

National CCTV Strategy Programme Board

Meeting Number 6

23rd January 2009

Note of discussions

Attendees

Association of Chief Police Officers (ACPO) – CCTV Lead and Senior responsible Officer (SRO)

British Security Industry Authority (BSIA)

British Transport Police (BTP)

Crown Prosecution Service (CPS)

Department for Transport

Home Office Strategic Policy Team

Home Office Scientific Development Branch (HOSDB)

Information Commissioner's Office

Ministry of Justice (MoJ)

National Policing Improvement Agency (NPIA)

Public CCTV Managers Association (PCMA) on behalf of the Local Government Association (LGA)

1) Introduction

Apologies were received from:

Home Office - Police and Partnership Standards Unit

Security Industry Authority (SIA)

Local Government Association (LGA)

2) Minutes and Actions from previous meeting

2.1 Agreement of the Minutes from the previous meeting

The minutes of the Programme Board number 5 held on 10th November 2008 were accepted as correct.

2.2 Review of Actions

03-02 Potential funding sources from the Home Office.

CLOSED – not able to resolve.

03-06 NCSPB Membership & 03-07 Programme Board Survey to Members.

CLOSED – being addressed by the formation of the Sub Groups.

04/02 The SRO to make contact with the OCJR at Strategic level.

CLOSED – Contact made with the Strategic lead for the Office for Criminal Justice Reform

04-04 (2) The SRO to write to the Chief Constables highlighting the issue regarding Local Authorities that do not have Airwave in their CCTV Control Centres. When these letters have been sent, this Recommendation can be considered complete.

Open – Being addressed through various enquiries via various questions from the CCTV User Group, PCMA and Cheshire Constabulary.

04-05 Programme Support Team to start drafting a briefing note for the Policing Minister re submission of the response to the Strategy.

CLOSED – Agenda Item.

04-06 1) NPIA – arrange Working Group to look at what is reasonable in terms of Retention of CCTV Images.

CLOSED – No comments received from the document circulated at the last Board – Now becomes an item for the Sub Groups to progress.

04-07 A meeting needs to be arranged between The SRO (including the Programme Team) and the Ministry of Justice regarding the issue of the ICO's Powers.

We may need this branch of Government to explain why the data Controller cannot hold the required information, especially as they were instrumental in prompting the HASC Surveillance Society debate.

Pending.

05/01 The SRO to write to the CEO's of the Local Authorities with the questionnaire regarding their CCTV and circulate the letter to the board in draft.

CLOSED – Questionnaire circulated by CCTV User Group and Cheshire Constabulary.

05/02 BTP to send the Prioritisation Data Matrix and CCTV research to the Programme Support Team for review.

CLOSED – Information reviewed – follow up meeting with the Strategy Team.

05/03 The NPIA Programme Support team to outline proposals for a Registration Scheme and Codes of Practice. Circulate these to Board for comment and get these to the Home Secretary by the end of the year.

CLOSED - This will be dealt with under today's agenda

05/04 The Programme Support Team to submit a briefing to the Policing Minister for his speech to the House of Lords Constitution Committee on the 20th November.

CLOSED – Compete.

05/05 The Programme Support Team to circulate sub group proposals to the board for discussion and to task when the sub groups will deliver.

CLOSED - Paper circulated - Agenda Item.

05/06 SRO to send a letter to the CPS regarding acting on the verbal evidence police Officer as opposed to having to set up a CCTV Link

CLOSED – Letter sent to CPS on 21 January.

CPS advised that the above issue had been considered and accepted by the Prosecution Change & Delivery Board, the change in procedures will shortly be covered in the Director Guidelines.

05/07 Programme Support Team to submit a Communication Strategy to the Board for discussion at the January board meeting.

CLOSED - Agenda Item.

05/08 Programme Support Team to work with NPIA Corporate Communications and design a Logo for the National Strategy Board to use.

CLOSED – The National CCTV Strategy Programme will use either Home Office or where appropriate Home Office and NPIA Branding.

3) National CCTV Strategy Recommendations

Update by Programme Board Members

3.1 NPIA

Progress being made on all of the Recommendations owned and shared by the NPIA. Additional resource has now joined the NPIA Doctrine & Practice Section and has the 18 month task of developing those recommendations that require Guidance and Training.

