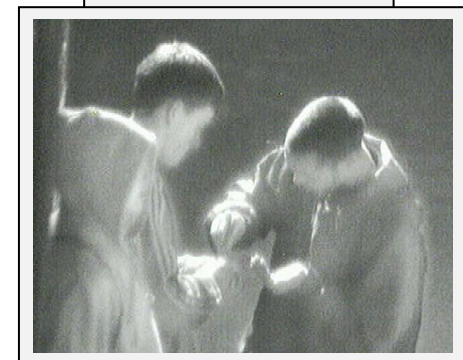
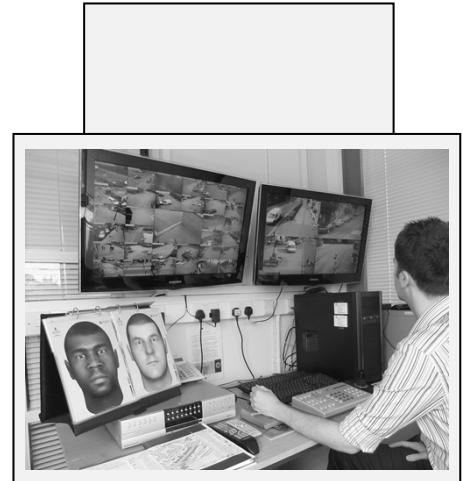




CCTV STRATEGY

2016 – 2022



Epping Forest
District Council
Communities

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Introduction

This CCTV Strategy covers the period 2015 - 2022 and follows on from the previous strategy that was produced in 2008, when the Community Safety Team took over responsibility for the Council's CCTV provision as part of the Safer, Cleaner, Greener Review.

The Strategy sets out the Council's current CCTV provision, detailing respective locations, numbers of cameras, condition and costs for maintenance, and repair and replacements over the next seven years, along with recommendations for de-commissioning of equipment. It also provides an overview of the benefits that are realised for the local communities in which it is installed and the various use made of CCTV footage by the Police and insurance companies.

Over the years that CCTV has been in place, the Council has gained respect from local residents and businesses, for providing a reliable and robust CCTV service. In a recent self-assessment tool carried out by the National CCTV User Group, EFDC scored highly in working to compliance, based on the government's ongoing commitment for delivering further regulation to CCTV.

The Council's success in use of CCTV has generated ongoing demand from Directorates to install new CCTV equipment within key areas of the district and the point has now been reached where an increased budget is required, to meet the costs of replacing old equipment and the increased servicing and maintenance costs, which is also covered by the Strategy.

National Policy

In June 2013, the Home Office published a new Surveillance Camera Code of Practice. This new Code issued by the Secretary of State is pursuant to section 30 (1) (a) of the Protection of Freedoms Act 2012 and provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities as defined by section 33 of the 2012 Act in England & Wales. EFDC must have regard to the code when exercising any functions to which the Code relates.

One of the key aspects of the Code is the introduction of 12 guiding principles. Within these principles there is a need for transparency in use, clear roles, good governance, rules and policies being in place, legal compliance, and regular reviews.

In March 2014, a new Surveillance Camera Commissioner was appointed. His role is to:

- Encourage compliance
- Review how the code is working
- Advise ministers on if the code needs amending
- Provide advice and information to the public and system operators such as EFDC about effective, appropriate, proportionate and transparent use of surveillance camera systems.

Overview of the Council's CCTV Code of Practice

In July 2014 the Code of Practice (CoP) for CCTV operated by EFDC was reviewed and changes were made to reflect the new national Code released in 2013. Further to this, in 2015, a separate Code for the use of Rapid Deployment CCTV was written and is due to be incorporated into the general CCTV CoP.

The full CoP can be found on the CCTV page within EFDC's public website, showing a measure of transparency in keeping with national expectation. The Code covers those areas listed overleaf:

- How and why we use CCTV in Epping Forest
- Aims of use
- Purposes
- Objectives
- Planning of systems
- Privacy
- Ownerships
- Processes

Regular reviews of the Code are carried out in line with the national code and acts of law, to ensure that the Council utilises CCTV responsibly and lawfully.

New CCTV Installations

The Council has operated a protocol in recent years whereby Council Directorates requiring the installation of CCTV systems at new sites, in order to meet their operational requirements, are responsible themselves (with the assistance of the CCTV Team) for justifying the need and securing the required funding or budgetary provision. In cases where the CCTV needs to be installed on private land, such as to monitor fly tipping, they are also responsible for liaising with respective landowners to gain authorisation and access local power networks. The planning, installations and all technical work related to the systems is then undertaken by the CCTV Team.

This approach will continue under this latest CCTV Strategy, which not only ensures that the costs of new CCTV installations are considered and included within the business cases prepared by individual directorates as part of their operational plans, it also places the responsibility for ensuring that such systems are really required with the same directorate responsible for providing/securing the funding.

CCTV - Current Status in Epping Forest District

At the time of production of this Strategy (December 2015), the Council has a total of 484 CCTV cameras installed in 42 sites across the district, and a further 9 portable units and 4 covert systems which are utilised as and when required.

There are also six new CCTV installation projects currently in progress as follows:

- Provision across 10 x EFDC Car Parks
- The District Museum in Sun Street, Waltham Abbey
- Limes Avenue, Limes Farm, Chigwell
- Springfields, Waltham Abbey
- Shelley Close, Ongar,
- Internal cameras at the Civic Offices

This is an increase of approximately 100 x CCTV cameras to the existing provision at 15 new sites and all of the above will be completed by end of the current financial year.

There are also plans already in place for further roll-out of CCTV in 2016/17 amounting to around 50 more cameras and these projects include:

- Birch View, Epping
- Norway House, North Weald
- Epping High Street
- External cameras at the Civic Offices

If all of these projects go ahead, this would further increase the number of sites to be monitored and maintained and will see a total of 650 cameras across the district by the end of 2017. However, there is currently an insufficient revenue resource available to properly maintain both the Council's current CCTV systems and the new installations being rolled out and those planned for 2016/17 and beyond.

Added to this, many of the cameras are reaching the end of their life expectancy, which is between 5-7 years, and therefore will require a system upgrade or complete replacement. A detailed breakdown of this can be seen in the Financial Forecast table on pages 10/11.

Therefore, this Strategy sets out the costs associated with maintaining, servicing and repair of the existing CCTV systems and potential opportunities for de-commissioning of equipment which is no longer useful or relevant, and a forecast of costs in respect of the projects planned for 2016/17.

The Benefits of CCTV

Across all sites in the District, CCTV cameras record images continually over the 24 hour period, although only key locations are proactively monitored under certain circumstances between 9am – 5.00pm. This tends to be where the Council is working with Essex Police in the monitoring of potential crime hot spots, or in response to local intelligence. These monitored locations can however be changed as and when required. In the last year, this monitored CCTV coverage helped Government agencies to identify criminals involved in major crime in the District.

It is evidenced that CCTV is certainly a deterrent to crime and with systems such as the Council's, which are well managed and maintained, CCTV footage is frequently utilised by the Police, resulting in many perpetrators of crime being brought to justice. In 2013 & 2014 Essex Police requested view of footage on 452 occasions and, in 2015, requests averaged approximately 20 per month. Areas of surveillance where CCTV has been particularly useful include Night Time Economy crime and capture of footage related to several cases of financial abuse of older people living in the district.

In addition, the Council is receiving approximately 2 requests per month from insurance companies for which a fee of £120 is charged per request and this will potentially increase, as CCTV cover is rolled out across more car parks in the district. This charge has been recently reviewed in line with a national poll, which identified EFDC charges to be within the highest group nationally.

Some recent examples of how CCTV has either played a role in, or has been the main source of evidence in, criminal cases in the district are as below;

- **April 2015:** Fly-tipping prosecution (**Perpetrator given a £3,567 + £120 costs fine and a 26 week suspended jail sentence and night time curfew**). CCTV evidenced 2 separate incidents by same individual which made up part of the prosecution);
- **Current:** Unlicensed taxi driving (**EFDC prosecution is pending for unlicensed taxi driving**) CCTV provided vehicle registration evidence enabling a prosecution to go forward);
- **March 2015:** A local nightclub had its licence reviewed after repeated serious levels of violence from stabbings, beatings, offensive weapons and intentional harm with a vehicle. CCTV was instrumental in this closure;
- **Current:** Serious Fraud (CCTV provided to HM Customs & Revenue). This is ongoing;
- **Sept 2015:** Driving of a motor vehicle when alcohol level above limit and driving otherwise than in accordance with a licence (**Fined and disqualified from driving for 12 months**);

- **Oct 2015:** Driving of a motor vehicle when alcohol level above limit, no insurance and driving otherwise than in accordance with a licence (**Fined and disqualified from driving for 3 years**);
- **Oct 15:** Assault, possession of a bladed weapon, burglary, ABH and damaging property (**14 months imprisonment**); and,
- **Nov 15:** Theft from a property in Loughton (**Convicted but awaiting details**).
- **Nov 15:** Attempted murder of a male in Loughton (**Perpetrators arrested**).

