

Annex A

CCTV Management Group Terms of Reference

The CCTV Management Group oversees the operation and Governance compliance of all systems within Surrey Heath Borough Council.

Operational Membership

The Group will consist of representatives from:

Community Safety Officer
Information Governance Manager
Contact Centre Manager
Camberley Theatre Manager
Parking Manager
Green Space Team Leader
Facilities Team Leader
EMCOR – CCTV Specialist

Wider Membership when Required:

SHBC Community Partnership Officer
SHBC Property Manager
Woking CCTV Manager
Head of HR, Performance & Comms or
Strategic Director, Environment & Community
Corporate Enforcement Manager
Portfolio Holder - Support and Safeguarding

The Chairman of the Management Group will be the Community Safety Officer.

Key Objectives

1. Complete an operational and cost audit of all existing CCTV cameras within Surrey Heath.
2. Where possible re-negotiate with all existing suppliers, e.g. Woking BC, and Surrey Police access data costs and constantly review all options and income streams to offset Council costs.
3. Update existing operational practice for each functioning camera, for each service representative to take responsibility for their own area by working with the Information Governance Manager to comply with the obligations of the Surveillance Code of Practise to update all versions of the following documentation.

Code of Practise (CoP)
Standard Operating Procedures (SOP)
Privacy Risk Assessment for each camera (PIA)
Register of cameras

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4. Review the community needs of the existing CCTV monitored service, considering the outcome of the audit undertaken in 2021. Suggest actions to mitigate Council risk.
5. Evaluate the new CCTV technology to meet changing Council and Community needs and retain a watching brief for any funding streams that can be accessed to help with the costs.
6. Develop a 5 year plan for maintenance/replacement of CCTV equipment

Meetings

The Working Group will meet as and when needed.

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