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Monday, 12 April 2021

To: The Members of the **EXECUTIVE**
(Councillors: Alan McClafferty (Chairman), Colin Dougan, Josephine Hawkins,
Rebecca Jennings-Evans, David Lewis, David Mansfield and Adrian Page)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House and
www.youtube.com/user/SurreyHeathBC on Tuesday, 20 April 2021 at 6.00 pm. The agenda
will be set out as below.

Please note that this meeting will be recorded and live streamed on
<https://www.youtube.com/user/SurreyHeathBC>

Yours sincerely

Damian Roberts

Chief Executive

AGENDA

Pages

Part 1 (Public)

- | | |
|--|--------------|
| 1. Apologies for Absence | - |
| 2. Minutes | 3 - 8 |
| To confirm and sign the minutes of the meeting held on 16 March 2021 (copy attached). | |
| 3. Declarations of Interest | - |
| Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting. | |
| 4. Questions by Members | - |

The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

- | | | |
|-----------|--|----------------|
| 5. | Adoption of the Equality Strategy 2021-23 | 9 - 44 |
| 6. | Camberley and Old Dean CCTV Review | 45 - 54 |
| 7. | Exclusion of Press and Public | 55 - 56 |

**Part 2
(Exempt)**

- | | | |
|-----------|--------------------------------------|----------------|
| 8. | Executive Working Group notes | 57 - 88 |
| 9. | Review of Exempt Items | 89 - 90 |

To review those items or parts thereof which can be released as information available to the public.

**Minutes of a Meeting of the Executive
held on 16 March 2021**

+ Cllr Alan McClafferty (Chairman)

- | | |
|-------------------------------|------------------------|
| + Cllr Colin Dougan | + Cllr David Lewis |
| + Cllr Josephine Hawkins | + Cllr David Mansfield |
| + Cllr Rebecca Jennings-Evans | + Cllr Adrian Page |

+ Present

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Paul Deach, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Shaun Garrett, Cllr Edward Hawkins, Cllr Sashi Mylvaganam, Cllr Robin Perry, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Victoria Wheeler and Cllr Emma-Jane McGrath

106/E Minutes

The minutes of the meeting held on 16 February 2021 were confirmed and signed by the Chairman.

107/E Questions by Members

The Leader, Councillor Alan McClafferty responded to a question from Councillor Shaun Garrett relating to charges made to people using the Council's green spaces to carry out their business for fitness training and exercise with paying customers. As a result the Executive endorsed a proposal to suspend fees for personal training and fitness class permits in borough parks and greenspaces, up to a maximum of 15 participants and no more than 7 classes per week, for a period of six months, beginning on 1 April 2021 and asked the Executive Head of Business to undertake the necessary actions.

In response to a question from Councillor Paul Deach concerning support for local business following the pandemic, the Leader referred to a proposal to waive fees for new and existing pavement licences for a year. The Chairman of the Licensing Committee, Councillor Rodney Bates, confirmed that the Licensing Committee at its meeting on 24 March 2021 would be asked to consider a recommendation relating to the waiving of discretionary pavement licensing fees.

In connection with pavement licences, Councillor Graham Tapper sought information on these licences applying to private land. Whilst it was likely that they would only apply to highway land, relevant information would be circulated to Councillors to clarify the position.

Councillor Rodney Bates asked a question relating to the Council's use of Bed and Breakfast facilities in Slough. The Executive Head of Regulatory confirmed that accommodation in Slough was only used as a last resort and rarely for family units. The Portfolio Holder, Councillor Josephine Hawkins undertook to provide a response on the number of times accommodation in Slough had been used by the Council and for how long on each occasion.

108/E Annual Plan 2021/22

The Executive received the proposed Annual Plan for 2021/22, which set out the key projects and performance indicator targets for the next financial year. The draft plan had been considered by the Performance & Finance Scrutiny Committee in January, and its comments had been included.

Progress against both the projects and the performance measures would be reported during the year to the Corporate Management Team, the Executive and the Performance & Finance Scrutiny Committee.

Members discussed the Air Quality target at COM 3 of the Plan and were referred to the report considered by the Performance & Scrutiny Committee on 27 January 2021.

In relation to the wording of SHBC6A – Whole System Approach to Obesity – the Executive Head of Community undertook to review the wording of “improving rates of childhood and maternal obesity”.

RESOLVED that the Annual Plan 2021/22, as set out at Annex A to the agenda report, be agreed.

109/E Bids for funding from the Local Community Improvement Fund

In October 2020 the Executive had agreed to pool the Neighbourhood Community Infrastructure Levy contributions to allow wards which didn't deliver new development, but did experience its impact, to have access to CIL funding and also to allow the community to bid for funding for small scale local capital projects.

The Executive considered 4 applications, which had been received as part of the first round of bids, and a summary of each was noted.

In relation to the recommendation that no funding be awarded for highway works in West End, the Leader undertook to discuss further the issue with the ward members with a view to progressing pedestrian safety measures in West End and the surrounding area.

RESOLVED that

- (i) £13,000 be awarded to Heather Ridge Infant School for improvements to the Haven House Building;**
- (ii) £50,000 be awarded to Chobham Road Recreation Ground Playground Refurbishment (Frimley);**
- (iii) £70,000 be awarded to Orchard Way Playground Refurbishment (Camberley);**
- (iv) £7,000 be awarded to a CCTV for Old Dean Recreation Ground; and**

(v) no funding be awarded for highway works in West End.

110/E Climate Change Strategy and Action Plan

Following the declaration of a Climate Emergency in October 2019, a Climate Change Working Group had been set up by the Executive. A key action of this Group was the development of a Climate Change Action Plan, to set out the aims, objectives and actions for delivery in the Borough to support achieving the 2030 carbon neutral target.

The Executive was asked to agree the Surrey Heath Climate Change Action Plan which would sit within the broader framework of the Surrey Climate Change Strategy, which the Executive was also asked to endorse.

The Action Plan included a total of 65 Actions across 6 key themes, with actions prioritised for delivery, based on feedback from the Climate Change Working Group. It set out specific actions, whilst recognising the importance of partnership working to deliver these actions. The Action Plan was proposed to be a living document, which would be reviewed and updated and would feed into customer friendly webpages forming the basis for ongoing public engagement on Climate Change.

The Leader and other Members paid tribute to the dedication and hard work of the cross party Climate Change Working Group Members and the officers involved.

The Leader suggested that consideration be given to an addition to the Action Plan, at B16, indicating that “This Council divests of and refrains from investing in carbon intensive industries and companies and encourages others within the borough to do the same.” The Chairman of the Working Group, whilst acknowledging that the Action Plan indirectly referred to this issue in several actions, agreed to ask the Working Group, at its next meeting, to consider the inclusion of more specific wording as suggested.

RESOLVED that the Climate Change Action Plan, as set out at Annex A to the agenda report, be agreed and Surrey’s Climate Change Strategy be endorsed.

111/E The Scheme of Delegation of Functions to Officers - Granting and Renewal of Leases

The Executive considered a recommendation from the Governance Working Group regarding to amendments the Scheme of Delegation of Functions to Officers in relation to the granting and renewal of leases.

It was noted that the Council’s Property Portfolio had significantly increased in recent times, but the Scheme of Delegation had not been amended to take account of the increase. The Head of Legal Services had drawn attention to the difficulties of managing the Council’s Property Portfolio within the current delegations. The referral of standard, non-controversial leases to the Executive frustrated efficient and timely decision making, hampered the Council’s ability to

manage its property portfolio in a commercial and professional manner and prevented the maximisation of its income.

RESOLVED that the Scheme of Delegation of Functions to Officers at Part 3, Section B, Paragraph 4 of the Constitution be amended as follows:

The Head of Legal Services is authorised to undertake all actions in relation to the administration of the Council's estate and property portfolio except the following matters which are reserved to the Executive:

- (a) Acquisitions or disposal of land or property with a value in excess of £25,000;**
- (b) the grant or renewal of all commercial leases in excess of 2 years that do not reflect market conditions in terms of value or risk;**
- (c) the grant of all leases for the purposes of development or refurbishment schemes including building leases;**
- (d) the grant or renewal of all leases where the Head of Legal Services considers referral to the Executive is appropriate.**

112/E Write Off of Irrecoverable Bad Debts

The Executive considered a report seeking approval to write off bad debts incurred through the non-payment of Council tax and Non-Domestic Rates.