CCTV is also known to reduce fear of crime amongst the public and, where used in the Council's buildings, provides staff with reassurance.

Revenue Generation

There are a number of ways of generating additional revenue from CCTV, including operation of a CCTV Control Room. Control Rooms can offer traffic management, door access and alarm services, telecare, car parks, monitoring services for external organisations, schools, care homes, local businesses and so on.

Requests for CCTV Footage

CCTV requests are chargeable with the exception of law enforcement agencies such as the Police. This is separate from Subject Access requests which are chargeable up to a maximum fee of £10.00

The following outlines EFDC CCTV Download & Point of Transfer (POT) Fees Policy for 2016-2017 and future years:

- 2016-2017: £120.00 for up to the first 4 hours of CCTV footage. This fee includes labour time, statements, sundries, storage media, secure delivery and all administration.
- 2016-2017: After the initial 4 hours there will be an hourly rate charge of £30 per hour or part hour to cover officer time.
- Fees to be reviewed and increased annually in line with EFDC's standard increases for fees and charges

EFDC revenue income since starting this particular service in 2013 is as follows:

YEAR	AMOUNT OF SALES	TOTAL INCOME
2013	2	£240.00
2014	10	£1,200.00
2015 (Up to September)	7	£840.00

We anticipate an increase on 2014's figures by the end of 2015 and anticipate a continued growth in income when a further 10 car parks in the district come on line with CCTV services in 2017.

Advertising

The CCTV Officer is currently exploring the rental of EFDC CCTV columns in high streets and high roads, as potential advertising space. The type of advertising would be in the form of a vertical flag similar to those used for the Olympic Torch relay in Waltham Abbey. This is at a very early stage and figures have not been finalised and there is also a requirement to ensure there is no detrimental impact on the CCTV service and structural soundness of the street furniture.

Loan of Equipment

The Council's mobile CCTV units are loaned to housing associations and parish and town Councils in the district, to assist them in the reduction of ASB. At present, this is provided at a cost of £240 for 3 months. This currently only covers the cost of installation, however, a monitoring service could be charged on top of this, as the camera will always remain under the control of EFDC for interrogation and evidence retrieval. The benefits of this include reducing ASB in the district whilst assisting other organisations, as well as generating a small income. The average mobile CCTV camera costs approximately £5,000, which includes ongoing airtime costs, so it is more cost effective for HA's to loan such equipment rather than purchasing

CCTV Consultancy

The Council's CCTV Officer is qualified and therefore able to act as a CCTV consultant within the Council and to external organisations including the police. This service could however be expanded and promoted on a charging basis.

Innovation

The Council's CCTV Team are actively engaged with the newly-formed Essex CCTV User Group, which includes Brentwood, Colchester, Basildon, Chelmsford, Thurrock, Maldon and Tendring Councils. The intention of this group is to use a partnership approach to achieve common goals through experience; avoid unnecessary costs, share success stories, technical knowledge and expertise and potentially may include sharing of equipment.

LED lighting is now being used as it is more energy efficient and provides improved image quality for CCTV and can be better directed, avoiding light pollution. LED lighting is being recommended as part of the lighting remit for the car parking improvement program.

New smarter energy equipment is also being designed where mobile CCTV can operate through solar energy. EFDC have already been privy to a proto-type demonstration by a Hertfordshire based manufacturer and if this innovation is successful, this could reduce the Council's energy costs significantly.

Potential Decommissioning of Systems

In order to reduce ongoing costs of CCTV in the district, the Council will be undertaking a decommissioning assessment exercise. This will focus on CCTV systems that are under-utilised in terms of reporting and requests for downloads.

The CCTV Code of Practice is quite clear that regular reviews should be undertaken, to ensure that the use of a surveillance camera system remains in pursuit of a legitimate aim and there is a pressing need for its use. However, this should not be confused with the need for CCTV for building, property and staff safety, where a service is provided such as Careline, and the use of cameras in car parks and for environmental reasons, such as Bobbingworth former landfill site.

The following sites will be considered for potential decommissioning based on the last two years of service and other factors such as reduction of service requirement;

1. Roundhills Shops (Waltham Abbey)
2. Oakwood Hill Shops (Loughton)
3. Upshire Shops (Waltham Abbey)
4. Coopersale (Parklands shopping) (Epping)
5. Langston Road Depot (Loughton)

It is important to note that if these sites are decommissioned, whilst by definition it will be because the benefits outweigh the disadvantages, there is a risk that:

- Crime and disorder & anti-social behaviour may increase;
- Incidents will not be captured;
- There may be a potential rise of fear in the local community; and
- There may be a loss of public confidence.

There is no hard and fast evidence to support that these areas have a very low crime rate because of the deterrent value provided by the presence of the CCTV. However, where a mobile CCTV unit has been introduced to an area in the past, results have shown a significant reduction in ASB, but on its removal, the problem has returned.

Partnerships with Local Councils

As with the CCTV Consultancy section above, part of the Council's CCTV Strategy is, subject to staffing capacity, to utilise the expertise of the District Council's small CCTV Team to assist parish and local councils with both advice and support, on an "at-cost" consultancy basis, with the installation and renewal of CCTV systems on land their land and buildings in their localities.

In addition, the District Council will consider requests from local councils to link their existing or future systems in to the District Council's CCTV network. The District Council will also consider requests from local councils to include the repair and servicing of their CCTV systems as part of the District Council's Annual Servicing Agreements.

Further to this, officers will investigate opportunities to provide CCTV services on behalf of other District Council's in order to maximise income generation and reduce overheads.

Out of Hours Response

The Council operates a low-cost, but resilient, approach to emergency call-out requests from the Police to locate, download and provide CCTV footage to assist the Police with criminal investigations.

In the first instance, one of the four members of the Community Safety Team trained in undertaking this specialist role is contacted out of hours. Once trained, it is envisaged the Trainee CCTV Assistant "see below" would be able to increase the number trained to deal with out of office work, by 25%. Since the Team does not operate on a formal standby basis if, on a rare occasion that none of the trained Team is available to attend, one of two Council-approved contractors will be contacted to undertake this role.

Financial Forecasting

The Financial Forecast Table on the next page shows the approximate costs and estimated dates to replace the CCTV systems at each site by using new technology such as Analogue to High Definition (AHD).

From 2020, Analogue CCTV will no longer be in service and the Council is already addressing this issue, by replacing parts of analogue systems as they fail, with new technology such as 'AHD' or HD Turbo. Apart from ensuring that the Council is ready for the future IP or HD systems which will be the standard in 2020, this is helping to make a significant reduction in the number of cameras requiring full replacement at the end of their 'meantime before failure' and has the added benefit that higher quality images are recorded than with old, analogue equipment.

These cost savings can be seen in the Financial Forecast Table, which shows that savings between 35% and 50% can be made on the original installation costs.

It is also important to note, that although cameras and equipment are expected to last approximately 7 years, this is not always the case and does not mean that a full replacement will be required. With good maintenance and planning, it is evident that systems can last longer than expected.

Staffing Capacity

The staffing capacity for operation of the Council's CCTV systems has not increased in line with the expansion of new systems across the district. As mentioned, the number of cameras has more than doubled over the years, and with the proposed CCTV projects to be installed over 2016/17, the total number of cameras will be in excess of 650.

As can be seen from the Financial Forecast Table on pages 10/11, the expected lifespan of each of the cameras and associated systems varies greatly across the CCTV sites, therefore necessitating ongoing monitoring, cleaning and repair, in addition to the annual maintenance contract which is carried out by an external company. Therefore, the current staffing capacity is not sustainable.

Officers will therefore undertake a review across all Directorates, to assess whether there is any available staff capacity which can be utilised to support the Council's CCTV services. If this proves unsuccessful, it is suggested that a low cost approach to address this lack of capacity and to support succession planning for the CCTV Service, will be to introduce a Trainee CCTV Assistant post, to be funded through DDF.

The Capital and Revenue Budget Requirements chart on pages 11/12, therefore includes the cost of this proposal.

