

## CCTV INDEPENDENT INSPECTION SCHEME TERMS OF REFERENCE

1. Each Inspector will be required to make one visit a month.
2. When ever possible, two Inspectors should carry out inspections though if necessary, a single Inspector may carry out the inspection. Where this occurs, it should be noted in the inspection report. If an Inspector rostered is unavailable, the assistance of another Inspector should be sought in preference to a singleton visit.
3. Inspectors can only carry out a visit if rostered to do so.
4. Visits should be not less than 30 minutes and not more than 2 hours.
5. Neither CCTV Management nor the Control Room staff do not need to be notified of any inspection.
6. Inspectors will be need to be aware of a) Data Protection Act ( including Codes of Practice for CCTV b) Human Rights Act and c) Regulation of Investigatory Powers Act. Training will be provided on all of these issues.
7. Inspectors will be given access to all areas of CCTV operation but will not be able to view any evidence tapes.
8. Inspectors will be permitted to challenge the actions of the CCTV Operators as well as the Policies identified in the Councils Code of Practice.
9. Inspectors may only discuss working practices, issues, events or incidents etc. with either the General Manager, the CCTV Co ordinator or the Operators. On no account is any information, documentation etc. to be discussed with any third party.
10. No documentation, tapes or other material relating to the services provided from the CCTV Control Room are to be removed from the Control Room.
11. At the end of each inspection, Inspectors are to required complete a written report which is to be handed to either the CCTV Co ordinator or the General Manager.
12. At the end of each year, the group should nominate one Inspector who will be responsible for the production of an annual report ( in March each year ).
13. Inspectors can resign at any time but are asked to give 3 months notice so that a replacement can be found.
14. The Director of Corporate Services can terminate the appointment of any inspector. Appeals against a Termination can be made to the Cabinet Member responsible for Public Protection and Community Partnerships.