All of the debts had been subject to the relevant recovery action and tracing enquiries. The Council's enforcement agents had also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debt was now considered irrecoverable.

In response to a debate in relation to the use of bailiffs to recover debt, the Chairman of the Performance & Finance Scrutiny Committee agreed to arrange for an in-depth report to be considered by the Committee on this issue.

RESOLVED that bad debts totalling £88,057.46 in respect of Council Tax, and £221,243.29 in respect of Non-Domestic Rates be approved for write off.

113/E Exclusion of Press and Public

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 as set out below:

Minute	Paragraph(s)
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112/E (part)	1 & 3
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114/E	1 & 3
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114/E Review of Exempt Items

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that the annex to the agenda report associated with minute 112/E remain exempt.

Chairman

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Adoption of the Equality Strategy 2021-23

Summary:

To adopt the new Equality Strategy agreed by members at on the 15th February 2021.

Portfolio: Support and Safeguarding (Cllr Josephine Hawkins)

Date Signed Off: 1st April 2021

Wards Affected: All

Recommendation

The Executive is advised to RESOLVE that the Equality Strategy 2021-23, as set out at Annex A to the report, be adopted by the Council.

1. Key Issues

- 1.1 The Equality Working Group has a membership of 9 cross party representatives who meet up to 3 times a year to review and discuss issues or concerns relating to Equalities.
- 1.2 The Group has recently considered a draft programme for Members' equality training, and agreement was reached at its meeting on the 15th February 2021 that Ioda Ltd which led the training sessions during the 2019 Member induction programme would be invited to deliver further training. This would focus upon 'The Doorstop Challenge', sessions aimed to equip Members with the tools to hold difficult conversations around equality and to challenge members of the public which held discriminatory views. The sessions would also act as an aide memoire as to the responsibilities under the Equality Act 2010. This is to be scheduled for early in the 2021/22 municipal year.
- 1.3 Members have also discussed how best to support the myriad of annual commemorative events. The Equality Strategy includes a template for members of the working group to nominate events to be supported see annex A for further detail. It was outlined to the Group that the events would be managed by the Marketing and Communications team and would entail the sharing of social media posts and the issuing of supporting statements. It was emphasised that current events such as Remembrance Sunday and Fly the Flag fell outside of this scope and that there was potential for the plan to be reviewed by the Working Group on an annual basis.

The Working Group acknowledged the greater potential for the Council to celebrate its diversity of religions followed within the borough; and it was agreed for religious festivals such as Eid al-Fitr and Diwali be

included in the annual plan of events to be marked, the group also added Gypsy and Traveller week to the plan, and suggested that there is potential for the local Muslim, Hindu and Sikh communities to make use of the Council's facilities in order to celebrate events and hold open days.

2. Resource Implications

2.1 Existing Council budgets will be utilised to meet the training costs.

3. Options

3.1 The Executive has the option to;

- i. Adopt the Equality Strategy without change
- ii. Amend and adopt a revised strategy
- iii. Not to adopt the strategy

4. Proposals

4.1 It is suggested that the Executive adopt the Equality Strategy

5. Corporate Objectives and Key Priorities

5.1 The funding of voluntary organisations allows the Council to meet its objectives to:

- Work in partnership with local organisations to provide support to the community and diverse open space and recreation facilities.
- Understanding and supporting local voluntary groups.
- Significantly contribute to civic pride through the provision of events and green spaces.
- Work in partnership with the voluntary and third sector to extend opportunities in the Borough.
- Encouraging greater involvement from local clubs and organisations including volunteering.

Annexes	Annex A – Equality Strategy 2021-23
Background Papers	None
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Executive Head	Louise Livingston - Executive Head of Transformation



Surrey Heath Borough Council Human Resources

Equality Strategy 2021-2023



Great Place • Great Community • Great Future

Feb 21

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INTRODUCTION

1. SURREY HEATH'S VISION AND OBJECTIVES

Underpinning our vision is the Five-Year Strategy which is grouped under four themes with objectives as follows:

Place – We want to make Surrey Heath an even better place where people are happy to live

Prosperity – We will support and promote our local economy so that people can work and do business across Surrey Heath

People – We will build and encourage communities where people can live happily and healthily.

Performance – We will deliver effective and efficient services better and faster.

Delivery of Equality Objectives under the Five-Year Strategy demonstrates our commitment to embedding equality in everything we do.

Corporate Objective - *'We will build and encourage communities where people can live happily and healthily'*.

We will do this by:

- 'Helping **older and vulnerable people** to live independently and remain in their homes for as long as possible',
- 'Using our **green space** to deliver a programme of sport and leisure activities which will support our community engagement with the citizens of Surrey Heath'.
- 'Working with our partners to improve the **health and well-being** of our community'.

Equality also comprises a vital element of the Council's internal CORE Values, specifically encompassed within the core value **Respect for All**. Defined as 'treating people in a fair, equitable and non-discriminatory manner that promotes trust, openness and honesty'. Staff are required to adopt linked behaviours while undertaking their duties to demonstrate the Council's commitment to equality.

2. APPROACH TO EQUALITY AND DIVERSITY

The Council takes responsibility to ensure that equality is integrated into both the service delivery and employment practices of the authority. Recognising equality and accessibility is an integral part of our working approach.

The Council complies with the legal framework set out by the Equality Act 2010. We use the Local Government Equality Framework to measure our progress on mainstreaming equality and diversity into service delivery and employment and to adopt an equal life chances approach. The Council gained the 'Achieving' level of the Equality Framework in 2010.

This Strategy demonstrates our commitment to continue to embed equality and diversity in our employment practices and service delivery. The Council is also committed to work with partners to set equality objectives.

The Council and partners work to prevent discrimination, harassment, and victimisation and to recognise the diversity of need within the local community and the need to ensure fair and equitable treatment.

We also work to

- deliver accessible and responsive services to customers and residents in the community including those from protected characteristics
- employ a workforce that reflects the diversity of Surrey Heath
- provide equality of opportunity for all staff
- meet the requirements of the Public Sector Equality Duty

3. HOW OUR SERVICES ARE DELIVERED

Surrey Heath Borough Council is composed of 35 Members representing 16 Wards elected for a 4-year term and works with a Leader and Executive for decision making, including policy.

The Chief Executive and the Corporate Management Team have the overall responsibility for delivery of services and are tasked with effective implementation of the decisions and policies agreed by Council or the Executive, ensuring that services are provided efficiently within identified resources, and to meet the needs of the service users.

The Council has a 5 Year Strategy from 2021-26. It produces an annual plan every year which sets out our corporate objectives and key priorities. All current and future Council key strategies and policies will take account of equalities issues and aim to be fair to all.

4. **OUR ROLE IN THE COMMUNITY AND WORKING IN PARTNERSHIP**

The Council's approach to equality and accessibility is reflected in our work within and for the community, in all our partnerships and wherever we work with contractors.

The **Sustainable Community Strategy** sets out the strategic direction for the Council by committing to improve matters like climate change and regeneration to increase the borough's quality of life. The Surrey Heath Partnership seeks to embed equality for all and to recognise and celebrate diversity and to promote equality of opportunity to all parts of the borough'.

5. **ROLES AND RESPONSIBILITIES**

Individuals have a responsibility to adhere to the organisations policy and strategy.

The Council have the responsibility (a 'duty') to ensure that the objectives of the Equality Strategy are reflected in the design of the organisation's policies and the delivery of services, including internal policies, and for these issues to be kept under review.

