

## **TERMS OF REFERENCE FOR A TASK AND FINISH GROUP CONCERNING CCTV CAMERAS**

### **1. THE ISSUE**

- 1.1 At the June Panel meeting, Cllr Cleary, Housing & Communities Portfolio Holder, informed the Panel that as part of the information commissioner's guidance on the regulation for CCTV, system owners have been advised to carry out impact assessments, analysing each camera's performance according to the objectives of the system. If cameras were found to be under performing, or if their purpose has been served, consideration should be given as to their removal or relocation
- 1.2 Alongside adhering to this advice from the Information Commissioner, the Council is investigating image transmission solutions, primarily due to the fact there is a high cost of transmitting the images around the forest using BT fibre. Undertaking an investigation on the performance of individual cameras is timely, as efficiencies could be made if unnecessary cameras were removed. Officers would then work towards a procurement solution, once guidance had been sought on the appropriate location of cameras around the district.

### **2. PURPOSE**

- 2.1 At the June Panel meeting, members agreed the exploration of this subject to be suitable for a Task and Finish Group. The following terms of reference are proposed:
  - Using statistics from the Police, CCTV Service and/or other sources, assess the performance of individual CCTV cameras located within the District.
  - Provide officers with clear guidance on which cameras should be removed, repositioned or remain in their current location.

### **3. METHOD**

- 3.1 It is suggested that the Task & Finish Group is formed through the usual practice of inviting members from the Panel in the first instance, then remaining members from across the Council, with a membership of up to 5 members.

The Task and Finish Group will then be supported by officers.

### **4. TIMESCALE**

- 4.1 The Panel has requested a report back at the January 2016 Panel.

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**Background Papers:**  
None