adopting this national standard for the release of data to third parties, it is intended, as far as reasonably practicable, to safeguard the individual's rights to privacy and to give effect to the following principles:

- a) Recorded material shall be processed lawfully and fairly and used only for the purposes defined in the Code of Practice for the CCTV scheme;
- b) Access to recorded material shall only take place in accordance with this Standard and the Code of Practice;
- c) The release or disclosure of data for commercial or entertainment purposes is specifically prohibited.





# WARNING

# RESTRICTED ACCESS AREA

**Everyone, regardless of status, entering this area is required to complete an entry in the Visitors book.**

**Visitors are advised to note the following confidentiality clause and entry is conditional on acceptance of that clause:**

## **Confidentiality Clause:**

**'In being permitted entry to this area you acknowledge that the precise location of the CCTV monitoring room is, and should remain, confidential. You agree not to divulge any information obtained, overheard or overseen during your visit. An entry accompanied by your signature in the Visitors book is your acceptance of these terms'.**

# Appendix E

# Declaration of Confidentiality

## The Vale of Glamorgan Council CCTV System

I, ....., am retained by *The Vale of Glamorgan Council* to perform the duty of CCTV Control Room Operator. I have received a copy of the Code of Practice in respect of the operation and management of that CCTV System.

I hereby declare that:

I am fully conversant with the content of that Code of Practice and understand that all duties which I undertake in connection with the Vale of Glamorgan must not contravene any part of the current Code of Practice, or any future amendments of which I am made aware. If now, or in the future, I am or become unclear of any aspect of the operation of the System or the content of The Code of Practice, I undertake to seek clarification of any such uncertainties.

I understand that it is a condition of my employment that I do not disclose or divulge to any individual, firm, company, authority, agency or other organisation, any information which I may have acquired in the course of, or for the purposes of, my position in connection with the CCTV System, verbally, in writing or by any other media, now or in the future, (including such time as I may no longer be retained in connection with the CCTV System).

In appending my signature to this declaration, I agree to abide by the Code of Practice at all times. I also understand and agree to maintain confidentiality in respect of all information gained during the course of my duties, whether received verbally, in writing or any other media format - now or in the future.

I further acknowledge that I have been informed and clearly understand that the communication, either verbally or in writing, to any unauthorised person(s) of any information acquired as a result of my employment with Vale of Glamorgan Council may be an offence against the Official Secrets Act of 1911, Section 2, as amended by the Official Secrets Act of 1989.

Signed: ..... Print Name: .....

Witness: ..... Position: .....

Dated this ..... day of ..... (month) 20.....

# Appendix F Inspector's Declaration of Confidentiality

## in respect of the Vale of Glamorgan CCTV System

I, ..... am a voluntary inspector of the Vale of Glamorgan Council CCTV System with a responsibility to monitor the operation of the System and adherence to the Code of Practice. I have received a copy of the Code of Practice in respect of the operation and management of that CCTV System.

I hereby declare that:

I am fully conversant with my voluntary duties and the content of that Code of Practice. I undertake to inform the System Manager of any apparent contraventions of the Code of Practice that I may note during the course of my visits to the monitoring facility.

If now, or in the future I am, or I become unclear of any aspect of the operation of the System or the content of The Code of Practice, I undertake to seek clarification of any such uncertainties.

I understand that it is a condition of my voluntary duties that I do not disclose or divulge to any firm, company, authority, agency, other organisation or any individual, any information which I may have acquired in the course of, or for the purposes of, my position in connection with the CCTV System, verbally, in writing or by any other media, now or in the future, (including such time as I may no longer be performing the role of inspector).

In appending my signature to this declaration, I agree to abide by the Code of Practice at all times. I also understand and agree to maintain confidentiality in respect of all information gained during the course of my voluntary duties, whether received verbally, in writing or any other media format - now or in the future.

Signed: ..... Print Name: .....

Witness: ..... Position: .....

Dated the ..... day of ....., 20.....

# Appendix G Regulation of Investigatory Powers Act

## Guiding Principles

### Introduction

The Regulation of Investigatory Powers Act 2000 (hereafter referred to as 'the Act') came into force on 2<sup>nd</sup> October 2000. It places a requirement on public authorities listed in Schedule 1; Part 1 of the act to authorise certain types of covert surveillance during planned investigations.