However, some individuals and groups have additional duties under the Equality Strategy, as described below:

Equality Champions

The Leader of the Council and the Support and Safeguarding Portfolio Holder, champion equality, and diversity for the Council. The Chief Executive is responsible for ensuring that the Equality Strategy and legislation are integrated into both service delivery and employment.

Councillors

Council members have an important role to play in championing equal opportunities and promoting cohesion and fostering good relations within their constituencies.

They are responsible for paying due regard to equality and human rights in all their constituency work. Councillors are encouraged to engage with their constituents on equality and human rights issues for the purposes of representing the views of their constituents relating to Council policy or service provision.

Councillors also have a responsibility to ensure that they are operating in a manner that supports the objectives of the Equality Strategy, e.g. attending relevant training that may support their understanding and knowledge of equality and human rights issues.

Equality Working Group (EWG)

The councillor Equality Working Group has been set up to demonstrate high level commitment to equality from the Council members.

Performance and Finance Scrutiny Committee Members

Members of the Performance and Finance Scrutiny Committee are responsible for challenging Council members, officers and others about decisions impacting on equality and human rights issues.

Corporate Management Team (CMT)

Members of the Corporate Management Team are responsible for ensuring that the Equality Strategy is adopted across the council and integrated into all aspects of service planning and delivery.

Their role is to ensure that the new strategy is robust, represents a shared vision and meets the needs of the local area. Their responsibility lies in ensuring that measures are in place to monitor, challenge and review the progress of the Equality Strategy for their service area.

Working in conjunction with their team managers, all CMT members should be able to demonstrate that they have oversight of the strategy in their service area and are managing how information about the impact of their services on equality and human rights is gathered, made available and evaluated.

Managers

Managers across all Council services are responsible for ensuring that the objectives of the Equality Strategy are pursued appropriately through the work undertaken by their teams. They are responsible for gathering and making information about the impact of their work on different communities available for evaluation.

Managers also have an individual responsibility to ensure that individual staff members understand their specific roles and responsibilities regarding implementing the Equality Strategy and working in a manner that is accordant with the Council's approach to equality and human rights.

All Council Staff

All staff (i.e. employees, casual workers, contractors, and volunteers) are responsible for conducting their work in a way that supports delivery of the

strategy and which demonstrates the Council's CORE values (in, Respect for All). They also have a responsibility to attend any mandatory training that supports the objectives of the Equality Strategy.

Equality Action Group

The Equality Action Group, overseen by the Executive Head of Transformation/ 'Interim' HR Manager, is responsible for the operational management of the Equality Strategy and its monitoring and review. The EAG leads on Council wide equality impact assessment of functions and policies.

The Council Officer group membership comprises a number of Service and minority representatives, who serve as 'Equality Champions'. The Equality Champions form a link between the EAG and individual Council Services, working to promote good practice on equality and human rights across all functions of the council.

The Equality Action Group members and supporting officers are responsible for disseminating equalities and human rights information across the Council and co-ordinating the production of evaluative reports on progress of projects to be made available to the EWG and CMT.

Trade Unions

Recognised trade union representatives within the Council are responsible for supporting their members on matters including equality, diversity, and human rights.

6. LEGAL FRAMEWORK

Equality Act 2010 and the Public Sector Equality duty

The Equality Act 2010 brought together over 116 separate pieces of legislation affecting many different equality groups into one single Act.

As a public sector organisation, the Council has certain duties under the Equality Act 2010. We must have due regard to these when going about our business.

These are:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

A summary of the legal framework under the Equality Act 2010 and the Public Sector Equality Duty is attached as Annex A.

7. PROTECTED CHARACTERISTICS

The Equality Duty covers nine protected characteristics which are:

Race

Race refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Disability

A person has a disability if they have a physical or mental impairment and this impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

Sex

This is in relation to gender equality between men and women and to eliminating sex discrimination.

Gender Re-assignment

Gender re-assignment includes anyone who is proposing to undergo or has undergone a process (or part of a process) to reassign their sex.

Pregnancy and Maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context.

Age

Discrimination on the grounds of age in relation to goods and services, employment and vocational training is unlawful.

Religion or Belief

Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sexual Orientation

Sexual orientation refers to a person's sexual attraction whether this is towards their own sex, the opposite sex or to both sexes.

Marriage and Civil Partnerships

Marriage is no longer restricted to a union between a man and a woman but now includes a marriage between same-sex couples in England and Wales (see Section 1, Marriage (Same Sex Couples) Act 2013). This was brought into force in Scotland under The Marriage and Civil Partnership (Scotland) Act 2014.

Civil partners must be treated the same as married couples on a wide range of legal matters. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

N.B. Marriage and civil partnerships are only covered for the first aim of the duty, i.e. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

8. OUR OBJECTIVES FOR EQUALITY AND DIVERSITY ARE:

Understanding and working with our communities

1. To ensure equality and diversity is met within our policies, it is imperative that sound equality analysis is conducted to understand the needs of the community. This is in terms of outcomes and opportunities of individuals and where they occur in different parts of the area.

Leadership, Partnership and Organisational Commitment

2. Within Surrey, there are 11 districts layered beneath the County Council. Multiple local governments in an area requires efficient partnerships that will work together against a common threat - inequality. It is this vision that needs to be backed up by organisational commitment.

Responsive Services and Customer Care

3. It is fundamentally important that all users of the local authority's services are treated with respect and have their human rights protected. It is further essential that the individual needs of the community are understood so the services are targeted at the most vulnerable.

Diverse and Engaged Workforce

4. As well as HR policies and procedures reflecting the importance of equality and diversity within the workplace, it is essential that the recruitment phase treats all applicants with equal chance and base decisions by ability and expertise.

9. HOW WE DELIVER OUR EQUALITY OBJECTIVES

Set out below is how the Council incorporates equality into services and employment and meets our equality objectives and the requirements of the legislation.

i) ACTION PLAN

The equality objectives are delivered via the Annual Equality Action Plan and are therefore specific and measurable. The Annual Equality Action Plan forms a key part of the performance management and monitoring process, see annex D for further information.

ii) EQUALITY IMPACT ASSESSMENT AND ACTIONS

The Council uses equality impact assessments on its services, policies (including HR policies) etc to demonstrate that equality is considered in the decision-making process. Equality Impact Assessments (EIA) are conducted in relation to all the protected characteristics.

Equality impact assessments scheduled for the year and actions resulting from previous assessments are fed into the Annual Plan for implementation.

iii) PERFORMANCE MANAGEMENT AND MONITORING

Surrey Heath's performance management system is used to monitor equality performance indicators and equality impact assessments.

Executive reports include an 'equality impact heading' ensuring that consideration is given to this area.

The Executive, the Corporate Management Team and the Policy and Audit Scrutiny Committee receive an annual update report on moving forward with equality and diversity and reaching the Levels of the Equality Framework.

iv) RECRUITMENT AND EMPLOYMENT

The Council ensures that all relevant Human Resources documents and policies comply with the Equality Act 2010 and reflect the standards in this Equality Strategy. The Council is committed to investing in and developing its staff.

The Council's People Strategy 2015 - 2020 drives Organisational Development so that Surrey Heath Borough Council becomes a sustainable organisation, employer of choice and an excellent place to work.

Policies and procedures are in place to ensure that concerns over discrimination, harassment and victimisation from staff are addressed and that staff are treated equally and fairly (these can be found in the Policies and Procedures page on the Council's Intranet).

If a member of staff feels they or another member of staff has been discriminated harassed or victimised then they should challenge this, report it to their manager or alternatively seek advice from HR.

v) KNOWING OUR COMMUNITY

Monitoring the latest Census and demographic information relating to Surrey Heath.

The Council currently publishes annual performance indicator information of overall staff figures broken down by race, disability, and gender. The Council undertakes more in-depth equality monitoring through a staff survey, the latest information is attached in annex C.

vi) TRAINING

The Council is committed to providing all staff and Members with up-to-date training on equality, diversity, and human rights. Equality and diversity training is a mandatory part of the induction process for new staff and Members.