Financial Forecast for Existing Sites & Systems

		Date Installed	Average Life Left in Years	Original Cost	Potential Cost for Replacement & Upgrade
1	Bakers Lane Car Park, Epping	2010	2	£10,000	£5,000
2	Barrington Hall, Debden (Careline)	2014	6	£900	£900
3	Bobbingworth	2010	2	£10,000	£5,000
4	Borders Lane shopping parade, Loughton	2012	4	£7,765	£4,000
5	Buckhurst Court, Buckhurst Hill (Careline)	2010	2	£3,000	£1,500
6	Chapel Road, Epping (Careline)	2010	2	£3,000	£1,500
7	Civic Offices, High Street, Epping	2008	0	u/k	£10K - £15K
8	Civic Offices, (Homefield House), Epping	2013	4	£2,000	£1,000
9	Civic Offices, IT Helpdesk + CompSuite.	2008/2015	0 / 7	£2,050	£1,000
10	Civic Offices, Interview Rooms, High St, Epping	2015	7	£2,050	£1,000
11	Clifton Road, Loughton (Land Drainage)	2010	2	£3,500	£1,500
12	Cottis Lane Car Park, Epping	2011	3	£9,250	£3,500
13	Debden Broadway, Loughton	2013	4	£64,000	£30,000
14	Epping Forest District Museum	2015	7	£8,000	£3,000
15	Frank Bretton House, Ongar (Careline)	2013	4	£3,000	£1,500
16	Grove Court, Waltham Abbey (Careline)	2014	6	£1,000	£500
17	Hedgers Close, Loughton (Careline)	2010	2	£3,500	£2,000
18	High Road, Loughton.	2014	6	£38,000	£28,000
19	High Street, Epping	2012	4	£34,000	£25,000
20	Hyde Mead House, Nazeing (Careline)	2013	4	£2000	£1,000
21	Jessop Court, Waltham Abbey (Careline)	2013	4	£2,800	£1,200
22	Jubilee Court, Waltham Abbey (Careline)	2013	4	£3,000	£1,500
23	Langston Road Depot, Loughton	2013	4	£14,850	£10,000
24	Leonard Davis Court, North Weald (Careline)	2013	4	£2,000	£1,000
25	Limes Farm Shopping Parade, Chigwell	2014	6	£8,000	£3,500
26	Limes Farm Yellow Block, Chigwell - Alarm	2008	0	£65,000	£25,000
27	Limes Hall, Limes Farm, Chigwell	2011	3	£25,000	£10,000
28	Limes Hall Office, Limes Farm, Chigwell	2014	6	£1,000	£500
29	Longcroft Rise, Oakwood Hill Estate, Loughton	2008	0	u/k	£8,000
30	Loughton Way, Shops, Buckhurst Hill - Alarm	2013	4	£15,000	£8,000
31	Lower Queens Road Car Park, Buckhurst Hill	2009	1	£23,000	£12,000
32	North Weald Airfield	2015	7	£20,000	£13,000
33	North Weald Airfield Wheelie Bin Compound	2010	2	£7,000	£2,500
34	Norway House, North Weald	2012	4	£25,000	£15,000
35	Parklands Shopping Parade, Coopersale	2013	4	£9,500	£4,000
36	Parsonage Court, Loughton (Careline)	2013	4	£5,000	£3,000
37	Pelly Court, Epping (Careline)	2010	2	£15,000	£9,000
38	Pyrles Lane Shopping Parade, Loughton - Alarm	2010	2	£15,000	£9,000
39	Queens Road, Buckhurst Hill	2014	6	£26,500	£18,000
40	Roundhills Shops, Waltham Abbey - Alarm	2009	1	£15,000	£8,000
41	Town Mead, Orchard Gardens, Waltham Abbey	2015	7	£8,000	£5,000
42	Upshire Shopping Parade, Waltham Abbey	2008	0	u/k	£6,000

Financial Forecast for Proposed Sites

		Approx Date to be Installed	Average Life Left in Years	Original Cost	Potential Cost for Replacement & Upgrade
43	EFDC car parks (10 sites)	2016-17	7	£100,000	£30,000
44	Limes Avenue (Green Block)	2016-17	7	£45,000	£13,000
45	Springfields, Waltham Abbey	2015	7	£15,900	£4,000
46	Shelley Close, Ongar	2015	7	£6,500	£1,200
47	Birch View, Epping	2015-16	7	£15,000	£5,000
48	Sun Street Museum, Waltham Abbey	2015	7	£10,000	£2,000
49	Civic Offices (Internal)	2015	7	£6,000	£1,000
50	Civic Offices (External)	2016-17	7	£8,000	£1,800
51	Epping High Street	2016-17	7	£25,000	£6,000
52	Norway House	2016-17	7	£10,000	£2,000

CCTV Funding Plan

Using the Financial Forecast Table above, the Funding Plan below has been formulated - which shows:

- (a) The capital budgets required each year over the next 5 years in order to plan for the replacement & upgrade renewals of existing CCTV systems; and
- (b) The associated revenue budgets required over the next 5 years for routine servicing and repairs.

Although the majority of CCTV replacements are on land held in the General Fund, some of the replacements are on land held in the Housing Revenue Account (HRA - e.g. sheltered housing schemes and the Homeless Persons Hostel). Therefore, the Funding Plan below differentiates between the capital and revenue funding required by the HRA and the General Fund.

It should be noted that the forecasts within the Funding Plan do not allow for inflationary increase in costs.

It is important to note that although the Financial Forecast Table is used to inform the Funding Plan, an assessment will be made of those systems coming towards the end of their expected life to ensure that actual replacements/renewals are prioritised in the order of greatest need, and that renewals are only undertaken when they are actually required.

The following table shows the capital forecast for CCTV provision from 2016/17 to 2021/22 and suggests a re-profiling of the existing Capital Budget provided for CCTV, which is £40,000 per annum.

Capital	Capital Budget Requirements					
	2016/17	2017/18	2018/19	2019/20	2020/21	Years 6-7
CCTV Expend.	74,000	23,000	13,000	50,000	32,000	75,000
HRA	0	14,000	0	24,000	0	2,000

The following table shows the revenue forecast for CCTV provision from 2016/17 to 2021/22 and includes the costs of establishing a trainee CCTV post.

	Revenue Budget Requirements					
Revenue	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Existing Budget	32,000	32,000	32,000	32,000	32,000	32,000
(General Fund)	(17,280)	(17,280)	(17,280)	(17,280)	(17,280)	(17,280)
(HRA)	(14,720)	(14,720)	(14,720)	(14,720)	(14,720)	(14,720)
Expenditure						
Maintenance Contract	6,000	7,000	8,000	9,000	9,100	10,000
General repairs	25,000	26,000	27,000	28,000	29,000	30,000
CCTV Trainee	16,140	16,870	17,900	18,640	19,500	20,670
Increased GF Budget Required over existing budget	15,140	17,870	20,900	23,640	25,600	28,670

CCTV Action Plan

Separate to this CCTV Strategy, an annual CCTV Action Plan will be included within the Community Services and Safety Business Plan, which identifies the actions already identified within this CCTV Strategy, as well as new actions that arise during the course of the Strategy period.

APPENDIX ONE

Breakdown of CCTV downloads per site – 2014

(Refer to appendices 4,6 for graphical breakdown by area) ** Refer to appendix 8 for mobile CCTV

	Location Of Cameras	Q1	Q2	Q3	Q4
1	Bakers Lane Car Park, Epping		1	1	
2	Barrington Hall, Debden (Careline)				
3	Bobbingworth				
4	Borders Lane shopping parade, Loughton			4	
5	Buckhurst Court, Buckhurst Hill (Careline)				
6	Chapel Road, Epping (Careline)				
7	Civic Offices, High Street, Epping	1	2	1	1
8	Civic Offices, (Homefield House), Epping				
9	Civic Offices, IT Helpdesk + CompSuite, Epping				
10	Civic Offices, Interview Rooms, High St, Epping				
11	Clifton Road, Loughton (Land Drainage)				
12	Cottis Lane Car Park, Epping	1		1	1
13	Debden Broadway, Loughton	17	13	12	26
14	Epping Forest District Museum				2
15	Frank Bretton House, Ongar (Careline)				
16	Grove Court, Waltham Abbey (Careline)				1
17	Hedgers Close, Loughton (Careline)				
18	High Road, Loughton.	14	4	16	21
19	High Street, Epping	20	6	12	14
20	Hyde Mead House, Nazeing (Careline)				
21	Jessop Court, Waltham Abbey (Careline)	1			
22	Jubilee Court, Waltham Abbey (Careline)				
23	Langston Road Depot, Loughton	1		1	3
24	Leonard Davis Court, North Weald (Careline)				
25	Limes Farm Shopping Parade, Chigwell	1	1	1	1
26	Limes Farm Yellow Block, Chigwell - Alarm	1	1		
27	Limes Hall, Limes Farm, Chigwell		1		3
28	Limes Hall Office, Limes Farm, Chigwell				
29	Longcroft Rise, Oakwood Hill Estate, Loughton		1		1
30	Loughton Way, Shops, Buckhurst Hill - Alarm			1	2
31	Lower Queens Road Car Park, Buckhurst Hill	4	2	2	1
32	North Weald Airfield				1
33	North Weald Airfield Wheelie Bin Compound				
34	Norway House, North Weald			2	
35	Parklands Shopping Parade, Coopersale				
36	Parsonage Court, Loughton (Careline)				
37	Pelly Court, Epping (Careline)	1		1	2
38	Pyrles Lane Shopping Parade, Loughton - Alarm	3	3	5	
39	Queens Road, Buckhurst Hill	4	1	6	6
40	Roundhills Shops, Waltham Abbey - Alarm				
41	Upshire Shopping Parade, Waltham Abbey		1	1	1
**42	Mobile Cameras	4		1	3