The guidance contained in this Code of Practice serves to explain and highlight the legislation to be considered. A more detailed section will be included in the Model Procedural Manual to assist users in the application of the requirements

### Background

General observation forms part of the duties of many law enforcement officers and other public bodies. Police officers will be on patrol at football grounds and other venues monitoring the crowd to maintain public safety and prevent disorder. Officers may also target a crime "hot spot" in order to identify and arrest offenders committing crime at that location. Trading standards or HM Customs & Excise officers might covertly observe and then visit a shop as part of their enforcement function to verify the supply or level of supply of goods or services that may be liable to a restriction or tax. Such observation may involve the use of equipment to merely reinforce normal sensory perception, such as binoculars, or the use of cameras, where this does not involve **systematic surveillance of an individual**. It forms a part of the everyday functions of law enforcement or other public bodies. This low-level activity will not usually be regulated under the provisions of the 2000 Act.

Neither do the provisions of the Act cover the normal, everyday use of **overt** CCTV surveillance systems. Members of the public are aware that such systems are in use, for their own protection, and to prevent crime. *However*, it had not been envisaged how much the Act would impact on specific, targeted use of public/private CCTV systems by 'relevant Public Authorities' covered in Schedule 1: Part1 of the Act, when used during their planned investigations.

The consequences of not obtaining an authorisation under this Part may be, where there is an interference by a public authority with Article 8 rights (invasion of privacy), and there is no other source of authority, that the action is unlawful by virtue of section 6 of the Human Rights Act 1998 (Right to fair trial) and the evidence obtained could be excluded in court under Section 78 Police & Criminal Evidence Act 1978

The Act is divided into five parts. Part II is the relevant part of the act for CCTV. It creates a system of authorisations for various types of covert surveillance. The types of activity covered are "intrusive surveillance" and "directed surveillance".

#### “Covert surveillance” defined

Observations which are carried out by, or with, the use of a surveillance device.

Surveillance will be covert where it is carried out in a manner calculated to ensure that the person or persons subject to the surveillance are **unaware that it is, or may be**, taking place.

## Part II - Surveillance types

We should clearly differentiate in this guidance between “Intrusive” surveillance which will be a great rarity for CCTV operations and “Directed” surveillance which will be the more likely.

### “Intrusive” surveillance

This is a highly invasive type of covert surveillance, the like of which CCTV equipment and their images alone would not be able to engage in except on the most rare occasion. The act says:

"Intrusive surveillance" is defined as *covert surveillance carried out in relation to anything taking place on residential premises or in any private vehicle.*

*This kind of surveillance may take place by means either of a person or device located **inside residential premises or a private vehicle** of the person who is subject to the surveillance, or by means of a device placed outside which consistently provides a product of equivalent quality and detail as a product which would be obtained from a device located **inside.***

Therefore it is **not intrusive** unless the camera capabilities are such that it consistently provides information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the vehicle.

Our CCTV cameras are deemed incapable of providing this level of detail so as to be considered “intrusive” for the purposes of the act. Current interpretations re sustained gathering of images of persons in a car in a car park dealing in drugs; being able to see clearly inside the car, would not be considered “intrusive” under the act.

In particular, the following extract from Section 4 of this code prevents us from carrying out intrusion of premises with cameras. This section puts us in a strong position to resist the use of public cameras in this way by investigators.

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*Cameras will not be used to look into private residential property. Where the equipment permits it 'Privacy zones' will be programmed into the system as required in order to ensure that the interior of any private residential property within range of the system is not surveyed by the cameras. If such 'zones' cannot be programmed the operators will be specifically trained in privacy issues.*

### **“Directed” surveillance**

This level of covert surveillance is likely to be engaged more by public/private CCTV users when they are requested by “authorised bodies” (see later) to operate their cameras in a specific way; for a planned purpose or operation; where ‘private information’ is to be gained.

The act says:

*"Directed surveillance" is defined in subsection (2) as covert surveillance that is undertaken in relation to a specific investigation or a specific operation*

*which is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation);*

*and otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under this Part to be sought for the carrying out of the surveillance. - (planned),*

In this section "private information", in relation to a person, includes any information relating to his private or family life.

