

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.5a

meeting date: TUESDAY, 2 APRIL 2019  
title: COMPLIANCE WITH THE SURVEILLANCE CAMERA CODE OF PRACTICE  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: ADRIAN HARPER

## 1 PURPOSE

1.1 To inform Members about actions taken by the Council to comply with the surveillance camera Code of Practice.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To make people's lives safer and healthier
- Corporate Priorities – To be a well-managed Council, providing efficient services based on identified customer needs.
- Other Considerations – None

## 2 BACKGROUND

2.1 The Surveillance Camera Commissioner wrote to the council in 2015 requesting the completion of a self- assessment tool regarding the town centre CCTV system. The tool was intended to help CCTV managers understand where they were complying with the Surveillance Camera Code of Practice and where improvements were needed to be made. The form was completed and submitted but the associated third party accreditation was never applied for.

2.2 The Commissioner has now written again trying to encourage authorities to apply for the third party certification mark for the town centre CCTV schemes.

2.3 At the same time he is making the point that as well as town centre schemes Councils have other surveillance camera systems in place. These, as for the town centre schemes, must all ensure that all the systems are compliant with the Protection of Freedoms Act 2012 (PoFA) and pay due regard to the Surveillance Camera Code. Moreover, all camera systems processing personal data must be compliant with the Data Protection Act 2018 and the requirements under GDPR.

## 3 ISSUES

3.1 As well as the town centre scheme the council also operates CCTV cameras at the following:

Ribblesdale Pool  
Refuse Collection Vehicles  
Depot  
Council Offices  
Castlefield Toilets  
Platform Gallery  
Taxi enforcement Body cam  
Museum

- 3.2 The Commissioner is asking that by 30 April 2019 the Council identifies the Senior Responsible Officer (SRO) to deliver a corporate approach to the Council's responsibilities arising from the PoFA.
- 3.3 Albeit the Council submitted the self-assessment tool in 2015 the questions have changed substantially. The plan will be to redo the town centre self-assessment, apply for the third party accreditation, should this be approved by committee, and publish the self-assessment results on the council's website thus promoting transparency and public confidence in the scheme.
- 3.4 At the same time ensure that all the individual CCTV systems are covered by Council policy documentation and this to comply with all the necessary requirements.
- 3.5 Although the CCTV cameras at Ribblesdale Pool, Platform Gallery, museum and the taxi enforcement body cam do not come under the direct control of Engineering Services, the major town centre scheme and the other systems do. For that reason, it seems logical that the single point of contact be the Head of Engineering Services.

#### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – Staff time needed to carry out the works and third party accreditation costs (at this time unknown but to be taken from existing budgets)
  - Technical, Environmental and Legal – This work will ensure compliance with current legislation.
  - Political – Promoting transparency and safety can only help politically support the systems.
  - Reputation – Promotes reputation of the Council.
  - Equality & Diversity – Will show equality to all.

#### 5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the SRO being the Head of Engineering Services, Adrian Harper.
- 5.2 Approve officers continuing with the process of third party accreditation for the town centre CCTV scheme.

ADRIAN HARPER  
AUTHOR

JOHN HEAP  
DIRECTOR OF / CHIEF EXECUTIVE

For further information please ask for Adrian Harper extension 4523

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