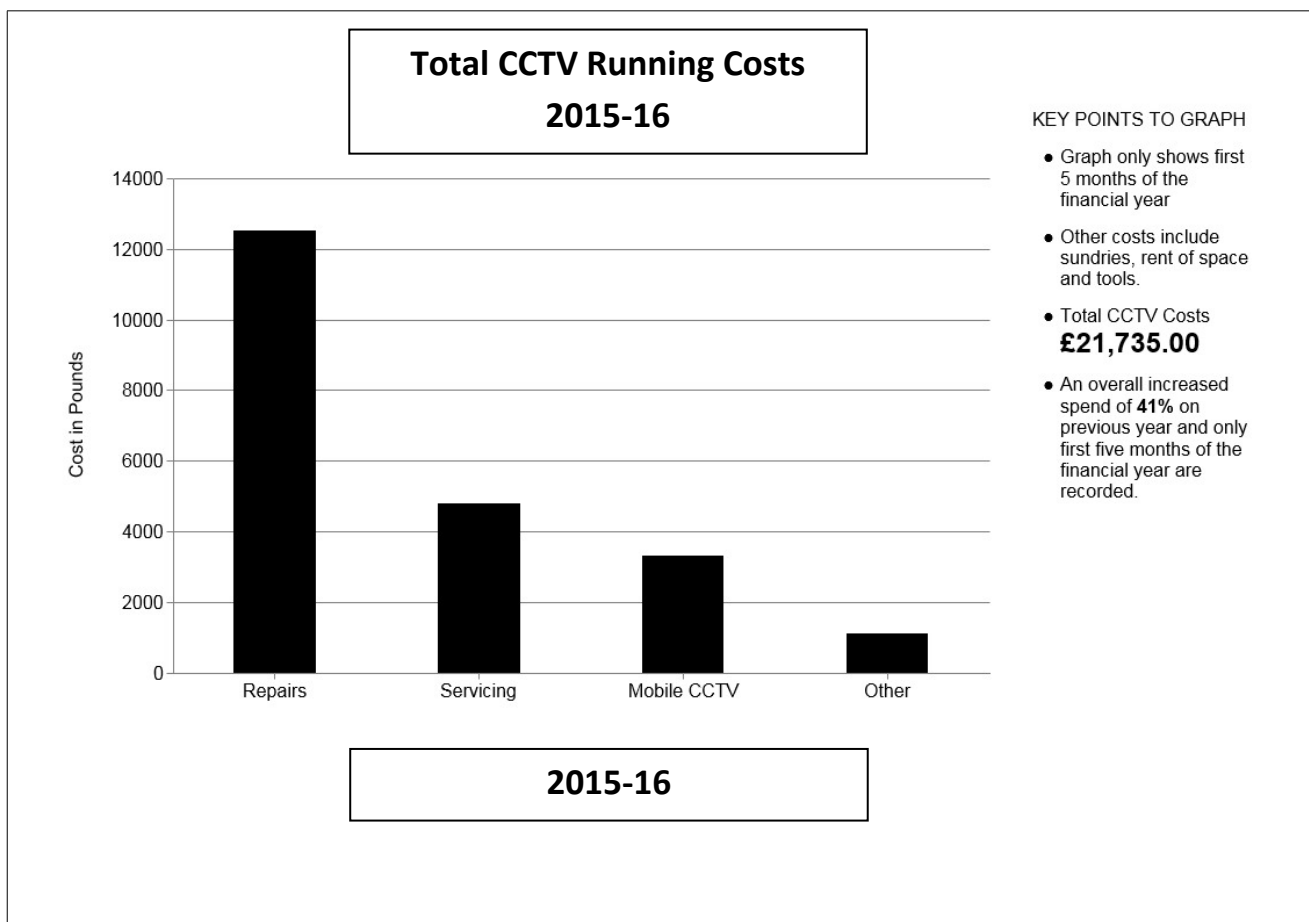
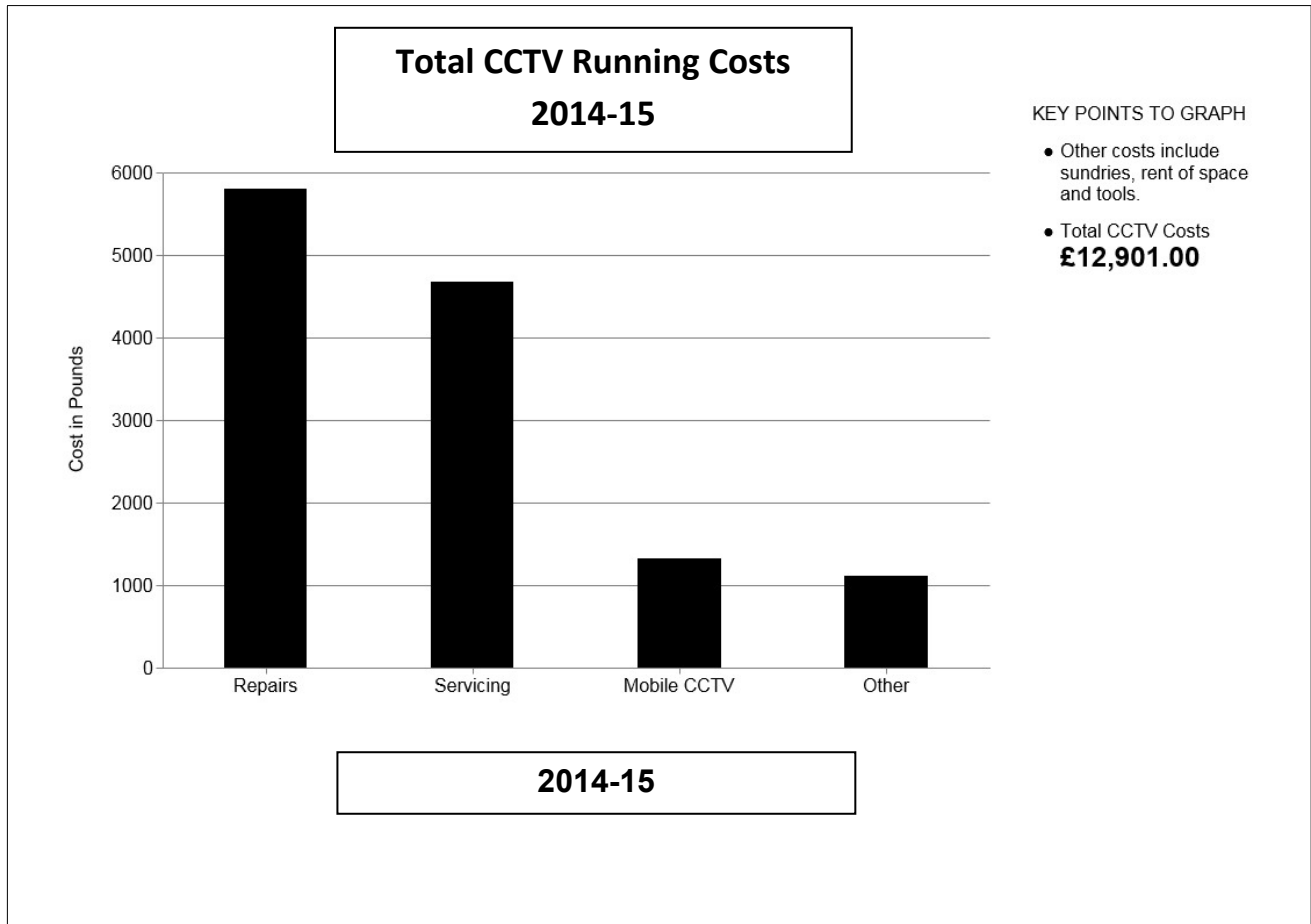
APPENDIX TWO

Breakdown of CCTV downloads per site – 2015

(Refer to appendices 5 & 7 for graphical breakdown by area) ** Refer to appendix 9 for mobile CCTV