Recommendation 24 (Development of protocols for allowing use of Airwave radio in Town Centre CCTV control Rooms and the sharing of intelligence) **now complete**

Some Police Officers have been using the Data Protection act to say that the above is not permissible, where this is brought to the Programme's attention, The SRO will respond and clarify this misunderstanding.

3.2 HO – No Representation or update submitted

3.3 HOSDB

Progress being made on the Recommendations owned and shared by the HOSDB

Recommendation 3 - BSIA & HOSBD (Seek to influence National and International CCTV Standards) **now complete.**

BSIA & HOSBD both now involved with, and influencing, National & International Standards bodies.

Recommendation 4 (Continue the review of the HOSDB Operational Requirements Manual) **now complete** Due for publication in March 2009.

3.4 Ministry of Justice and Crown Prosecution Service (now responsible for what was CAVS)

Recommendations being progressed, the majority will be picked up through the CJS Sub Group.

Recommendation 34 – (The Crown Prosecution and Court Service should develop the capacity to view digitally recorded CCTV evidence) **Capacity being developed**

ESIP Trials are underway with Avon and Somerset Constabulary using increased bandwidth, full rollout should start in August 2009 with target completion by December 2010.

3.5 ICO

Not a great deal of movement on the progress of the Recommendations.

The Criminal Justice Bill has not given the ICO any new powers with regard to CCTV, there are some changes to make information sharing easier to achieve.

The question of ICO notification (registration) for CCTV systems is still being considered and could form secondary legislation.

The SRO asked that given the Information Commissioner is concerned that we are "Sleepwalking into a Surveillance Society"¹ what is being done to address this? This is not an issue just for the ICO who look at Overt Surveillance, two other Commissioners look at the Covert side of this.

The involvement of the ICO is critical in the development of the proposed National CCTV Body. The Strategy Programme Team will continue discussions with the Ministry of Justice about the role of the ICO. If the MoJ are not willing for the ICO to participate in establishment of the National Body to oversee the development and registration of CCTV this will need to be referred back to Ministers.

3.5 BSIA

Progressing the Recommendations. New European Standards (50132) for choice of installation Service standards re CCTV are due for publication in April '09. These will not ease the issues that are experienced in downloading data which is currently done in a number of different formats/protocols.

¹ www.ico.gov.uk/upload/documents/pressreleases/2006/waking_up_to_a_surveillance_society.pdf

Action 06-01

The BSIA and HOSDB need to evaluate the issues with providing guidance to Manufacturers/Installers that states that where public money is used for the installation of a CCTV surveillance system, one of the Data Export options must to meet a common standard (*to be defined before guidance is issued*) for the Police and CJS to retrieve and replay this data.

3.6 BTP

Mentioned that as yet the Forensic Regulator is not examining CCTV Digital Evidence, but it is likely to come under their spotlight The Board need to be aware that Guidance and Training need to be in place to ensure that such evidence is correctly downloaded from CCTV Recorders/systems and progressed through the judicial system to the Courts. Courts Service is happy to work with the HOSDB & BSIA on this.

3.5 SIA – unable to this meeting attend, however were able to report via email that the SIA are making progress with the Recommendations

Recommendation 16 – (SIA to clarify the requirements in relation to operator licensing.) **Delivered**

3.7 ACPO

Progress being made with the ACPO Olympic Security Directorate/Serious Organised Crime – the questions regarding CCTV Mapping have a major influence here.

3.8 Local Government Association

The PCMA did bring to the Boards attention the increased BT Fibre Transmission costs (BT Redcare) which has meant his Council having to find an extra 22% over the next 3 years in rental costs – This is an issue for the Home Office/LGA.

4) Developing the Recommendations

The NPJA reiterated that the Programme is looking for subject experts to take responsibility for the delivery of the Recommendations. The Sub Groups that are to be created need to identify who will be accountable for the delivery of each Recommendation who will be responsible for preparing the written update that will form the next submission to the Policing Minister on progress and end dates:

- If a recommendation is no longer relevant, say so and move on.
- If a new recommendation is identified, agree ownership and delivery timescales and progress.
- If funding is required to progress any of the recommendations, prepare a Business Case to go back to Ministers for additional funding.

4.1 Sub Groups & Chairs

The Board agreed the structure of the Sub Groups, the Programme Support Team will now arrange for the initial meetings and issue draft terms of reference for the Chairs of the Sub Groups to agree and look at initial milestones. The Board are expecting first reports, including business plans/timelines for delivery and who is responsible to be ready for the next Programme meeting on 3 April.