The Council offers further training on specific aspects of equality, diversity and human rights where deemed appropriate or relevant for roles. Refresher training is required for both staff and elected members every three years, this can also be available via e-learning modules provided by the Council.

vii) SERVICE DELIVERY

In delivering services, the Council is aware of its responsibilities to be fair to all in the provision of those services and the ability to access services.

Data relating to the profile of service users is collected e.g. through satisfaction surveys.

10. PROCUREMENT AND GRANTS

An organisation which is not a public authority, but which conducts public functions must, in the exercise of those functions, have due regard to the 3 aims of the Public Sector Equality Duty. Equality is embedded in our Procurement Strategy and procedures. Contractors are required to meet best practise equality standards developed as part of the Procurement Toolkit. The EIA template also includes a section on procurement. As part of the contract review process for major contracts, contractors are now required to confirm that they comply with our equality criteria in the Toolkit.

11. COMPLAINTS

We are committed to high standards of service delivery, but we recognise that mistakes are made and would wish to learn from our mistakes. Members of the public can use the Council's Complaints procedure available on the web site to raise any equality issues.

12. COMMUNITY ENGAGEMENT

The Council's Consultation Strategy demonstrates the Council's commitment to ensure that consultation conducted is representative of the community and that consideration is given on how to consult hard to reach groups, to develop services and policies that are fair to all.

The Council has a consultative approach with staff on service delivery and policy development in terms of equality and diversity.

The Statement of Community Involvement (SCI) sets out how the Local Planning Authority intends to achieve continuous community involvement in the preparation of the Local Development Framework (LDF) and determination of planning applications within Surrey Heath. The SCI outlines the Council's methods of involving all Borough residents in consultations as outlined above.

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ANNEXES

Annex A Legal Framework
Annex B Equality Framework for Local Government
Annex C Equality and Diversity Summary (staff Survey 2020)
Annex D Annual Plan 21/22

Annex A

Legal Framework

Summary of the Requirements of the Equality Act 2010 and the Public Sector Equality Duty

1. The Equality Act 2010 came into force on 1 October 2010 and replaces the separate pieces of legislation relating to the different equality groups.
- 2a. The public sector equality duty consists of a general equality duty, which is set out in section 149 of the Equality Act 2010, and specific duties which are imposed by secondary legislation. The general equality duty came into force on 5 April 2011. The specific duties came into force in September 2011. It applies to all public listed bodies in Schedule 19 across Great Britain as well as other organisations when carrying out public functions.
- 2b. A new modular design (2020) allows the Council to self-assess practices to identify areas of activity that need improving but also what they succeed in to support organisations to become more inclusive employers. This is further achieved through the addition of an LGA Equality Peer Challenge.

Protected Characteristics

3. The general equality duty covers nine legally protected characteristics which are: age, disability, gender reassignment, marriage, and civil partnership (only in respect of eliminating unlawful discrimination), pregnancy and maternity, race, religion or belief, sex, and sexual orientation. It also encourages Councils to consider other issues that might be affecting staff such as caring responsibilities as well as issues affecting communities such as rural isolation.

Equality Act 2010

4. The Equality Act 2010 provides a new cross-cutting legislative framework to protect the rights of individuals and advance equality of opportunity for all. It legally protects people from discrimination in the workplace and wider society by replacing previous anti-discrimination laws with a single Act, making the law easier to understand and strengthen protection.

Further Principles - 2020

- The EFLG is part of the LGA's sector led improvement offer to the local government sector and as such engagement with the Framework is voluntary.
- The EFLG is supportive of the EHRC's six selected domains of equality measurement which it has identified as the areas of life that are important

to people and that enable them to flourish. They are: Education, Work, Living standards, Health, Justice, and personal security, and Participation

- The modular design of the Framework reflects the fact that Councils come in all shapes and sizes with different resources, communities, and priorities. It recognises that action on all equality issues at once is not always possible
- The Framework supports the LGA's Equality Peer Challenge

Prohibited Conduct: Discrimination, Harassment, and Victimisation.

5. The Equality Act 2010 introduces a basic framework of protection against direct and indirect discrimination, harassment and victimisation in services and public functions etc.

Direct Discrimination

This occurs when someone is treated less well than someone else in the same situation because of a protected characteristic.

Harassment

This occurs when unwanted behaviour towards someone causes them to feel intimidated, degraded humiliated or offended

Victimisation

This occurs when a person treats another badly because they have or intend to make a complaint against them in relation to being discriminated against or harassed

Indirect discrimination

This occurs when a policy which applies in the same way for everyone has an effect which particularly disadvantages people from an equality group

Discrimination by Association

This occurs when a person is treated less favourably because of their association with a person who has a protected characteristic; this can be a husband, wife, partner, friend, child, or primary carer.

Discrimination due to Perception

This occurs if someone is treated less favourably because another person thought that they had a protected characteristic even though they did not.

Discrimination Arising from Disability

A new concept of 'discrimination arising from disability' has been introduced by the Equality Act. There is a requirement to make reasonable

adjustments for people with disabilities. It occurs when the disability is known and as such the person is treated unfavourably and disproportionately to the individual achieving an aim.

Restrictions on Pay Secrecy Clauses

A contractual term which restricts a person from disclosing their pay is unenforceable in certain circumstances.

Employment – Health Related Questions

6. Employers will only be able to ask prospective candidate's health related questions to enable a decision to be made as to whether reasonable adjustments are needed for the person in the selection process and whether an applicant can carry out an essential function of the job. It is unlawful to ask a candidate or referee verbal or written questions about the health of a candidate prior to an offer being made.

Public Sector Equality Duty

This duty came into force on 5 April 2011 meaning that public bodies consider all individuals when carrying out their day-to-day work (shaping policy, delivering services and in relation to their own employees).

The Aims of the General Equality Duty

7. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:
 - **Eliminate unlawful discrimination**, harassment and victimisation and other conduct prohibited by the Act.
 - **Advance equality of opportunity** between people who share a protected characteristic and those who do not.
 - **Foster good relations** between different people (with/without a protected characteristic) when carrying out their activities.
8. The Act explains that having due regard for advancing equality involves:
 - Removing or minimising disadvantages suffered by people due to their protected characteristics.
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.

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- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
9. The Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.
10. The general equality duty therefore requires equality considerations to be reflected into the design of organisation's policies and the delivery of services, including internal policies, and for these issues to be kept under review.

The Specific Duties:

11. In summary, a public authority covered by the specific duties (listed body) is required to:

Publish information

- Publish sufficient information to demonstrate its compliance with the general equality duty across its functions. This must be done by 31 December 2011, and at least annually after that, from the first date of publication. (The general duty to have due regard requires local authorities to have an adequate evidence base for its decision making).

This information must include, in particular:

- Information on the effect that its policies and practices have had on people who share a relevant protected characteristic, to demonstrate the extent to which it furthered the aims of the general equality duty for its employees and for others with an interest in the way it performs its functions.
- Evidence of analysis that they have undertaken to establish whether their policies and practices have (or would) further the aims of the general equality duty. (Case law demonstrates that the analysis must include consideration as to whether there is any detrimental impact and how this can be mitigated. This should be in a written format before a decision is made.)
- Details of the information that they considered in carrying out this analysis.

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- Details of engagement that they undertook with people whom they consider having an interest in furthering the aims of the general equality duty.

Prepare and Publish Equality Objectives

12. A public authority covered by the specific duties (listed body) is also required to:
 - Prepare and publish one or more objectives detailed in the aims of the general equality duty, by 6 April 2012, and at least every four years thereafter
 - Ensure that those objectives are specific and measurable.
 - Publish those objectives in such a manner that they are accessible to the public
13. The following principles from **case law** on the previous equality duties will, however, continue to apply for the new duty. To comply with the general equality duty, a public authority must ensure that:
 - Those who exercise its functions (for example, its staff and leadership) are aware of the duty's requirements. Compliance involves 'a conscious approach and state of mind'. This means that decision-makers must be fully aware of the implications of the duty when making decisions about their policies and practices.
 - The duty is complied with before and at the time that a policy is under consideration and a decision is taken. A public authority cannot satisfy the duty by justifying a decision after it has been taken.
 - Consideration of the need to advance equality forms an integral part of the decision-making process. The duty must be exercised in such a way that it influences the final decision.
 - Any third parties exercising public functions on its behalf are required to comply with the duty, and that they do so in practice. This is because the duty rests with the public authority even if they have delegated any functions to a third party.
 - Regard is given to the need to advance equality when a policy is implemented and reviewed.