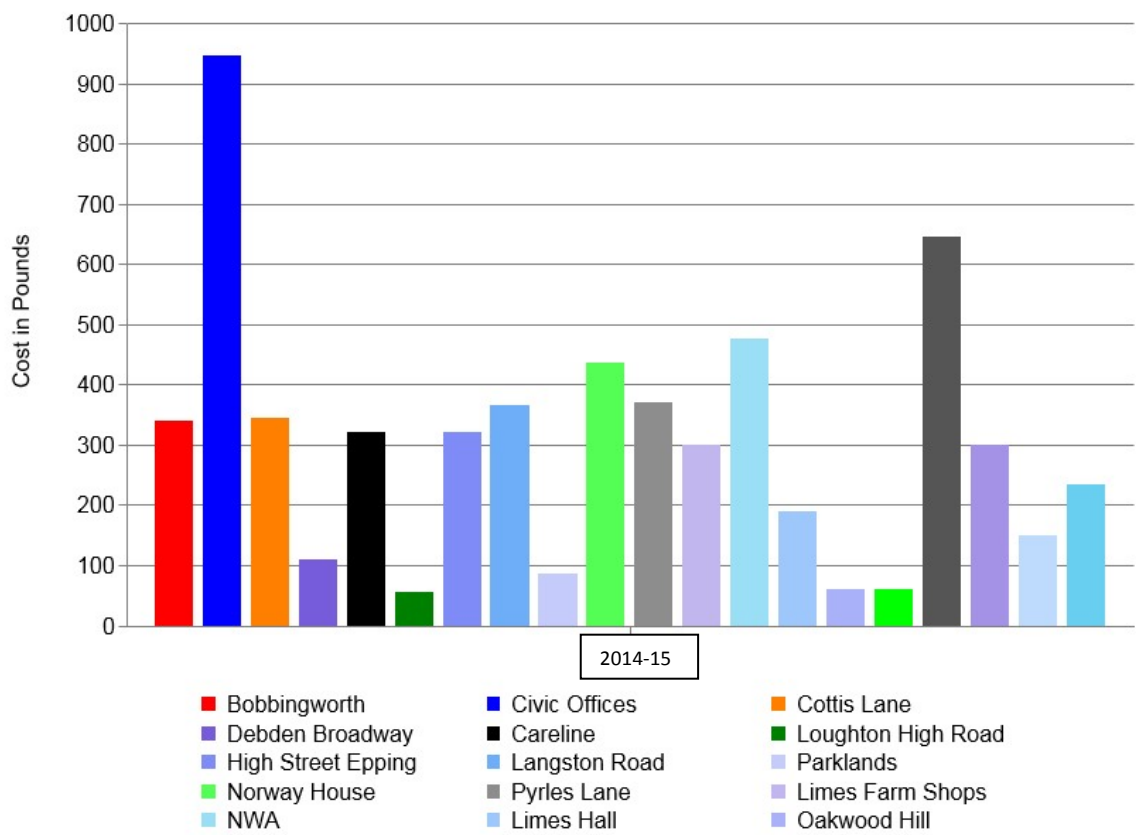
	Location Of Cameras	Q1	Q2	Q3	Q4
1	Bakers Lane Car Park, Epping	1			
2	Barrington Hall, Debden (Careline)				
3	Bobbingworth	1			
4	Borders Lane shopping parade, Loughton	1		1	
5	Buckhurst Court, Buckhurst Hill (Careline)				
6	Chapel Road, Epping (Careline)				
7	Civic Offices, High Street, Epping		2		
8	Civic Offices, (Homefield House), Epping				
9	Civic Offices, IT Helpdesk + CompSuite, Epping				
10	Civic Offices, Interview Rooms, High St, Epping				
11	Clifton Road, Loughton (Land Drainage)				
12	Cottis Lane Car Park, Epping		1	1	
13	Debden Broadway, Loughton	7	11	20	
14	Epping Forest District Museum	1			
15	Frank Bretton House, Ongar (Careline)				
16	Grove Court, Waltham Abbey (Careline)			1	
17	Hedgers Close, Loughton (Careline)				
18	High Road, Loughton.	9	16	19	
19	High Street, Epping	14	13	6	
20	Hyde Mead House, Nazeing (Careline)				
21	Jessop Court, Waltham Abbey (Careline)	1			
22	Jubilee Court, Waltham Abbey (Careline)	1			
23	Langston Road Depot, Loughton			18	
24	Leonard Davis Court, North Weald (Careline)				
25	Limes Farm Shopping Parade, Chigwell		1	5	
26	Limes Farm Yellow Block, Chigwell - Alarm	1	1	5	
27	Limes Hall, Limes Farm, Chigwell			2	
28	Limes Hall Office, Limes Farm, Chigwell	1			
29	Longcroft Rise, Oakwood Hill Estate, Loughton		1	3	
30	Loughton Way, Shops, Buckhurst Hill - Alarm	3	2	1	
31	Lower Queens Road Car Park, Buckhurst Hill			2	
32	North Weald Airfield		1	3	
33	North Weald Airfield Wheelie Bin Compound				
34	Norway House, North Weald			6	
35	Parklands Shopping Parade, Coopersale	1	1		
36	Parsonage Court, Loughton (Careline)			1	
37	Pelly Court, Epping (Careline)				
38	Pyrles Lane Shopping Parade, Loughton - Alarm	1	2		
39	Queens Road, Buckhurst Hill	3	2	3	
40	Roundhills Shops, Waltham Abbey - Alarm			1	
41	Town Mead, Orchard Gardens, Waltham Abbey				
42	Upshire Shopping Parade, Waltham Abbey				
**43	Mobile Cameras	1	3	7	

APPENDIX THREE



APPENDIX FOUR

**Total CCTV Annual Repair Costs by Site Location
2014-15**

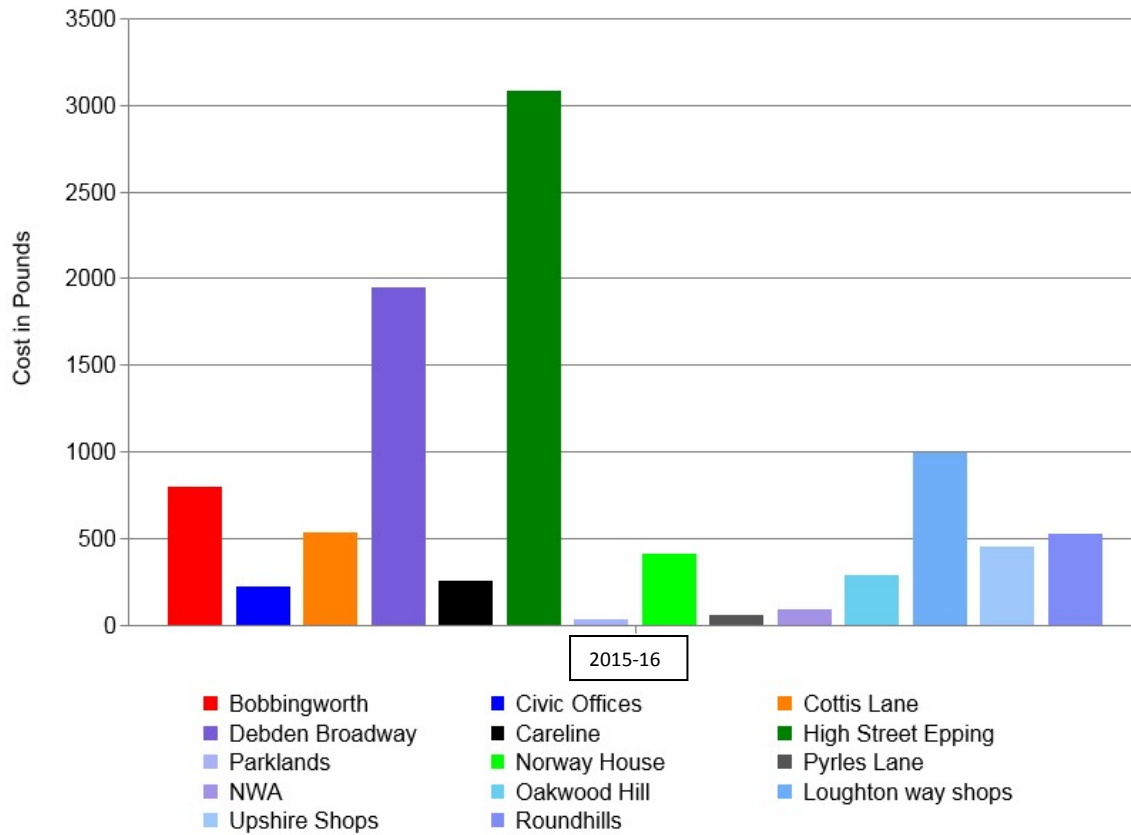


KEY POINTS TO GRAPH

- All sites received two 6 monthly service visits this is a separate cost to the graph shown here
- Total repair Costs **£5804.00**
- Civic Office CCTV incurred the biggest individual spend for repairs.
- Careline sites are grouped together 3 out of the 10 sites required repairs
- There were 41 sites in service in 2013-14,
- 50% required repairs outside of the 6 monthly service costs.