If a CCTV user is carrying out normal everyday observations by operating a particular camera to gain the best information; albeit it may not be the most obvious camera to use, or the nearest to the incident being observed, that use will not be deemed to be “covert” under the terms of the act; it is using modern technology to the advantage of the operator. It will only be where CCTV cameras are to be used in a planned, targeted way to gain private information that the requirements of authorised directed surveillance need to be met.

If users are requested to operate their cameras as part of a planned operation where the subject is unaware that targeted surveillance is, or may be, taking place; "private information" is to be gained and it involves systematic surveillance of an individual/s (whether or not the target of the operation) then a RIPA “directed surveillance” authority must be obtained.

#### **Authorisations:**

Intrusive surveillance can be only be “authorised” by chief officers within UK police forces and H.M. Customs & Excise and is therefore irrelevant for any other authority or agency. It is an area of RIPA that CCTV users can largely disregard.

Those who can authorise covert surveillance for public authorities listed in Sch. 1/Part1, in respect to Directed surveillance are detailed in Article 2 / Part I - Statutory Instrument

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2417/2000: The Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) Order 2000.

E.g.:

*A Local Authority* (within the meaning of section 1 of the Local Government Act 1999). The prescribed office as a minimum level of authority is:

Assistant Chief Officer; Officer responsible for the management of an investigation.

*Police Forces* - A police force maintained under section 2 of the Police Act 1996 (police forces in England and Wales). The prescribed level is a Superintendent; for urgent cases an Inspector.

The impact for staff in Police control rooms and CCTV monitoring centres, is that there might be cause to monitor for some time, a person or premises using the cameras. In most cases, this will be an immediate response to events or circumstances. In this case, it would not require authorisation unless it were to continue for some time. The RIPA draft Code of Practice suggests some hours rather than minutes.

In cases where a pre-planned incident or operation wishes to make use of public/private CCTV for such monitoring, an authority will almost certainly be required from the appropriate person with the authorised agency.

The 'authority' must indicate the reasons and should fall within one of the following categories:-

*An authorisation is necessary on grounds falling within this subsection if it is necessary-*

*(a) in the interests of national security;*

*(b) for the purpose of preventing or detecting crime or of preventing disorder;*

*(c) in the interests of the economic well-being of the United Kingdom;*

*(d) in the interests of public safety;*

*(e) for the purpose of protecting public health;*

*(f) for the purpose of assessing or collecting any tax, duty, levy or other imposition, contribution or charge payable to a government department; or*

*(g) for any purpose (not falling within paragraphs (a) to (f)) which is specified for the purposes of this subsection by an order made by the Secretary of State.*

Every RIPA authority must be thought through and the thought process clearly demonstrated and recorded on the application. Necessity and Proportionality must be fully considered; asking the questions: "is it the only way?", "what else have I considered?". It should not be a repeat of principles – in order to prevent & detect crime or in the interests of public safety etc.

Whenever an authority is issued it must be regularly reviewed as the investigation progresses and it must be cancelled properly upon conclusion. The completion of these stages will be looked at during any inspection process.

In cases where there is doubt as to whether an authorisation is required or not, it may be prudent to obtain the necessary authority verbally and then later in writing using the forms.

Forms should be available at each CCTV monitoring centre and are to be included in the procedural manual and available from the CCTV User Group Website

Policing examples:

**Insp. Authorisation- urgent request (up to 72hrs)**

An example of a request requiring an urgent Inspectors authority might be where a car is found in a car park late at night and known to belong to drug dealers. The officers might task CCTV to watch the vehicle over a period of *time (no longer response to immediate events)* and note who goes to and from the vehicle - *sustained surveillance of individual/s gaining private information.*

**Supt Authorisation – non-urgent request**

Where crime squad officers are acting on intelligence linked to a long term, planned operation and they wish to have a shop premises monitored from the outside over a period of days, which is suspected of dealing in stolen goods.

**No authorisation required**

Where officers are on patrol and come across a local drug dealer sitting in the town centre/street. It would not be effective for them to remain in a shop doorway and wish to have the cameras monitor them instead, so as not to divulge the observation taking place. *Response to immediate events.*



