

Agenda Item No:

Report to: CCTV Scrutiny Review

Date of Meeting:

Report Title: CCTV Codes of Practice - Lay Visitor Group

Report By: Rasoul Shahilow
Head of Parking & Highways

Purpose of Report

To outline the current composition of the Lay Visitors Group and propose a new method of determining this group.

Recommendation(s)

1. That the composition of the Lay Visitors Group as outlined in the report be supported by the review panel.

Reasons for Recommendations

To ensure that the CCTV operators deliver the objectives of the scheme in full compliance with the "Code of Practice".

Background

1. The control room was established in 1999 to provide radio communications for all uniformed staff and to provide CCTV monitoring for car parks. The operation has expanded incrementally and now includes the dual monitoring of on street cameras and council's premises.
2. For the purpose of ensuring compliance within the constraints of the Data Protection Act 1998 and other relevant legislation a Code of Practice was produced. This Code of Practice requires the establishment of a "lay visitors group". The objective of the scheme is to ensure that the code of practice for the operations is fully complied with.
3. Many years ago a Parking working party was formed, consisting of cross party representation, with officer's support. It was established primarily to drive forward

the comprehensive improvement of the Town's off street car parks. The group was also able to consider a wider range of parking issues.

4. It was considered appropriate that the composition of the "Lay Visitors Group" was to be the members of the Parking Working Party at that time. Appendix A provides an extract from the codes of practice relating to the remit and responsibility of the "Lay Visitors Group".

Discussion

5. As the nature and the extent of the CCTV operations has changed and developed over time, a review of the CCTV operations manual and Code of Practice has been conducted. This review identified the fact that as the Parking Working Party is no longer in existence; the Lay Visitor Group also does not exist. It is therefore essential to re-determine the composition of the group for the future.
6. Our recent experience regarding the proposals for St Leonards and the recent changes to on street parking charges in Hastings highlighted the need to consider carefully the impact upon businesses and residents, of any changes proposed and the need to give elected members and the business community representatives a greater opportunity to consider and comment on them.
7. Members are advised that a Scrutiny Review of Parking is currently in existence and this group has agreed the establishment of a "Parking Advisory Group". The size, composition and terms of reference of the Advisory Group has yet to be determined but it has been agreed that to work effectively it should consist of five elected members on a 2-2-1 basis.
8. It is considered that the newly created "Parking Advisory Group" might be the appropriate group to be included as the "Lay Visitors Group". It is also considered important that community representatives should be included within the group. It is therefore suggested that the group should include the chair of the Bar Watch Scheme, Chair of the Town Centre Businesses and the respective Chairs of the Old Town and Castle Forum Residents Associations.

Conclusions

9. An active "Lay Visitors Group" is essential to assure the community representatives that the CCTV operation fully complies with its intended purpose and provides a platform to ensure compliance with all relevant legislation and codes of practice. It is therefore suggested that the "Lay visitors Group" shall consist of the Parking Advisory Group Members and the Chairs of Bar Watch, Town Centre Business, Old Town and Castle Forum Residents Association.

Wards Affected

None

Area(s) Affected

None



Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	Yes
Risk Management	Yes
Environmental Issues	Yes
Economic/Financial Implications	Yes
Human Rights Act	Yes
Organisational Consequences	No

Supporting Documents

Appendix A: CCTV Code of Practice

Officer to Contact

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