APPENDIX FIVE

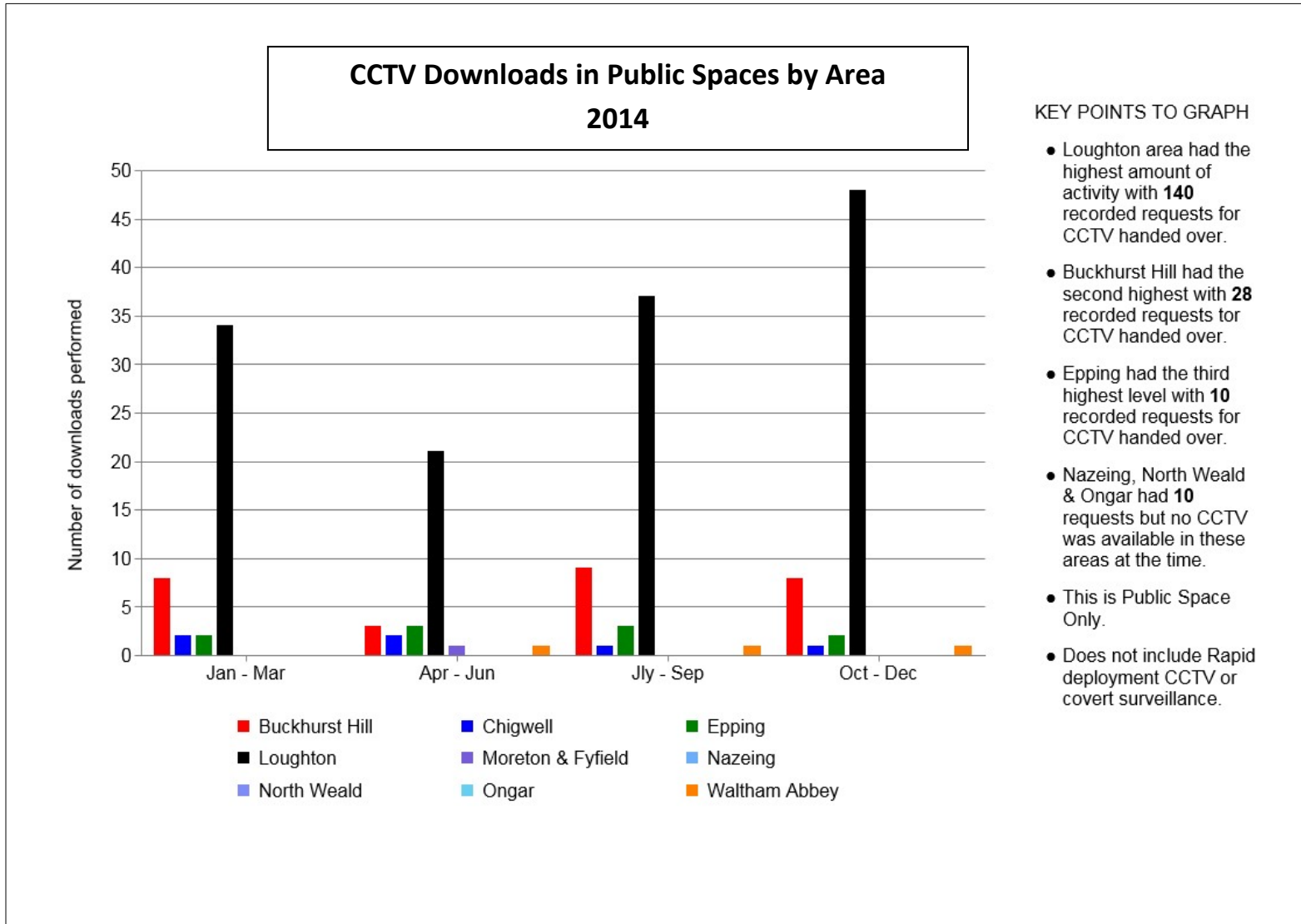
**Total CCTV Annual Repair Costs by Site Location
2015-16**



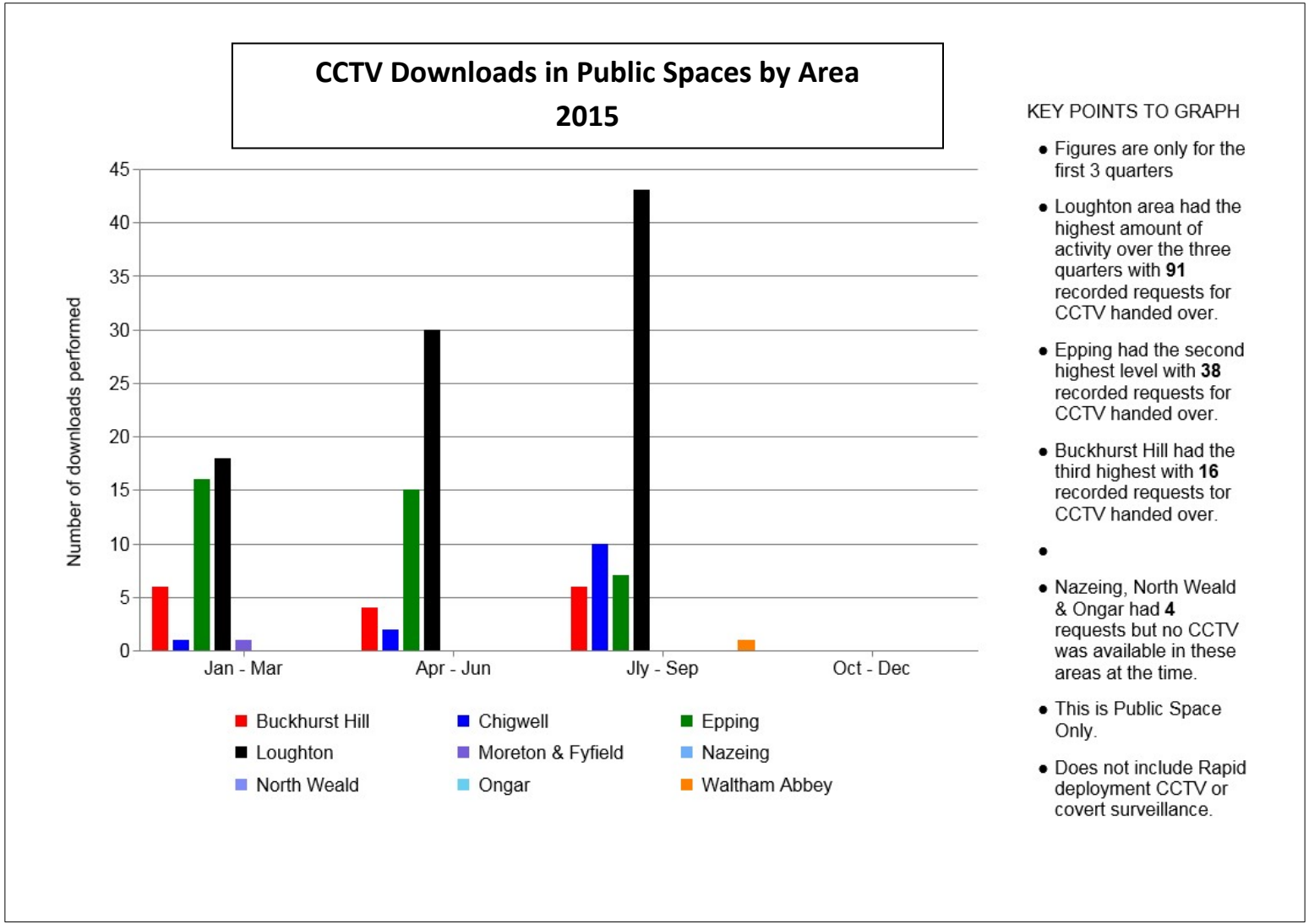
KEY POINTS TO GRAPH

- All sites received two 6 monthly service visits this is a separate cost to the graph shown here
- Only the year's first three quarters are shown on the graph
- Total repair Costs **£12,535.00**
- Epping High St CCTV incurred the biggest individual spend for repairs.
- Careline sites are grouped together 1 out of the 10 sites required repairs
- There are 42 sites in service in 2014-15,
- 33% required repairs outside of the 6 monthly service costs.