Publishing Employee Equality Monitoring Information

14. Listed bodies with 150 staff or more also need to publish information in relation to their employees.

Bodies with 150 staff or more are expected to publish the below information:

- the race, disability, gender, age breakdown and distribution within your workforce
 - indication of likely representation on sexual orientation and religion or belief, provided that no individuals can be identified as a result
 - an indication of any issues for staff who are proposing to undergo or have undergone a process (or part of a process) to reassign their sex based on your engagement with staff or voluntary groups
15. In relation to services, the Equality and Human Rights Commission would normally expect to see the information that you routinely publish broken down by protected group. This will obviously depend on what services you deliver but would usually include:
- performance information relating to functions relevant to furthering the aims of the duty
 - access to services
 - satisfaction with services, and
 - Complaints (broken down by protected group, with an indication of reasons for complaints).

Procurement and Grants

16. The general equality duty applies to other organisations who exercise public functions. This will include private bodies or voluntary organisations which are carrying out public functions on behalf of a public authority. The duty therefore applies to where the Council has contracted out a service or is considering contracting out or is decommissioning a service. It also applies to the allocation or withdrawal of grants.
17. The specific duty on information requires listed bodies to publish information about their compliance with the duty across all their functions, including contracted-out functions. Where a function is contracted out, there may be a need to specify in the tender documentation what information the contractor should collect and report on, for the Council to meet the General Equality Duty.

Annex B

The Equality Framework for Local Government

The Equality Framework (originally the Equality Standard) provides guidance for local authorities to mainstream equality and diversity into Council policy, services, and employment. The Framework also advocates an equal life approach to provide fair opportunities for the whole community.

The Framework has four module areas:

- Understanding and working with your communities
- Leadership and Organisational Commitment
- Responsive Services and Customer Care
- Diverse and Engaged Workforce

Each module is broken down into key themes: (to aid self-assessment)

Understanding and Working with your Communities	Leadership and Organisational Commitment
Collecting and sharing information	Leadership
Analysing and using data and information	Priorities and working in partnership
Effective community engagement	Assessing equality impact in policy and decision taking
Fostering good community relations	Equality objectives and annual reporting
Participation in public life	Performance monitoring and scrutiny
Responsive Services and Customer Care	Diverse and Engaged Workforce
Commissioning and procuring services	Workforce diversity
Integration of equality objectives into service planning	Inclusive strategies and policies
Service delivery	Collecting, analysing and publishing workforce data
	Learning and development
	Health and wellbeing

The Equality Framework has three levels:

Levels	Description
Developing	The developing level criteria contain the basic building blocks for each priority. An organisation at the Developing level has made an organisational commitment to improving equality. It is putting in place processes to deliver on equality issues and is working towards meeting and exceeding the statutory requirements.
Achieving	An organisation at the Achieving level has policies, processes and procedures in place and is delivering some good equality outcomes. It is not only meeting, but can demonstrate exceeding statutory requirements
Excellent	An organisation at the Excellent level has mainstreamed equality throughout the organisation and can demonstrate that it is delivering significant outcomes across its services that are making a difference in its communities. The organisation not only exceeds statutory requirements, and it is an

	exemplar council for equality and diversity in the local government and wider public sector.
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Measuring our Equality Performance

The Council achieved Level 1 of the Equality Standard in January 2007 and Level 2 in October 2008.

In September 2010 after undertaking a self-assessment, creating a narrative of our equality journey, and undertaking a Diversity Peer Challenge by external assessors involving interviews with staff, members, and stakeholders the **Council was awarded the 'Achieving' Level of the Framework**. The Council has been working towards implementing the recommendations made in the Diversity Peer Challenge report.

Annex C

Equality and Diversity Summary (Staff Survey 2020)

The response rate for the staff survey was of 60% in 2020 (excl. JWS staff).

Where possible the results have been compared to the 2015 Staff Equalities Survey (which was carried out separately from the main staff survey) and had a response rate of 44%.

RESPONSES SPLIT INTO AGE CATEGORIES

2020 Survey (146 responses)

Age Group	No of Respondents	%
16-34	25	17.12%
35-54	84	57.53%
55+	37	25.34%

2015 Survey

Age Groups	% of Respondents
25-30	1.90%
31-40	6.50%
41-50	23.40%
51-60	20.60%
61+	2.80%
Unknown	38.30
Prefer not to say	6.50%

EQUALITY & DIVERSITY

“If I had an issue with equality or diversity in the workplace, I feel confident I would receive sufficient support”.

2020 Survey	16-34 years %	16-34 years (count)	35-54 %	35-54 (count)	55+ years %	55+ years (count)
Strongly Agree	52.00%	13	20.24%	17	10.81%	4
Agree	36.00%	9	67.86%	57	72.97%	27
Disagree	12.00%	3	11.90%	10	10.81%	4

The percentage of staff who felt they would feel confident receiving support was over **80%** for all age groups ('Strongly Agree' and 'agree').

The **35-54's** age group came in the highest at **88.10%** ('Strongly Agree and 'Agree). The **16-34's** were very slightly lower with **88%** and then the **55+** with **83.78%**.

2020 vs 2015 Survey Results

Are you aware that the Council has the following?	2020	2020	2015	2015
	YES	NO	YES	NO
An equality strategy	91.72%	2.76%	89.90%	10.10%
Policies on harassment and bullying	93.79%	0.69%	78.50%	6.30%
An Equality Action Group	73.79%	20.69%	67.10%	26.60%

FAIRNESS

Fairness was ranked highly within all areas of the 2020 survey compared to 2015.

I believe that the Council's policies and procedures promote fairness and equal treatment of staff across the Council?		
	2015	2020
Yes	62.67%	86.99%
No	17.33%	13.01%
Prefer not to say...		

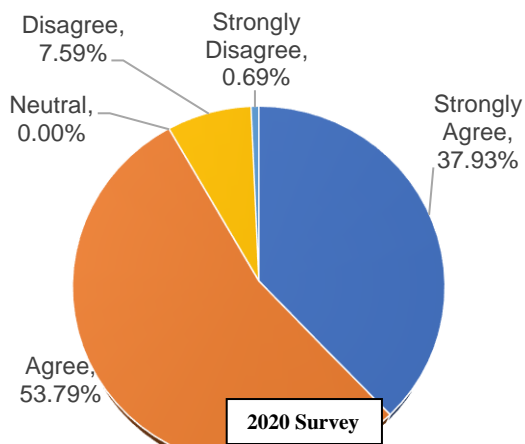
How would you rank the following groups on how they support/promote fairness and equal treatment of staff across the Council?		
	(Combined "Very Well"/"Well") 2015	(Combined "Great/Adequate") 2020
Human Resources	63.89%	91.10%
Work Colleagues	58.91%	91.78%
Line Managers	48.65%	91.78%
Executive Heads/Heads of Service	40.28%	91.10%
Other Staff	30.44%	93.84%

How would you rank the following groups on how they support/promote fairness and equal treatment of staff across the Council?
(Split by age)

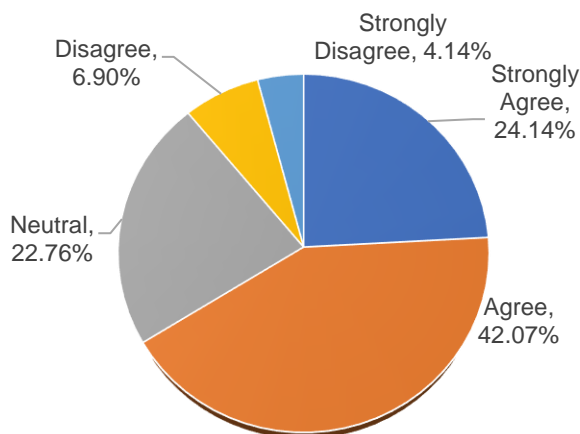
2020 Survey results



My colleagues promote fairness and equal treatment of staff



I believe that the organisation treats all staff fairly



Are you aware that all staff have a duty not to discriminate based on: Age, Race, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Religion & Belief, Sex and Sexual Orientation?

