

Committee: Community & Leisure
Date: 4th January 2005
Agenda Item No: 5
Title: CCTV – Feasibility study
Author: Rachel Hutchinson (01799) 510585

Summary

- 1 This report provides Members with details of the findings of the CCTV Task Group. It recommends that Members agree with the findings of the Task Group and invest £9,500 of Capital funding in order to upgrade the CCTV system.

Background

- 2 The Quality Of Life Plan established that there was a need to undertake an evaluation of all of the public sector CCTV services in Uttlesford and consider a number of options from a basic upgrade of the system to centralising all public sector CCTV provision into a single control room.
- 3 The Task Group comprised of representation from Council Members, Officers, Town and Parish Council representatives, the Police and the Dunmow Chamber of Trade and Commerce. Its brief was to complete the feasibility study by December 2004 and produce a report detailing potential options incorporating the funding implications for the Council and external funding partners.
- 4 Videcom Security Ltd were asked to provide guidance and expertise for this review as they have an excellent current knowledge of the CCTV system as existing maintenance providers. Their guidance was provided without prejudice and in consultation with BT.
- 5 The Task Group recognised that whilst CCTV will not stop crimes being committed, it is nationally recognised as a working deterrent. The current scheme was installed with the intention of deterring crime, assisting in regenerating economy within the three towns (Saffron Walden/Great Dunmow & Stansted) and promotion of Secured Car Park Status. Anecdotal evidence from the Police states that town-centre crimes, shoplifting in particular and “on street crimes” such as violent disorder, fights etc. have reduced.

The Options

6 The table below sets out the options that were considered by the Task Group.

	Option	Description	Cost Implications
1	Digital Circuit RS3200 with Digital Recording facilities	Provides digital recording facilities at the three towns of Stansted Mountfitchet, Great Dunmow & Saffron Walden. It also provides each town with a BT digital circuit to connect to St. Albans control room for full time monitoring.	Revenue = £85,000 Capital = £66,000
2	Analogue Circuit RS1000 with Digital Recording facilities	Provides digital recording facilities at the three towns. It also provides a BT analogue circuit from two of the towns back to a hub at Stansted Mountfitchet. A BT analogue circuit is then transmitted to St. Albans control room for full time monitoring.	Revenue = £62,500 Capital = £100,000
3	Ability to include 3 rd party (s)	These options will be useful if you wish to build in the capability to expand Option 2 to enable 3 rd Party (s) i.e., Welcome Break to join the scheme.	Revenue = £8,000 Capital = £15,000
4	Meyertech Telemetry for control and additional of cameras	Provides an option to use Meyertech Telemetry to control cameras and allows more cameras to be added in the future. Keyboards would be needed for any police station / town who wishes to keep control of the cameras	Revenue = £Nil Capital = up to £7,500, depending on take up (Matrix £1,500 Keyboards £1,000)
5	Digital Recording Only	Provides a digital recorder at each of the three towns for the existing number of cameras recording 1 image per second for 31 + days. Two digital recorders would be required	Revenue = £Nil Capital = £10,000
6	Pro rata Monitoring Costs	Offers the opportunity for part time monitoring at St. Albans Control Room for 3 nights per week (Fri / Sat / Sun).	Revenue = £20,000
7	Relocation of	The camera on the High	Capital = £4,800

	Camera in Great Dunmow	Street is become obstructed by a tree which has grown and cannot be removed/reduced. The camera needs to be moved to the other side of the road. This would require the road to be dug up to accommodate the cabling that will run from the original supply box to the newly located pole and camera. This camera was originally supplied with Home Office funding and, therefore, costs associated with the move are the responsibility of the council.	
8	Broadband Viewing of Snap Shot Images	Allows snap shot images to be viewed at Police Stations / or towns	Revenue = £3,800 Capital = £4,950

7 A Members workshop was held on 8th November 2004 to inform of progress made and potential options for action. A Task Group meeting was held on 26th November and it was considered that once financial considerations had been taken into account that the realistic and preferred options were 4,5 & 7.

(4) Use Meyertech Telemetry – only Saffron Walden cameras would benefit at this stage from upgrading to this system due to level of crime and the number of cameras that are covered by the system in the town.

(5) Upgrade to Digital recording from the current analogue (video) system because of reasons listed below:-

- ❖ No tapes and therefore less time consuming (and expensive) tape management
- ❖ Massive improvement in search facility – instant and precise, saving on Police resources
- ❖ Superior evidential quality images
- ❖ Ease of downloading images
- ❖ SMS & email alerts & multiple user access - networkable

Only Saffron Walden and Stansted require this option.

