
CCTV REFURBISHMENT PHASE 2

**Responsible Cabinet Member(s) - Councillor Bill Dixon,
Community and Public Protection Portfolio**

Responsible Director(s) - Paul Wildsmith, Director of Corporate Services

Purpose of Report

1. To inform Cabinet on the continued refurbishment of the equipment in the CCTV Control Room in order that it can move from being an analogue service to a full digital recording facility, and to request the release of the funding to achieve that purpose.

Information and Analysis

2. This is the second tranche of money (£85,000 in both cases) that has been allocated/requested in order to take the operational equipment in the CCTV Control Room to a more modern digital standard.
3. The change to digital recording is required for a number of reasons, the foremost being that all current manufacturers of analogue (video recorders) equipment have declared that they will no longer be producing such equipment. Additionally, the existing equipment is approximately ten years old and in most cases, approaching the end of its useful operational life. In the context of the withdrawal from analogue production, that would leave the Control Room unable to meet its current commitments due to an almost certain total lack of appropriate equipment, somewhere in the near future. Beyond those two reasons, the complexity of the work undertaken and demands made upon the service by our various partners are becoming ever more demanding and complicated. Some of that increased demand comes from new legislation being applied, such as the Criminal Investigation Procedures Act.
4. Digital equipment is 'smarter' and this presents opportunities for streamlining existing procedures by virtue of the technology doing more of the work. One example of this will be the time taken to review a recording of a possible criminal activity. The digital system proposed will, in effect, do all of the basic interrogation of the recordings, leaving the staff to verify whether the appropriate data has been found or not. The time saved by doing that can be ploughed into the service to allow more proactive and detailed monitoring of the camera network and other duties.

Description of the Scheme

5. The scheme has two elements, the major one being the replacement of the Control Room equipment as outlined above. The other is the continued upgrading of cameras in the field that have now been in situ since 1994. The two go hand-in-hand and will allow the Control

Room to produce images of the highest quality as required by the legislation, including the Data Protection Act 2000.

6. All appropriate cameras, lenses, receivers etc. will be replaced as identified. All of the video recorders in the Control Room will be replaced; with the exception of one or two, which may be required in order that we can produce taped evidence for third bodies from digital recordings. That element can only last as long as we can secure parts for those analogue video recorders. Once that point is reached, all of our current partners will have to be able to deal with digital recordings in order to further their goals and objectives.
7. Using the monies released from Phase 1, we are now at an advanced stage in the selection of the most appropriate digital recording system. Great care has been taken in the selection of this system, which accounts for the year long timescale prior to ordering the equipment. The considerable cost of the equipment, the continuous rapid technological change and the need to consider whole life costs has led officers to be cautious in the route chosen.
8. Release of the phase 2 capital funds will allow officers to install an entire digital conversion, rather than the originally anticipated partial conversion as determined by the phase 1 funding. With phase 1 and phase 2 funding in place, it is anticipated that the digital system could be installed and be in operation by December 2006 at the very latest. The work relating to the upgrade of older CCTV cameras has been, and is, a continuous process, as other cameras fall into the need for upgrading.

Other Options Considered

9. There are no other options to be considered unless it was determined that the service should cease. The abandonment of analogue systems is something that the commercial sector has decided upon and we therefore have no choice but to go with digital conversion. The only genuine options are on which system and/or level of digital recording and operation we choose.
10. The specification for the replacement digital recording system specifies that whichever system is chosen must be sustainable and supportable for a minimum of ten years after the installation is completed. That includes the ability to grow and expand the system if/as required.

Objectives and Outcomes of the Scheme including Performance Measures

11. The major objectives of the scheme are: -
 - (a) To enable the CCTV Control Room to meet all current legislation relating to the recording of images in public open spaces.
 - (b) To meet the needs of our major partners and the agencies that they may work with, for example, Durham Constabulary and the Crown Prosecution Services.
 - (c) To improve/increase operator efficiency releasing time to spend on more detailed and proactive investigation of criminal activities.
 - (d) To open up the opportunities to fully integrate the range of services we currently run into one or two systems at the most and thereby increasing the efficiency of the over all

operation.

12. With regard to outcomes, the installation of a digital recording system and the upgrading of field equipment will allow the Control Room to fully meet the Council's visionary goals of making Darlington a place for living safely and well. It will enhance our capacity to promote and achieve community safety. The ability to integrate a range of services, some of which are fee earning from third parties, will significantly contribute to Gershon savings and efficiencies and in the round will give better value for money.
13. The more flexible working opportunities that open up will allow us to review most elements of operation with a view to further improving the services on offer and the output gained. It is difficult to be precise in how this will affect performance indicators, however, the move to digital recording does allow us to network more easily with other Council and other service providers and more easily compare and share the information from our respective systems. This work is currently being carried out at national level, with groups such as the CCTV User Group (which we are a member of) and it is hoped that from this work a series of meaningful and workable national performance indicators and standards will at long last be produced.