2020 **Yes 98.62%**
 No 1.38%

PROTECTED CHARACTERISTICS

Protected Characteristics 2020 compared to 2015 *(Ranked highest to lowest)*

Currently Ranked	Protected Characteristic	2020 %	Previous Position	2015 %
1	Age	6.21%	(1) →	27.27%
2	Disability	4.14%	(=4) ↑	3.41%
3	Pregnancy & Maternity	2.76%	(=6) é	2.27%
4	Race	2.07%	(=4) →	3.41%
5	Sex	1.38%	(2) ↓	5.68%
6	Religion & Belief	0.69%	(3) ê	4.55%
■	Sexual Orientation	0.00%	(=6) ■	2.27%
■	Marriage & Civil Partnership	0.00%	(8) ■	1.14%
■	Gender Reassignment	0.00%	(0) ■	0.00%
■	Other	0.00%	(0) ■	0.00%
	No	58.62%		54.55%
	I Don't Know	29.66%		10.23%
	Prefer not to say...	0.00%		3.41%

Over **50%** in each of the Age Categories felt *none* of the eight Protected Characteristics were a barrier to career progression. Only ‘**Disability**’ and ‘**Pregnancy & Maternity**’ scored higher than in the 2015 survey, although only marginally (< 1%).

‘**Age**’ was still seen as the highest barrier to career progression in all three Age Categories although was **down by 21%** to **6.21%** as opposed to **27.27%** in **2015**. The highest group was the **16-34** age group with **11%**. **Both the 35-54 and 55+** came in at **3%** with the **35-54’s** also citing that ‘**Race**’ and ‘**Pregnancy & Maternity**’ were equally a barrier.

Out of the eight protected characteristics the **55+** felt that only two characteristics were a barrier to career progression - ‘**Age**’ with **8%** and ‘**Sex**’ with **3%**.

‘**Sexual Orientation**’, ‘**Marriage & Civil Partnership**’, and ‘**Gender Reassignment**’ all scored **0%** for the **2020** survey.

CARING RESPONSIBILITIES

The **35-54** age group had the highest percentage of caring responsibilities, **42.86%** were the ‘**Primary Carer of a Child / Children (under 18)**’, next **16-34’s** with **16%** and lastly the **55+** with **2.70%**

Of the **35-54** age group **4.76%** were the ‘**Primary Carer of an Older Person**’ and for the **55+’s** the percentage was **5.51%**. Also **5.41%** of the **55+’s** was the ‘**Primary Carer of Disabled Adult (18 and over)**’.

For ‘**Secondary Carer (Another Person Carries out the Caring Role)**’ there were **1.19%** of the **35-54’s** and **10.81%** of the **55+**

DISABILITY

Disability - 'A person has a disability if they have a physical or mental impairment and this impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities'. Equality Act 2010

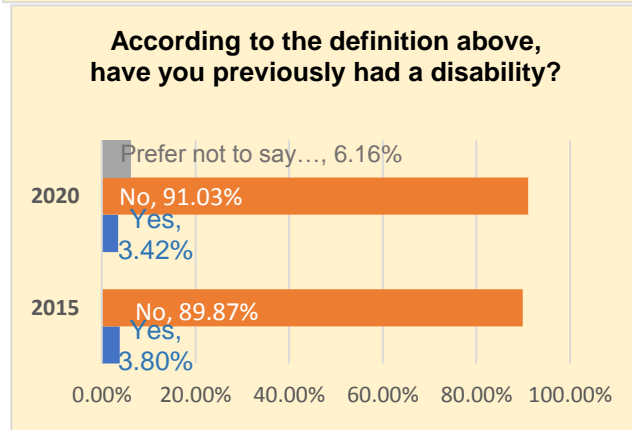
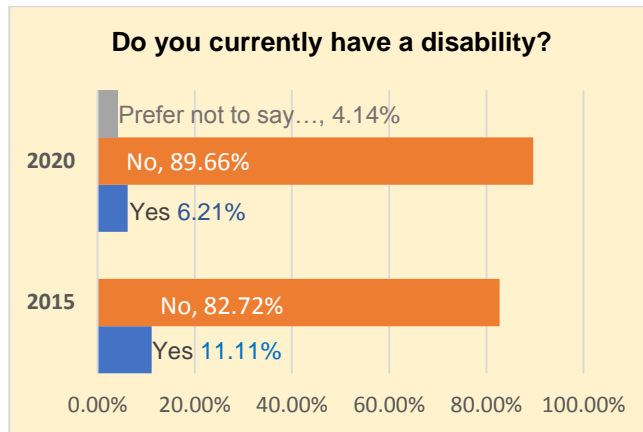
According to the definition above do you currently have a disability?

Do you currently have a disability?	2015	2020
Yes	11.11%	6.21%
No	82.72%	89.66%
Prefer not to say...		4.14%

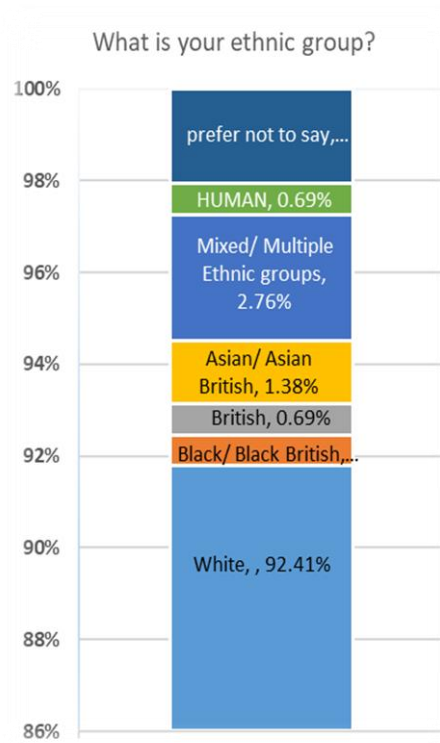
Disability Comparison 2015 /2020 Survey

Disability 'a person has a disability if they have a physical or mental impairment and this impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.' Equality Act 2010 According to the definition above, do you currently have a disability?

Only **6.21%** of staff currently had a disability compared to **11.11%** in **2015**.

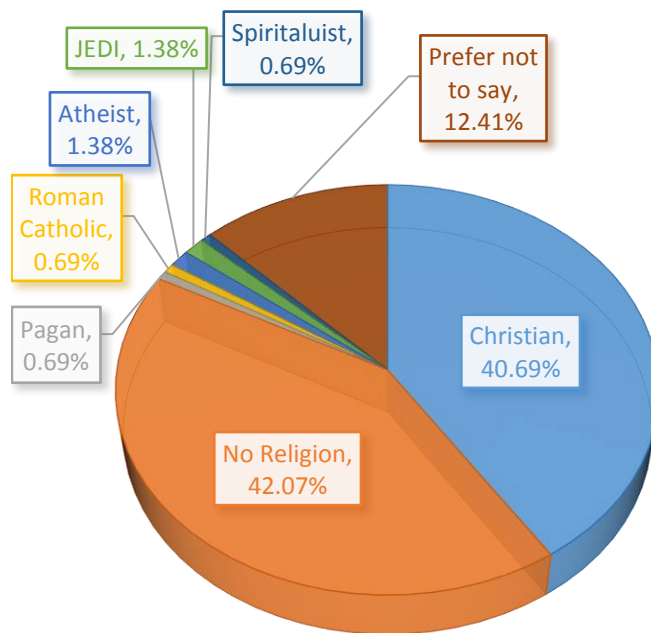


2020



2020

What Is Your Religion Or Belief?



