

**NATIONAL CCTV STRATEGY PROGRAMME BOARD**

Meeting Number 1

**MINUTES OF MEETING HELD ON TUESDAY 27 NOVEMBER 2007**

**1. Attendance**

ACPO lead on CCTV & Senior Responsible Officer - SRO

British Security Industry Association (BSIA)

Crown Prosecution Service (CPS)

Department for Transport (DfT)

Home Office

Home Office - Office of Security and Counter Terrorism (OSCT)

Home Office Scientific Development Branch (HOSDB)

Home Office - Police & Partnerships Standards Unit (PPSU)

Information Commissioner's Office (ICO)

Local Government Association (LGA)

Ministry of Justice (MoJ)

National Police Improvement Agency (NPIA)

Public CCTV Managers Association (PCMA)

Security Industry Authority (SIA)

The Home Office welcomed everyone to the inaugural meeting of the Board and invited members to read and agree the proposed Terms of Reference.

THE SRO asked that the first bullet point should read 'To Review the National CCTV Strategy Report recommendations and determine a programme of work that will ensure the strategy is implemented' – this change was agreed.

The NPIA asked that the TOR reflect the benefits and outcomes of the programme of work.

**Action: NPIA to prepare suitable term of words to include benefits and outcomes in TOR and return to the Project Manager.**

**Action: Project Manager to revise the TOR and circulate.**

**2. Overview of the Strategy to date**

The Home Office informed members that the strategy had been published on 19 October and to date there had been in the region of 15000 downloads, the strategy being subject to a number of parliamentary questions. He said an important aspect of the Board's work was to ensure that people are informed of the progression in respect of the recommendations.

The SRO said the importance of keeping people informed was paramount due to the piecemeal fashion in which CCTV has grown over the past number of years within the UK, this being a direct result of no central direction or control.

**3. Recommendations and Responsibilities**

The Home Office referred members to a table detailing the recommendations and asked them to consider:

- Those recommendations which they believed lay in their area of business
- Who they thought the recommendations appertain to
- Partners
- Priorities and quick wins
- To note in 'comments' any cross over issues or other pieces of work which may be either a duplication or dependant of the recommendations.

**Action: Project Manager to revise recommendations table and circulate to Programme Board with minutes**

**Action: Board members complete the document and return to the Project Manager by 21<sup>st</sup> December 2007.**

**Action: Project Manager to compile responses before workshop in January.**

#### **4. Project Team**

The Home Office informed members that the National Police Improvement Agency had agreed that the Strategy should be included within NPIA's business, CCTV being an essential policing tool. The Project Team would therefore move to the NPIA to manage the development of the Strategy and provide support and direction to stakeholders. He said it was the Board and stakeholders' responsibility to offer their support and resource to the NPIA, assist in driving forward the recommendations and consider future funding streams for specific aspects of work.

A meeting is to be held on Thursday 29 November between The Home Office and the NPIA to discuss the Strategy and the future 'Board' Chair.

There was some concern by members of the Board that the Strategy was very police focused.

The SRO stated that the Strategy was not a 'policing strategy', the Police own very little CCTV but are essential users of the product in terms of evidence. He said that it was therefore critical that there was a balance of effort by all stakeholders.

In terms of progress, the SRO said there were huge opportunities to be gained by working together in a co-ordinated way, and progress was not all reliant on funding.

#### **5. Work plan**

See item 3 above regarding the Strategy's recommendations.

It was suggested that the best method to agree the recommendation responsibilities and develop a future work plan for the programme of work was to hold a workshop. Two papers were circulated showing options for a two day and for a one day workshop. There was general agreement that a one day workshop was the best option. The Project Manager advised that ideally a workshop should be held during the second week of January, placed between the receipt and analysis of the completed recommendation tables and before the next programme meeting in February.

The Home Office advised members that Ministers had asked to be updated on the progress of the Strategy.

It was agreed that the time frame in respect of the recommendations would be fluid in that some of them would take longer to achieve especially if there was an absence of funding. The Home Office advised that there are already a number of existing funding streams which the Board may need to consider in channelling funding towards CCTV.

It was noted that the vast majority of CCTV systems were owned by the private and retail sector and that the work plan would need to consider how to influence them in terms of standards to ensure their product was 'fit for purpose'.

A number of members declared that they were already undertaking work detailed in the recommendations which could start to feed into the work plan.

**Action: Board members to consider the content of 1 day workshop proposal and feedback any comments by 21<sup>st</sup> December 2007.**

**Action: NPIA and Project Manager to consider date and venue for a one day workshop in January. (Preferred date after 14 January).**

**Updated Action: Board Members to return their availability ASAP for attending the 1 day workshop for the following dates. 21<sup>st</sup> January, 23<sup>rd</sup> January and 29<sup>th</sup> January. Project Manager will advise the preferred date as soon as the returns are in.**

#### **6. Frequency of Programme Board meetings**

It was agreed that the Board would meet on a quarterly basis with a review after 12 months.

#### **7. Next Steps**

1. Circulation of the recommendations with a return by 21 December.
2. 1 day workshop in January to develop work plan.
3. Next programme meeting 13<sup>th</sup> February 2008

#### **8. AOB**

Agreed that the progress of the Strategy should be published on the Home Office website.

Consider who acts as spokesperson for the Group

The BSIA, informed the group of the recent publication of the British standards document BS8495 - Code of practice for digital CCTV recording systems for the purpose of image export to be used as evidence.

*Note: Should programme members wish to have sight of this document, as members of the BSI Committee, The BSIA, HOSDB and ACPO CCTV Working group, have library copies of the document that can be viewed but due to BSI copyright conditions no further copies can be made. Further copies can be purchased from*

<http://www.bsi-global.com/en/Shop/Publication-Detail/?pid=000000000030156323>

#### **9. Date of Next Meeting**

13 February 2008