Delivery of the Project

14. It is anticipated that if the funds are released, the project could be installed and in place by December 2006 at the latest. Cameras upgrades will continue as cameras fall into the category of old or older. The major milestone will occur in the next two/three months when the final decision is taken on which system to go with. Once that decision has been taken, the digital system will be progressively installed as the analogue system is removed, ensuring no loss of service during the works being carried out. The CCTV General Manager will manage these works jointly with Atkins Global, who are the nominated term consultants for works in the CCTV Control Room. Although there are several elements to the supply of the equipment and no one single manufacturer can supply all of the equipment, it is anticipated that the major element will go out to tender to a series of specialist suppliers. Atkins Global on behalf of the Council will again manage that process.

Future Revenue Costs

15. It is not anticipated, neither has it been advised, that there will be any significant increases in future revenue costs and there will be some minor savings. For example, the cost of purchasing a DVD blank disc is significantly less than the cost of purchasing a SVHS videotape. They, however, do not form a significant part of the overall costs of the CCTV operation. It is anticipated that there will be better use made of staff time. It is unlikely that that will lead to any cash saving but will increase the overall productivity of each member of staff and the service we therefore provide to our partners. The whole life cost of the scheme has been looked at and the specification that will go out to tender will insist that any successful bidder will guarantee and the installation will be sustainable and supportable and if required, expandable for a minimum of ten years. Similarly, based upon existing history, the upgrades to the field equipment will give a similar life span to that equipment.

Total Cost of the Scheme and How it will be Funded

16.

Scheme Name			
CCTV Control Room Upgrade Phase 2			
Budget		Funding	
Type of Expenditure	Budget £	Source	Amount £
Preparation	1,000	Grant	0
Construction Costs	6,000	Support Borrowing	0
Professional Fees	8,500	Capital Resources	85,000
Equipment Costs	69,500	Contributions	0
TOTAL	85,000	TOTAL	85,000

Specific Risks of this Scheme and Controlled Measures in Place to Reduce Any Risks

17. The only major risk identified with this scheme is in not doing it. Digital recording has to be in place before the demise of analogue equipment and analogue spares. Failure to achieve that will mean that we will not be able to meet any of our partnership arrangements; neither will we be able to protect the community at large. Carrying out the works at this point in time will mean that we are ahead of the demise of analogue equipment.
18. There are some small scale risks in losing elements of our service in the change over from analogue to digital, however, this will not be done in one complete go, rather banks of cameras will be phased to digital over a two to three month period. The analogue equipment is still functioning and will not be removed and should we meet any problems with the digital recording, we will be able to revert back quickly to the analogue system. The CCTV General Manager and the consultant term engineers will closely and tightly monitor the changeover. In addition, all of our various partners will be kept fully informed of timescale, progress, swap out times etc. As part of that process, all existing arrangements and operational procedures with the Police and others are being reviewed.

Outcome of Consultation

19. As this is replacing existing equipment, both in the field and in the Control Room, there has been no public consultation, however, we have, and continue to consult, with our partners as to how best to achieve the change over from analogue to digital without affecting the services that we provide to them. This has already identified potential for more efficient working practices, especially in the areas around the Criminal Investigation Procedures Act.

Legal Implications

20. This report has been considered by the Legal Services Manager for legal implications in accordance with the Council's approved procedures. There are no issues which the Legal Services Manager considers need to be brought to the specific attention of Members, other

than those highlighted in the report.

Section 17 of the Crime and Disorder Act 1998

21. The contents of this report have been considered in the context of the requirements placed on the Council by Section 17 of the Crime and Disorder Act 1998, namely, the duty on the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. The proposed actions contained in this report contribute significantly to fulfilling the Council's responsibilities in this regard by enabling the successful CCTV service to continue and to be enhanced.

Council Policy Framework

22. The issues contained within this report do not represent change to Council policy or the Council's policy framework

Decision Deadline

23. For the purpose of the 'call-in' procedure this does not represent an urgent matter.

Recommendation

24. It is recommended that capital funds of £85,000 to achieve phase 2 of the CCTV upgrade of Control Room and field equipment is approved and the funds released.

Reasons

25. The recommendations are supported by the following reasons: -
- (a) Failure to replace the current recording system will lead to the eventual and rapid collapse of the existing system.
 - (b) If that happened, we would not be able to fulfil our obligations to the Council's aims and objectives relating to Community Safety, neither would we be able to provide any sort of service to our numerous partners.

Paul Wildsmith
Director of Corporate Services

Background Papers

No Background papers were used in the preparation of this report.

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