(7) Relocate the camera on Great Dunmow High Street

8 The option for an external company to provide centralised monitoring was discussed and dismissed as too costly. However Great Dunmow Town Council suggested using properly trained volunteers at peak times. It was agreed that this would be a pilot for Uttlesford.

- 9 An agreement between the funding partners to fund the status quo for the next two financial years (end of 06/07) is already in existence. Essex Police – Braintree Division, have previously stated that their contribution is through staff time spent monitoring the system on an ad hoc basis. However, the Superintendent of the Division has agreed that, having reviewed the benefits of the ability to retrieve evidence, that a Business case will be put to Essex Police to pay towards the costs of Option 8 - Broadband viewing of snap shot images.
- 10 The table below sets out the way in which it is anticipated that improvements to the system will be funded. Both Saffron Walden Town Council and Stansted Mountfitchet Parish Council have indicated that their Members would be willing to support an increased contribution towards the costs. However, Great Dunmow Town Council considered that there was no benefit in upgrading the current system.

	Option	Total Cost	Great Dunmow Contribution	Stansted Contribution	Saffron Walden Contribution	UDC Contribution
4	Meyertech	£5,000 – CAPITAL 2 Matrix & 2 Keyboards for Saffron Walden only (to be housed in SWTC offices and SW Police Station)	0	0	£2,500	£2,500
5	Digital upgrade	£6,666 - CAPITAL 2 Digital recorders (one for SW and one for Stansted)	0	£2,222	£2,222	£2,222
7	Relocate camera on Great Dunmow High Street	£4,800 – CAPITAL £800 to move the camera / £4,000 civil contractor costs	0	0	0	£4,800
TOTAL CAPITAL COSTS			0	£2,222	£4,722	£9,522

Task Group Comments

- 11 The Task Group considers that there are a number of existing problems with the current system. For example, the poor quality of the play back facility (watching the recorded images) requires addressing in order to utilise the system to its full potential. It is considered that the options identified will address the existing problems resulting in an upgraded system that will enable further intelligence to be gathered in hotspots thereby reducing overall crime in the district.

Recommended that the CCTV System be upgraded in line with the Task Group's findings and that the Community and Leisure Committee request that Resources Committee include £9,500 in the capital programme for 2005/06 towards the overall costs, subject to partners providing the remaining balances.

Background Papers:

All Crime 1998-2004 – Uttlesford Community Safety Audit 2004
Notes from CCTV meeting 20th October 2004
Notes from CCTV meeting October 2003
Annual CCTV report 2004
General Residents Survey 2004 - Priority Research Ltd
Notes from CCTV meeting 26 November 2004

Committee: COMMUNITY AND LEISURE
Date: 4th January 2005
Agenda Item No: 6
Title: EMERGENCY PLANNING FUNDING
Author: Sarah Baker (01799) 510436

Summary

- 1 This report provides information on Emergency Planning requirements and required resources following the receipt of additional government funding as part of the Local Government Finance Settlement. It is proposed that the sum of £18,168 to be received in the financial year 2005/06 is added to the Emergency Planning budget or placed in an earmarked reserve for future use.

Background

- 2 The Chancellor of the Exchequer doubled the national funding for 2005/6 emergency planning earlier this year. The figure for Emergency Planning (known nationally as Civil Contingencies) contained in the Local Government Finance Settlement has been set for Uttlesford District Council at £18,168. This sum is earmarked but not ring-fenced, meaning that the Council does not have to use it for the purposes indicated. On this basis, pending consideration of the Council's overall budget situation becoming clear, the grant has been included as part of the Council's overall external funding, making it unavailable specifically for Emergency Planning.
- 3 However, it is now clear that the decision on the use of the grant to be given is need of review. The funding increase has been made in recognition of the new duties that will be imposed on Local Authorities as Category 1 responders under the new Civil Contingencies Act 2004 that will be enforced from April 1st 2005.

- 4 The Civil Contingencies Act 2004 imposes 7 new duties on Category 1 responders (Emergency Services, Local authorities and Strategic Health Authorities).

