

### Operational Requirements Review

**CCTV System:** \_\_\_\_\_ Ashton Gardens (St Georges Rd Entrance) \_\_\_\_\_

**Responsible Officer:** \_\_\_\_\_ Bryan Ward \_\_\_\_\_

Ser	Operational Requirements	Requirements Met/ Comments
01	What was the original reason for installing a CCTV system? Is it still relevant?	<p>The system was installed for the prevention and reduction crime and to reduce ant-social behaviour, whilst providing a visual reassurance.</p> <p>The system is still relevant as information provided from the Police show 32 recorded logs in Ashton Gardens over a 12 month period.</p>
02	What are the current CCTV systems Objectives?	<p>Deterring and detecting crime and anti-social behaviour;</p> <p>Assisting in the identification of offenders leading to their arrest and successful prosecution or other appropriate action;</p> <p>Reducing fear of crime, anti-social behaviour and aggression;</p> <p>Protecting property and assets owned by the Organisation;</p>
03	Are the camera locations suitable for the task and do light levels or environmental issues such as tree growth affect them? (see attached Sheet)	<p>The location is suitable and light level is appropriate. Any tree growth impacting upon the images is reported and appropriate action taken.</p>

04	Can the cameras produce good quality images on an 'open protocol' which can be used in court and is the monitor of a high enough quality to view images?	The images provided are of a quality so as to be used as evidence if required.
05	Are the cameras secure and protected from vandalism?	Yes
06	Is the recording equipment and media in a secure area? Is access to this equipment and CCTV images restricted?	Yes. Equipment and images are stored in separate areas of the CCTV Control Room. Access is restricted to the control room.
07	Is the recording equipment of good quality and a storage capacity to ensure images are not corrupted and can be stored for a specified period of time?	The system is a recent purchase and of a good quality. Images are retained for 31 days.
08	Are there regular function checks to ensure all equipment is operating and recording correctly and that all images are stamped with the correct date /time?	Yes, by Wyre Borough Council as our agent. Images are recorded correctly in line with the current Code of Practice.
09	Is there a comprehensive maintenance and cleaning regime in place?	Yes – a contract is in place with Blackpool Borough Council for this.
10	Do you have appropriate and sufficient signage in place to warn people that CCTV is in use?	Yes, appropriate signage is situated advising of of the scheme.
11	Is your Code of Practice on display so that members of staff and the public can read it?	The Code of Practice is currently being reviewed and will be made available on the web pages shortly.
12	Are audits carried out regularly to ensure the security of all equipment and media and is a record of the audits kept for inspection? Are all media movements, viewings and evidence issues recorded?	Yes – the audit team of Wyre Borough Council review the system. An audit has recently been conducted with a "good" rating.

### CCTV Privacy Impact Assessment Form

This form establishes the impact of CCTV on people's privacy and should be used to assess whether CCTV is justified and how it should be operated in practice. Once completed it should be reviewed annually. Copy to be sent to the Council's SPOC annually in May.

Ser	Issues to be considered	Results of assessment
01	Who will be using CCTV Images? Who will be legally responsible under the DPA?	Fylde Borough Council, Wyre Borough Council as our agents and the Lancashire Constabulary are the users of the system. Wyre Borough Council will be the data controller at the point of the images being seized.
02	Why do you need CCTV? What problems it is meant to address? What other solutions to the problems were investigated and why have they been rejected?	<p>Its primary purpose is to support the Crime and Disorder Reduction Strategy of the Council and its partners to reduce the level and fear of crime.</p> <p>Deterring and detecting crime and anti-social behaviour;  Assisting in the identification of offenders leading to their arrest and successful prosecution or other appropriate action;  Reducing fear of crime, anti-social behaviour and aggression;  Protecting property and assets owned by the Organisation;  The cameras are used as a proportionate response for crime, disorder and wider community safety purposes.</p> <p>The introduction of the Crime and Disorder Act 1998 placed a direct responsibility on local authorities to combat crime and anti-social behaviour through S17. S17 was intended to provide the impetus for authorities to consider how their services could contribute towards reducing crime and disorder, as well as their impact on social and community factors that affect crime levels.</p>
03	What are benefits to be gained by using CCTV?	CCTV is a proven tool in detecting crimes, and the perpetrators of it. Using CCTV can significantly reduce the time and cost on the Police service in investigating allegations.

		It is also know that allegations are made and CCTV is useful in disproving some allegations. CCTV captures actual events and is not influenced by interpretation, or events, as seen by people who are under the influence of alcohol of drugs.
04	Can CCTV realistically deliver these benefits?	Yes, it consistently does and we are required to monitor the benefits.
05	Do you need to identify individuals or can you use a scheme not capable of identifying individuals?	It is of paramount importance that the system is capable of identifying individuals. Footage from the system will be used in Court. If the persons were not identifiable then the system would not be fit for purpose.
06	Can the system deliver the benefits now and in the future?	Yes, most town centres suffer higher instances of crime and ASB. Replacement of the camera is ensuring the benefits of the system are maintained for the future.
07	What future demands will arise for wider use of the images and how will you cope?	Legislation can and does change. We will therefore continue to comply with all future regulations put upon us.
08	What are the views of those who will be under surveillance?	It is understood that the general feeling is that people who are not involved in crime are happy to be in an area that is monitored by CCTV cameras. There are some members of society both law abiding and those who are not, who have issues with being in areas covered by CCTV cameras. By abiding with current legislation we aim to show that the CCTV system is only used for crime reduction/detection purposes and those activities that may assist the public.
09	How can you minimise intrusion of those who may monitored if specific concerns have been raised.	Regular reviews of camera performance will be undertaken to justify their need.

10	Is the system established on a proper legal basis and operated within the law: DPA, HRA, RIPA and FOIA?	The system has been established on a proper and legal basis and complies with the DPA, HRA and RIPA. FOI's will be replied using information provided by Wyre Borough Council as our agents.
11	Is the system necessary to address a pressing need, such as public safety, crime prevention, ASB or national security? If so what is the pressing need?	Yes. The CCTV system has been a success in detecting, deterring and reducing crime and disorder, not only in Ashton Gardens but also throughout the Borough.
12	Is the system justified in the circumstances?	Yes. At the last meeting of the Community Safety Partnership on 28 <sup>th</sup> January 2016 it was reported that there was a small increase in all crime and that alcohol related crime was showing an increase of 14% (partly due to better recording).
13	Is it proportionate to the problem it is designed to deal with?	Yes. CCTV is used to detect crime and complies with the current legislation.
14	How has the capital and revenue cost been resolved?	The cost is being met through existing budgets.

Over All Comments on Assessment:

**Location of Scheme:** \_\_\_\_\_ Fylde Borough Council (Ashton Gardens camera) \_\_\_\_\_

**Name of Officer completing form:** \_\_\_ C HAMBLY \_\_\_\_\_ **Signature:**  \_\_\_\_\_ **Date:** \_\_\_ 10/2/16 \_\_\_