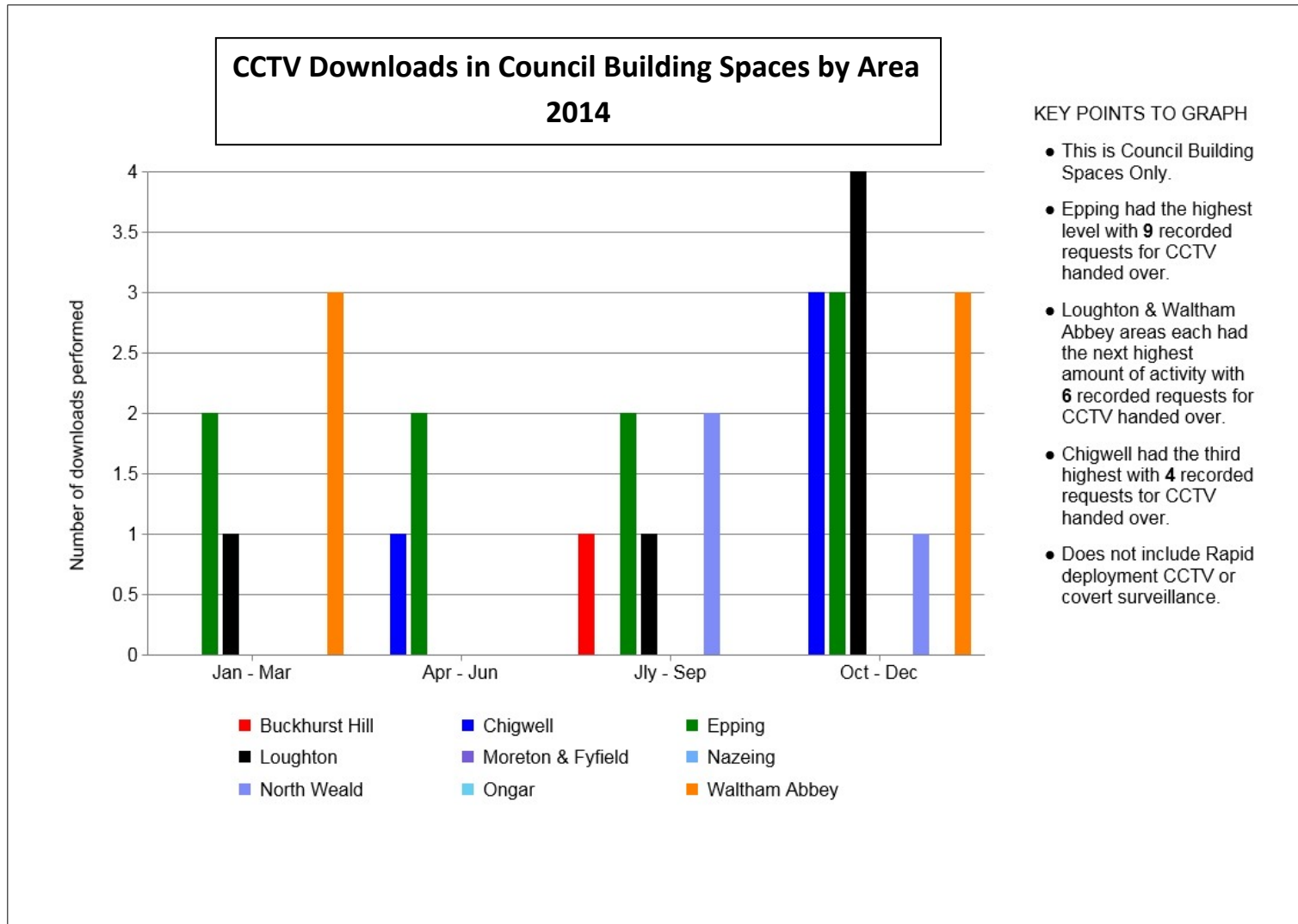
APPENDIX SIX



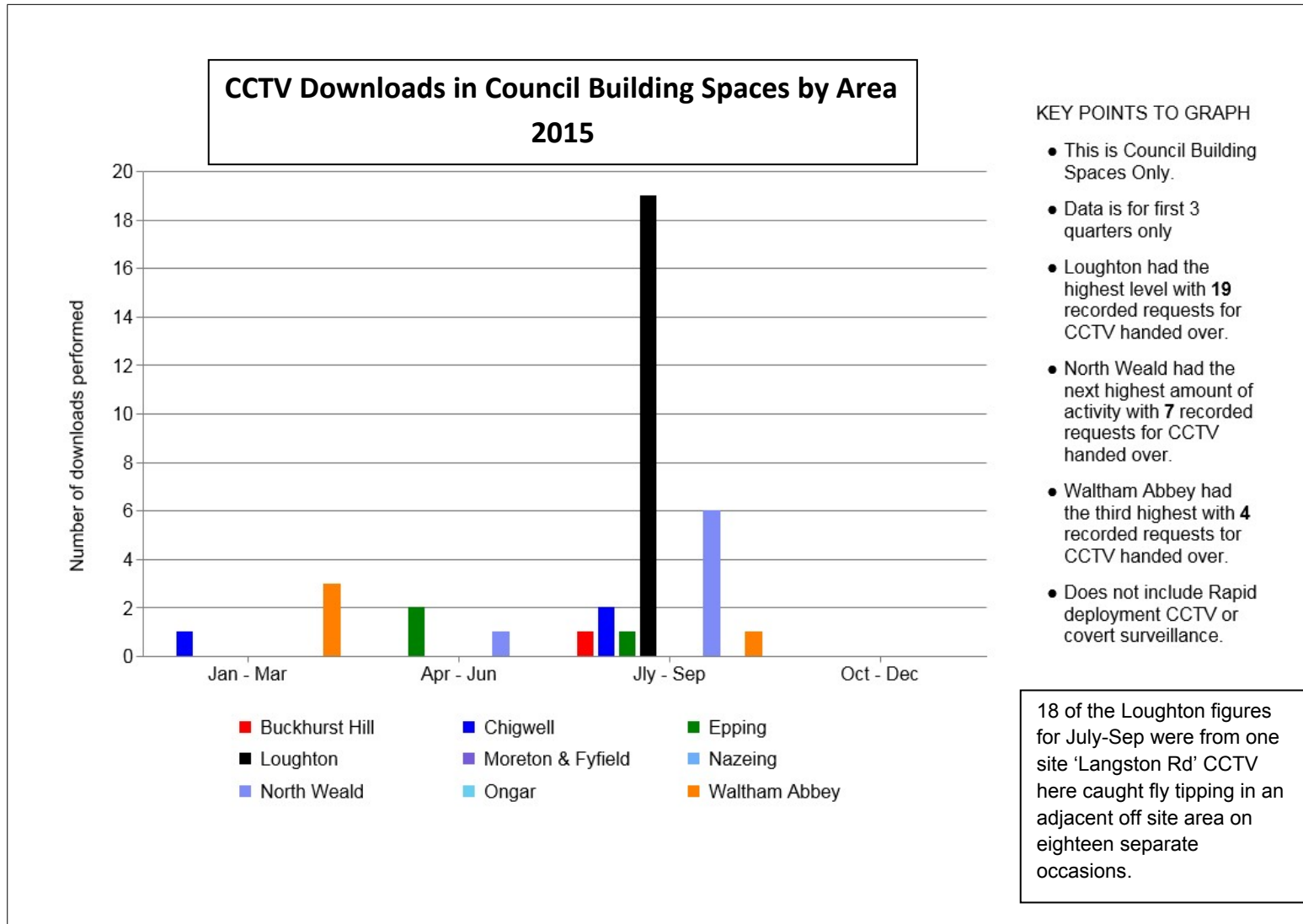
APPENDIX SEVEN



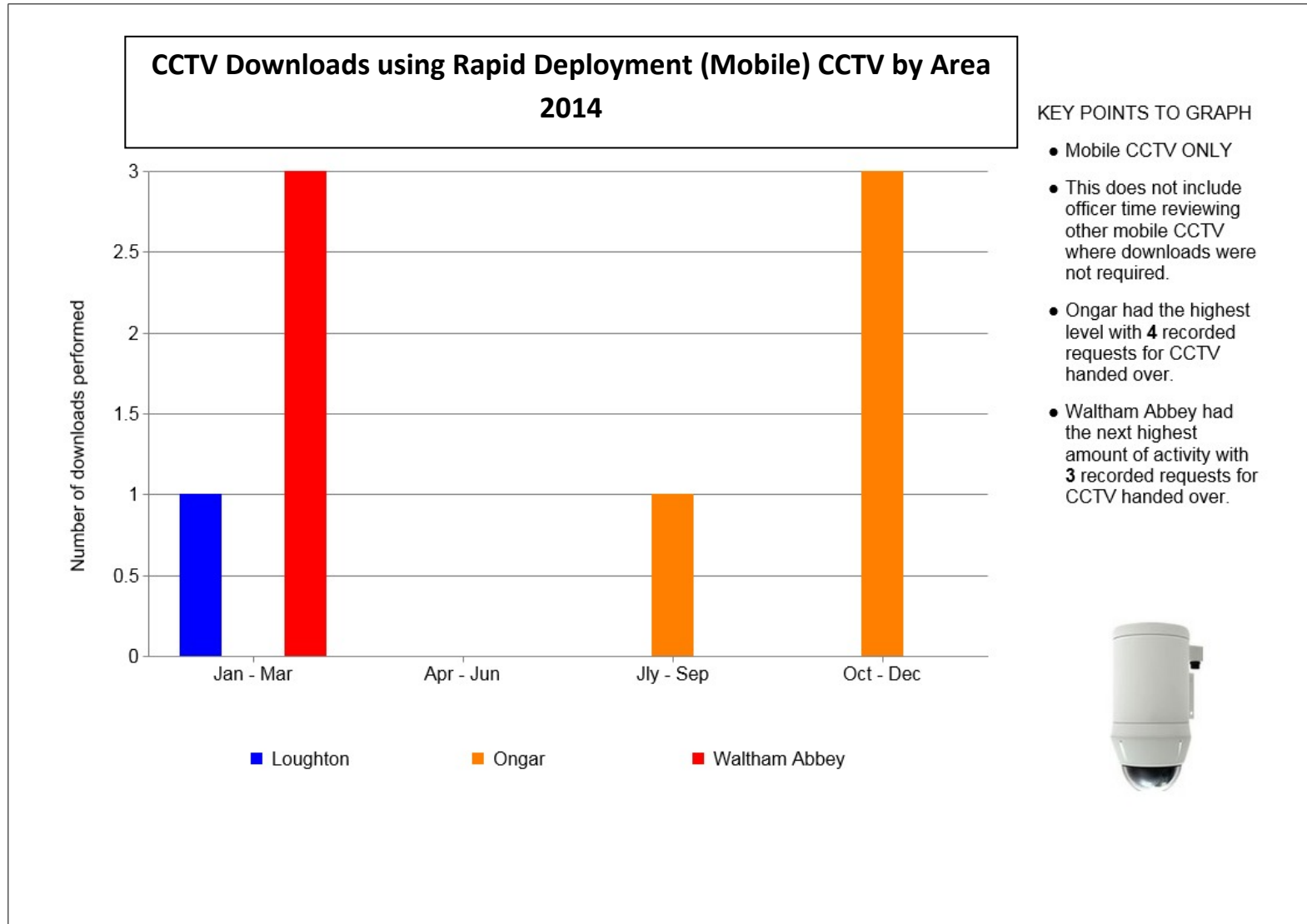
APPENDIX EIGHT



APPENDIX NINE

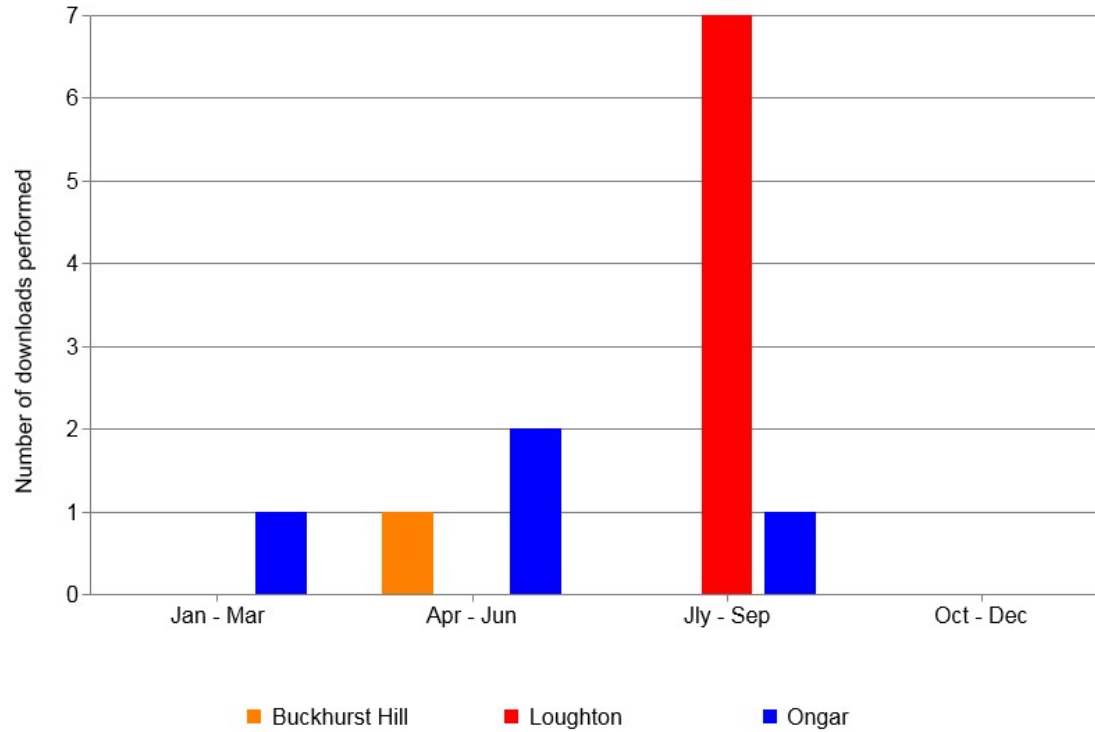


APPENDIX TEN



APPENDIX ELEVEN

CCTV Downloads using Rapid Deployment (Mobile) CCTV by Area 2015



KEY POINTS TO GRAPH

- Mobile CCTV ONLY
- Only first three quarters of year recorded.
- This does not include officer time reviewing other mobile CCTV but downloads were not required.
- Loughton had the highest level with **7** recorded requests for CCTV handed over.
- Ongar had the next highest amount of activity with **4** recorded requests for CCTV handed over.




Corporate CCTV Signs 2015

It is a legal requirement in public spaces to place signs warning people of the fact that CCTV is in use. The signs must provide key information such as the purpose of scheme, scheme operator details and contact information. Each sign costs in the region of £35 to purchase and erect/attach.



CCTV
24 HR VIDEO RECORDING



Images are being recorded in this area for the purpose of building security, staff and public safety.
Evidence gathered may be used to prosecute offenders.



This scheme is controlled by
Epping Forest District Council
Tel: 01992 564608



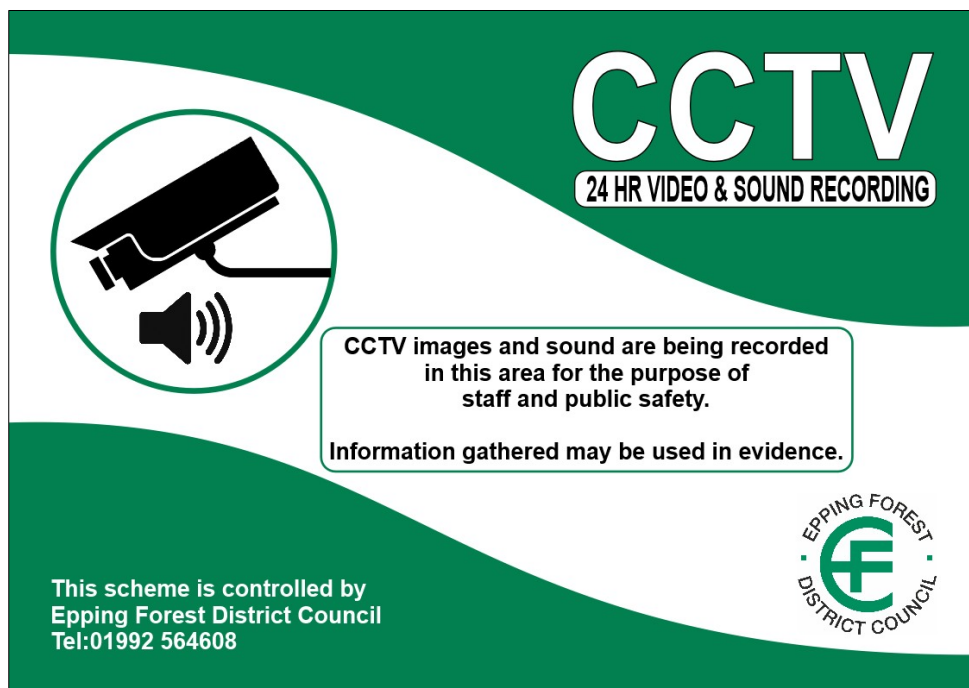
CCTV
24 HR VIDEO RECORDING




Images are being recorded in this area for the purpose of public safety, anti-social behaviour, vehicle security, crime prevention and detection.
Evidence gathered may be used to prosecute offenders.




This scheme is controlled by
Epping Forest District Council