Summary

The Staff Survey results for 2020 showed a noticeable change compared to 2015. There was a 16% increase in the number of staff who participated in the survey. We should be aware that the responses received for the 2020 Survey have been made during lockdown/Covid19 where working practices have been very different to any previous year. Most areas within Equality and Diversity compared favourably to the 2015 results.

Whilst all categories where staff were asked if they felt any protected characteristics could be a barrier to career progression came in below 7%, it has been noted that there is still some work to do around this especially amongst the 16-34 age group. Also, improvements need to be made in terms of 'Race' and 'Pregnancy and Maternity' being seen as a barrier.

There was a large increase in the ranking for 'policies and procedures promoting fairness and equal treatment' across all areas, with the largest increase being for Other Staff (30.44% to 93.84%) and Exec Heads/Heads of Service (40.28% to 91.10%).

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Annex D - Annual Plan 2021/22

Action	Lead	Timescale	Progress	When Complete
Virtual Member Equality Training	Sarah Bainbridge	Spring 21	Approved by EWG on the 15/02	
Annual Events to be Supported 2021	Jayne Boitout	2021	See following page.	Ongoing
Work programme for the remainder of 2021/2022 (meeting, July Oct, and Feb)	Eddie Scott	2021		Ongoing
VSNS Presentation	Eddie Scott	Feb 2021		complete
To undertake a social media campaign tackling equalities, as part of a broader partnership agenda i.e. poverty	Jayne Boitout/ Comms team	Summer 2021		

Outline Annual Plan 2022/23

Work meeting programme 22/23,	Eddie Scott	2022		
Faith Forum Presentation	Eddie Scott	2022		

Equality Working Group Grid – Events to be supported 2021.

Category	No:	Event Title	Lead team	Month
1	Max 3 events to be nominated	Gay Pride	Community Development, transformation, Events Team Business, Comms	August 21
1	Max 3 events to be nominated	EWG to nominate	Teams here to manage the resources – can councillors help with this	
1	Max 3 events to be nominated	EWG to nominate	Teams here to manage the resources – can councillors help with this	
2	Heathscene articles max of 6 per year- events where possible to co-ordinate dates	Diwali	Community Development/Comms Teams here to manage the resources	4 th -9 th November 21
2	As above	Eid-al-Fitr (Ramadan)	Teams here to manage the resources – can councillors help with this	12 th April - 12 th May 21
2	As above	Passover	Teams here to manage the resources – can councillors help with this	27 th March- 4 th April 21
2	As above	Easter	Teams here to manage the resources – can councillors help with this	4 th April 21
2	As above	GRT week	Teams here to manage the resources – can councillors help with this	June 21
2	As above	National Holocaust Memorial Day	Teams here to manage the resources – can councillors help with this	January 2022

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3	Themes to be suggested by the EWG for the comms team to follow during the year.	This would be managed by the Comms team and they will provide as much resource as possible, i.e. issue a supporting statement, to be released on social media, twitter etc.	Themes to be nominated by EWG in at the July 21 meeting	LGBTQ+ history month – February Trans Awareness Week November 21 Gender re-assignment
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Existing Civic events fall outside of this remit, for example, Remembrance Sunday, Fly the Flag.

We could invite members to review this annually to ensure that we can align resource effectively.

Please contact us if you would like the Equality Strategy in another format.

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

01276 707100

www.surreyheath.gov.uk - the Equality Strategy is also available on the web site.



Great Place • Great Community • Great Future

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Camberley and Old Dean CCTV Review

Summary

The Executive is asked to consider the options relating to reviewing and the existing Camberley Town Centre CCTV service.

Portfolio - Support & Safeguarding

Date consulted: 1st April 2021

Wards Affected – Town and Old Dean

Recommendation

The Executive is advised to RESOLVE that a review of the existing CCTV service be undertaken by an independent specialist consultant who will be commissioned, with the outcomes and options presented at a future Executive meeting.

1. Background Information

- 1.1 The Council introduced CCTV in Camberley in 1997 with further additions in 2002 and 2010. The existing specification includes 30 CCTV cameras located in Camberley town centre, and two monitoring the shops in the Old Dean. Surrey Heath entered into an agreement with Woking BC around 20 years ago providing a 24/7 control room service originally located originally at the Police station, and as from December 2020 it relocated to The Peacocks shopping centre, Woking. See Annex C for the cost break down, which totals £66,742 per year to retain.
- 1.2 In 2018, Surrey Police introduced a new CCTV Strategy, which seeks to maintain access to CCTV's across the whole of the County. This has seen a slow introduction of a funding formula, for which the template is attached as Annex B, this is based upon a type of sliding scale i.e. if there is a 24/7 control room or remote access, and the number of cameras used. Initial discussions are progressing, but at present Surrey Police advise that that the policy would direct any payments to the district where the control room is located i.e. Woking for Surrey Heath.
- 1.3 As a note for the Executive, Reigate and Banstead Borough Council agreed in December 2020 that the CCTV cameras in the town centres are to be removed from 2023. As from information provided data showed that public CCTV cameras in the borough are seldom used as a “detecting factor” in crime. Instead, footage from mobile phones and private CCTV is more often used – technology which has proliferated since the council’s first cameras were installed in 1995 see background papers for further detail.

- 1.4 The Council has a statutory responsibility as part of the Crime and Disorder Act 1998 where Section 17 requires that has a duty to consider crime and disorder implications and places a responsibility upon the Council in conjunction with partners to mitigate risk and actuality of crime by utilising various options. Historically CCTV is a useful tool in discouraging and detecting crime and disorder and in satisfying that statutory responsibility.
- 1.5 Annex A provides a table of monthly ASB reports from the CCTV service over the past year.
- 1.6 Significant changes to the existing CCTV service may require consultation with Montague Evans and the Camberley BID.
- 1.7 All possible funding streams will be explored to ascertain if the Council would fit any Safer Streets funding announcements made recently.
- 1.8 An example of CCTV system aims:
 - To help reduce the fear of crime and offer re-assurance to the public
 - To help prevent detect and deter crime
 - To help identify, apprehend, and prosecute offenders.
 - To provide the Police, the Council and where relevant third parties with evidence to take civil and criminal proceedings in the courts.
 - To provide a safer environment for those who live, work and trade in the area and those who visit the area.
 - To boost the Town Centre economy and encourage greater use of the town centre facilities, shopping, entertainment, and leisure, etc.
 - To help in maintaining public order

2. Key Issues

The Risks

- 2.1 The existing CCTV equipment is outdated and it is recognised that the improvement in the development of technology has resulted in other options to deliver the same service that maybe with an improved efficiency and lesser cost. The main risk to the Council at present is the age of the equipment used, specifically the servers which transmit the information to Woking. We are advised that if there is a major failure it may not be possible to repair as parts are no longer available. Should a replacement be required an indicative cost is estimated at £40,000. The cameras are equally as out of date but can be replaced on an individual basis if or when they stop working at an estimated cost of £5,000 per unit. This is combined with the analogue platform, where the new generation of equipment is digital, which can provide improved functionality and cost efficiencies.
- 2.2 With the suggested changes to the existing CCTV system particularly when a new data processing technology will be introduced, the Council will be required

to undertake a Data Protection Impact Assessment, as part of GDPR legislation.