Action 06-02

Programme Support Team – over next 10 days, set up the initial Sub Group Meetings, produce draft Terms of Reference and agree initial Milestones

Chairs are free to engage with Industry to gain buy-in and guidance to ensure that Recommendations are progressed.

Police Use of CCTV

Will make use of the ACPO Video CCTV Working Group and consider one or two additional CCTV Control Room Managers

Standards and Operability

BSIA interested in helping this Group along with ICO. The CCTV Mgr – Manchester & CCTV Mgr Enfield could also be considered.

Establishment of a National body to oversee the development and registration of CCTV

The BSIA are interested in helping this Group along with the ICO. The SIA, Office of the Surveillance Commissioners and representation from the Home Office is also needed.

Facilities in the CJS

The NCS Programme Team will support and provide input on Operational Policing. MoJ represent HMCS the OCJR the NPIA Doctrine & Training support will be involved. The MoJ needs to be involved to review the end to end process. This Group also needs close liaison with the Police Use of CCTV Group. Forces progressing CCTV presentation for the Courts (MPS / Devon & Cornwall) should also be considered.

Partnership and Resources

In the continued absence of the LGA, the PCMA Chair forward to lead this group

Without the commitment or involvement of the LGA or PPSU, this is going to be a difficult Group in terms of delivery of the Recommendations, The PCMA Chair can bring the views of the PCMA, the Director of the CCTV User Group can be invited to represent his area.

5) Update on Parliamentary Submission – formation of a National CCTV Body

Public Consultation will be required and enquiries are being made of the Home Office regarding this and the wider question of funding.

The National body will need to look at the registration of systems, the development of CCTV and inform on ethical, morale and legislative requirements

The following questions are being proposed as part of the Public consultation – **If Board Members have comments on these questions, feel that some should be re-worded, removed or other added please advise the Programme Support Team as soon as possible**

5.1 Focus Group

- Do you think that a voluntary registration system is workable?
- Who do you think should manage the registration system?
- What do you consider would be the consequences of withdrawing approval?
- How can we ensure that the registration scheme is kept up to date?
- What data should the registration system collect?
- How much data should be publicly available?
- Who should review registrations?
- Who should be responsible for enforcement?
- Should cameras display signage explaining why they are there? Ie Public Safety not Speed Camera / Parking Enforcement?

5.2 Public Questioning

- What do you think of CCTV in this country?
- Do you think that it is properly controlled?
- Would you like to be able to talk to an informed body about the use of CCTV in this country?
- Do you think that you should be able to know where all public space CCTV cameras are located?
- Would you be prepared to pay for this data?
- Would you like more or less CCTV?
- How should CCTV be controlled?
- Do you think that CCTV helps public safety?
- Have you had any experience of public space CCTV? If so please give details?

The question of voluntary versus legislative action needs to be considered as we progress with the National body and opinion should be sought on this.

6) CCTV Mapping

This is one area where we could be looking at an additional Sub Group depending on the Home Secretary's thoughts on how this should progress.

It is recognised that this will be a huge challenge. There are a number of ways that this can be done, the general consensus is that it needs to be tackled in small chunks rather than taking a one shot captures all method.

As this develops consideration will need to be given to quantifying the Police benefits which then need to be weighed against public privacy and security.

The BSIA, highlighted the work of the SSAIB² and the NSI³ undertake in registering and inspecting Intruder Alarms in the Public & Retail Sectors. He believes that 90% of business are registered and inspected twice a year. A high percentage of these companies will use CCTV and there locations could well be identified through this route.

Action 06-03

The BSIA will arrange for contact to be made with these organisations.

7) Communications

The NPIA outlined the short term plans for Communications, acknowledging the complexities of this Group and the challenges that will be faced. There needs to be liaison with the Home Office Press Office to ensure that a consistent message is imparted with the NPIA taking the lead for the Programme.

Key themes and milestones need to be communicated, these will come out of the Sub Groups.

We must be able to explain simply to the public what we are about, where we are going and what we aim to deliver.

The BSIA Press Office are keen to help and get the news about CCTV in to the Business and Public arenas.

² <http://www.ssaib.co.uk/index.asp>

³ <http://www.nsi.org.uk/>

8) AOB

No other business to report.

9) Date of next Programme Board Meeting

Future meetings will need to be on a more regular basis to ensure the progress of both the Recommendations and the development of the National body.

3rd April 2009