The 7 duties being:

- a) Risk assessment – the formulation of a Community Risk Register, Measuring level of risk against likelihood or risk, to ensure that specific plans can be written to deal with “High Risk” areas.
- b) Business Continuity Management (BCM) – To write, review and exercise all aspects of BCM for the critical services provided by the responder, plans must cover continuity for incidents that effect the council and incidents that effect the council’s everyday running whilst dealing with the cause of the incident.
- c) Emergency Planning – both a generic plan and specific plans as identified in the Community Risk Register. Which must be reviewed and exercised.
- d) Maintaining public awareness - arrangements to warn and inform the public of both known and unknown incidents.
- e) Promotion of business continuity - to the commercial sector and voluntary organisations.
- f) Co-operation – Partnership working with all other Category 1 responders, both in planning for emergencies and in dealing with emergencies.
- g) Information Sharing – Working with all responders in Category 1 and Category 2 (Utilities and Transport) to ensure that there is a commonality in plans in order to aid an integrated response to an incident. Emergency Planning is supported by Business Continuity Planning, and is determined by Risk Assessment. The Acts purpose is to ensure that responder organisations perform their functions effectively in an emergency. It supports public awareness work and shapes arrangements for warning and informing the public. Responder bodies must co-operate and share information in fulfilling these duties.

- 5 There must be a transparency in all the above work in order to prove fulfilment of duties to be carried out in the new Act.

Impact on Uttlesford

- 6 All Category 1 responders are at present unable to fulfil the requirements of the act. Extra money has been earmarked by Central Government for Emergency Planning Purposes. This money needs to be used solely for Emergency Planning in order to address our ability as Category 1 responders.
- 7 Outline plans are in place, with further work being provided by a working party of County Emergency Planners and District Emergency Planners to create a structure of Emergency Planning based specialists that will cover all areas required by the Act and other requirements already in place e.g. COMAH plans, regional resilience

work, Mass Evacuation Plans, Mass Decontamination Plans, Temporary Mortuary Plans etc. This would mean using the extra money awarded to Uttlesford DC to pay for a stand-alone unit of Emergency Planners working over the whole of Essex, with both geographical specialism (Working from original employing district) and Act based specialism. This would give Essex County Council as a whole; cover for each district to have a full time Emergency Planning Officer and for each district to be able to receive specialist advice and work regarding their particular areas of weakness. Essex would effectively be one of the first Counties to be able to achieve full compliance with the Civil Contingencies Act.

- 8 The Chief Executive has already indicated an interest in moving towards this possible outcome. I am part of the Working Group for this structure.
- 9 If the extra money is not invested in a specialist Essex unit, the money will need to be deployed here in Uttlesford in order that we are aiming to meet the new duties. Complete Operational Risk Assessment and Business Continuity Planning are essential and would use up a large portion of the grant, warning and informing the public, media planning and management to enable informing the public to be carried out will also use a fair portion of the grant. Planning reviewing and exercising are already carried out but with co-operation and information sharing between responders as a duty the need for greater Multi-agency exercising and more regular reviewing of plans to provide commonality between plans will be essential.
- 10 All areas covered by the Act will be linked back to Regional Government through Local Resilience Forum (LRF) and Regional Resilience Forum (RRF). If a Category 1 responder is not able to fulfil their duties and be able to show they have tested their ability to fulfil their duties in a variety of formats they will be in breach of the Civil Contingencies Act 2004.
- 11 Other options for use of the grant would be to employ and extra staff to work toward meeting the duties. As information sharing is a duty across both categories of responder there will be more meetings and forums to attend.
- 12 Without the extra grant being properly ring-fenced for Emergency Planning use Uttlesford District Council will not be able to fulfil all the duties in the new Act.

Budget Reduction Exercise

- 13 As well as the non ring-fencing of the specific grant to be received, the Council's current budget process has, using prioritisation based on the Quality of life Corporate Plan themes, identified a £3000 savings target to be met from the existing Emergency Planning budget. This could

only be achieved via reduced training, failure to buy basic and essential equipment, or the reduction in the full time nature of my own post. Each of these options would prove completely counter productive to the attempts to make Emergency Planning a more high profile and effective function within the Council and community, and could cause a breach of the Council's statutory duties. However, within an increased budget benefiting from the addition of the specific grant of £18,138, I should be able to support the corporate need for efficiencies and prioritise my budget to identify £3,000 of savings.

RECOMMENDED that this Committee ask the Resources Committee to ring-fence the government grant of £18,138 to Emergency Planning, and notes that on this basis the service can contribute £3000 to the budget reduction exercise as requested.

Background Papers: Civil Contingencies Bill – Consultation document, June 2003, The Civil Contingencies Bill, bill 14 Research Paper January 2004, The Civil Contingencies Act 2004 Regulation 2005 and Consultation on regulations and guidance, Preparing for emergencies draft guidance on part 1 of the Civil Contingencies Act 2004.