- 2.3 Existing Council staff resources are not experts in being able to provide an Independent technical CCTV review of what is required, this can be provided by specialist in this area. A recommendation from Surrey Police suggested, CCTV In Focus Ltd, who can offer an independent auditing and testing service of the existing CCTV system. An indicative cost has been provided of up to £10,000 which will ascertain if the existing system is fit for purpose, and if not then suggestions made as to the options to be considered.
- 2.4 CCTV is designed to help prevent and detect crime. It can reassure the public about community safety. It is located in public places to provide evidence to relevant enforcement agencies. During the past year with the lockdown status, many shops have been closed in the Square, and many shoppers have stayed safe by staying away. If the town centre is not perceived to be a safe place then shoppers will go elsewhere. It is crucial that the confidence exists to ensure they return to Camberley town centre, and the council can contribute to this by ensuring all reasonable community safety measures are taken.
- 2.5 Initial enquiries have taken place with Runnymede Borough Council Control Centre to investigate if the capacity exists should the Council wish to withdraw from the existing arrangement with Woking BC. Runnymede advise they have the necessary capacity. They also provide this 24/7 control room service for Spelthorne BC, with new agreements in progress with Rushmoor and Hart District Councils.

3. Options

- 3.1 The Executive has the option to;
 - i) Review the existing CCTV service is to be undertaken by an independent specialist consultant who will be commissioned, with the outcomes and options presented at a future Executive meeting.
 - ii) Retain the existing CCTV service agreements in Camberley and the Old Dean Shopping Area without change, and when equipment is no longer operational replace as needed e.g. the server at a cost of approximately £40,000 and the individual cameras at £5,000 each.
 - iii) Consider a replacement system on a 'like for like' basis, without any form of assessment, indicative costs have been given to replace the cameras and server, which are estimated at an approximate cost of £200,000. Part of the town centre redevelopment includes new ducting has already been installed in the High Street and Princess Way. This investment will negate the need to dig up these areas with any future upgrade of technology that is required.
 - iv) Not to renew any of the CCTV service agreements and to withdraw this local service provision.

4. Proposals

- 4.1 It is suggested for the Council to approve as the review as outlined in 3.i as above, which will enable an informed decision to be taken by the Executive.

5. Corporate Objectives and Key Priorities

- 5.1 The Council has adopted the regeneration of Camberley Town Centre as a key priority and Officers consider that the installation of new CCTV cameras would help encourage investment in the town centre by creating a safer retail experience for the public.

6. Equalities Impact and Data Protection Impact Assessment

- 6.1 Both assessments to be completed in good time for any new or system revision decision agreed by the Council Executive.

7. Finance Implications

- 7.1 Estimated costs indicate that the external consultation from In Focus Ltd is indicated at a maximum of £10,000 which will be funded from existing budgets. The commissioned report will identify any resource implications from the recommended options.

8. Environmental Impact

- 8.1 To support residents by retaining the CCTV system within Camberley town centre and the shopping precinct in the Old Dean.

Annexes	Annex A - ASB and Arrest report from CCTV August 20 –Jan 21 Annex B – Surrey Police Funding Formula to access D&B CCTV systems Annex C – Annual Maintenance costs for the CCTV service Annex D – Background information
Background Papers	Reigate and Banstead Committee agenda item December 2020
Author/contact details	Jayne Boitout - Community Partnership Officer Jayne.boitout@surreyheath.gov.uk
Head of Service	Louise Livingston - Executive Head of Transformation

ASB and Arrest report from CCTV August 20 –Jan 21

CCTV - Monitoring 2020/21	ASB Summary	Camberley	Woking
August		16	68
September		28	84
October		30	87
November		7	16
December		27	43
January		2	31

CCTV	Arrest Summary	Camberley	Woking
August		2	11
September		3	9
October		5	7
November		2	3
December		3	8
January		2	4

Surrey Police Funding Formula to access D&B CCTV systems

Total Potential Budget			Percentage of Budget	Police Funding Contribution
2020/21 Spend				
Proposed 2021/22 Budget				
Service Provision	Yes/No	Police Funding Contribution per year		
Number of Public Space CCTV Camera's		•0-10 Cameras	7%	
		•11-25 Cameras	14%	
		•25-50 Cameras	21%	
		•50+ Cameras	30%	
Signed up to NICE Investigates			15%	
Not signed up for NICE Investigates providing downloaded data on discs			4%	
Dedicated 24hr Monitoring of area			26%	
Peak time Monitoring			15%	
Limited Monitoring			8%	
Facility for Direct Contact with FCR ie phone line/airwaves			8%	
Camera Feeds to Control Room			8%	
Remote access to Camera Feeds in Police Stations			8%	
Partnership Forum Established			5%	

Annual Cost Breakdown for CCTV

Supplier	Cost	VAT	Total
Woking BC	36,032.00	7206.41	43,236.41
Emcor	10,336.92	2067.38	12,404.30
Virgin	9,249.70	1849.95	11,099.65
Total	55,618.62	11,123.74	66,742.36

Background Information

Council CCTV cameras in Reigate & Banstead town centres are to be removed, but others in parks and multi-storey car parks will be upgraded.

The move by Reigate & Banstead Borough Council follows a decision by Surrey Police to cease monitoring the cameras from Reigate police station from 2023.

A report in December to the council's executive committee said police data showed that public CCTV cameras in the borough are seldom used as a "detecting factor" in crime.

Instead, footage from mobile phones and private CCTV is more often used – technology which has proliferated since the council's first cameras were installed in 1995.

The 121 cameras owned or powered by Reigate & Banstead are also in need of upgrades, and some may no longer meet a "pressing need" under data protection laws.

The council will decommission the cameras and infrastructure, except for those in Bancroft Road and Clarendon Road car parks, and in Priory Park, Memorial Park and Neville Park, which will all be upgraded.

The upgrades will include a switch from analogue to digital systems, the introduction of modern fibre or wi-fi connections, and a move to recording images locally with the council.

After initial costs in 2021-22, the changes will eventually save the council around £80,000 a year.

The council will tender for the work, after which it will be able to draw up a timetable.

Surrey Police have said that they are taking part in discussions with the council and others about how CCTV in the borough should look in the future.

Statement from the borough council

Reigate & Banstead Borough Council said on 15 February:

“The council reviewed the role of its CCTV system in supporting community safety in response to the Surrey Police ‘Surrey Open Space CCTV Strategy 2017-2022’, which requests local authorities take over responsibility for provision and monitoring of CCTV in the borough.

“In December, the council’s executive agreed proposals to modernise the CCTV system, which include upgrading out of date technology in key locations in parks and multi-storey car parks and decommissioning the remaining cameras and infrastructure.

“With the proliferation of privately owned CCTV and mobile phones providing alternative public realm surveillance, the council wants to make sure it’s investing resources where they are needed most.

“Preparations to tender for the work are underway and we’ll be able to confirm a timescale once the procurement process is complete.”

Statement from Surrey Police

Surrey Police said on 15 February:

“We are aware of Reigate and Banstead’s plans to review the role of CCTV in supporting community safety across the borough and upgrade cameras to a new digital system.

“This is in response to the Surrey Open Space CCTV strategy 2017-2022, in which local authorities are expected to take over provision and monitoring of CCTV; as well as upgrading to digital systems which meet the Surveillance Camera Commissioner’s code of practice.

“We have provided Reigate and Banstead with data to help inform their proposals, and will continue to support the provision of CCTV by our local authority partners.

“We are taking part in discussions with the council, and other interested parties, about what the CCTV estate in the borough should look like in the future.”

How effective are the cameras?

The report to the council’s executive in December said:

“Surrey Police has provided the Council with feedback on the limitations of public realm CCTV in terms of the detection and prosecution of crime.

“Surrey Police provided data highlighting that only 1.4% (981) of all the 68,227 recorded incidents between Jan – June 2019 showed CCTV as a detecting factor. 100 of the 981 were dip checked and this showed that only 16 were attributed to public realm CCTV.

“Surrey Police has however recognised that there may be a benefit of public realm CCTV in certain night time economy town centres but are not saying this is essential.

“It is worth noting that a significant number of privately-owned town centre premises have their own CCTV which cover the public realm.

“In practice, nowadays, most images used by Police are from mobile phones and private companies’ CCTV. These cameras did not exist when the Council originally introduced public realm CCTV in 1995.”

More about the meeting

The council’s executive meeting was on 17 December 2020:

Exclusion of Press And Public

Recommendation

The Executive is advised to RESOLVE that, under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
8	3
9	3

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Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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Agenda Item 9.

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