Committee: COMMUNITY & LEISURE COMMITTEE
Date: 4 JANUARY 2005
Agenda Item No: 7
Title: LEISURE CENTRES SURVEYS – ACTION PLAN UPDATE
Author: Gaynor Bradley (01799) 510348

Summary

- 1 Members received a report and action plans at the September Meeting of this Committee regarding the outcome of surveys carried out earlier this year.
- 2 This report appraises Members of the up to date position regarding the items highlighted in the action plans.

Background

- 3 Attached are the following action plans:

- Appendix I - Lord Butler Fitness & Leisure Centre
- Appendix II - Great Dunmow Leisure Centre
- Appendix III - Romeera Leisure Centre

With regard to ensuring that the necessary work is progressed, the Council's Leisure Manager and the Company's Contract Manager have been meeting on a weekly basis. The actions required and taken are shown in detail on the attached plans.

- 4 However, there is one specific point where, to date, no progress has been made and that is the staffing cover in the gyms. A letter expressing the Council's concern regarding the health and safety implications of this action has been sent to the new Chief Executive at Leisure Connection Ltd., and a response is currently awaited. Although, it should be recognised that staffing the gyms for the whole of the operational hours is neither a contractual nor legal requirement.

Annual Marketing Plan

- 5 Leisure Connection has submitted an annual marketing plan to the District Council in accordance with the contract requirements and this highlights the Target Audiences and Marketing methods as follows:

Target Audiences	Marketing Methods
<ul style="list-style-type: none"> <input type="checkbox"/> Harpers members <input type="checkbox"/> PAYG customers <input type="checkbox"/> Centre members <input type="checkbox"/> General public <input type="checkbox"/> Schools – parents <input type="checkbox"/> Schools – teachers <input type="checkbox"/> Ex members <input type="checkbox"/> Prospects <input type="checkbox"/> Local clubs <input type="checkbox"/> Over 50's <input type="checkbox"/> Swim DD members <input type="checkbox"/> Local companies 	<ul style="list-style-type: none"> <input type="checkbox"/> Mail shots <input type="checkbox"/> Leaflets <input type="checkbox"/> On site posters & banners <input type="checkbox"/> Yellow pages <input type="checkbox"/> Local newspaper advertising <input type="checkbox"/> Attending local events/fair <input type="checkbox"/> Personal letters to members/prospects/customers <input type="checkbox"/> PR/editorial in local papers <input type="checkbox"/> Local radio <input type="checkbox"/> Third party – joint promotion <input type="checkbox"/> Tele sales <input type="checkbox"/> Sales prospecting

In addition, the plan confirms continued commitment to continued partnership working with the District Council and the Primary Care Trust on initiatives e.g. disability multi-sports courses for children, Healthwize project for young people, Blood Pressure testing, Smoking Cessation and Weight Management.

Staffing Structure Changes

- 6 For Members information, the following staffing changes have occurred:
 - The Contract Manager is moving to another site within Leisure Connection Ltd., during January 2005. Interviews have been held to

seek a replacement Contract Manager and it is anticipated that the successful candidate will commence prior to the current post-holder leaving so that there is a handover period.

- The Business Centre Manager at Great Dunmow Leisure Centre has now left Leisure Connection and has been replaced by the Mountfitchet Romeera Leisure Centre Business Manager.
- The Administration Manager at Great Dunmow Leisure Centre will move into the Business Centre Manager's position at Mountfitchet Romeera Leisure Centre.

Conclusion

- 7 Leisure Connection Ltd., has been operating the contract for over a year now. During that time the part refurbishment of the Lord Butler Fitness & Leisure Centre has been undertaken and a number of snagging issues have been identified at the two new sites. One of the snagging items that had an impact on the wet-side cleanliness at Great Dunmow was the water softener not functioning properly, this has been the subject of considerable debate with the installation company and is now in the process of being rectified.
- 8 However, customer feedback during November and December has been more positive. With the current staffing changes there will be another period of adaptation but it is anticipated that the experience gained by all parties involved i.e. the Council, Linteum and Leisure Connection Ltd., during the first year of operation, will contribute towards the continued development of a good quality of service.

RECOMMENDED that Members are requested to note and approve the report and action plans attached.

Background Papers: Report to Community & Leisure Committee
7 September 2004
Survey Data obtained during 2004