Tel: 01992 564608



CCTV
24 HR VIDEO & SOUND RECORDING



CCTV images and sound are being recorded in this area for the purpose of staff and public safety.
Information gathered may be used in evidence.



This scheme is controlled by
Epping Forest District Council
Tel: 01992 564608

APPENDIX THIRTEEN




Risk Assessment Matrix for CCTV

Principle 1 of the CoP

“Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need”.

The matrix below will also be used in tandem with a Privacy Impact Assessments (PIA) as laid out by the Information Commissioners Office (ICO)

Impact on Community	4	Orange	Orange	Red	Red
	3	Orange	Orange	Red	Red
	2	Green	Green	Orange	Orange
	1	Green	Green	Orange	Orange
	0				
		1	2	3	4
Likelihood of Incidents					

-  High Priority
-  Medium priority subject to funding
-  Low Priority / Does not fit CCTV criteria

Likelihood Of Incidents	Impact On Community
<p>1 – Highly unlikely Event is/would be exceptional/rare</p>	<p>1 – Minor/Insignificant Consequence negligible. Associated costs/losses are relatively small. Negligible effect on service provision. No embarrassment likely to occur for organisation. External partner does not have funds for ongoing CCTV costs</p>
<p>2 – Possible but unlikely Event not expected to occur, but small chance of occurrence</p>	<p>2 – Moderate Consequence modest. Material financial consequence but scope to absorb within budget. Noticeable effect on service provision. Failure to meet locally determined standards of service. External partner has a small/limited amount of funds for ongoing CCTV costs</p>
<p>3 – Possible and probable Event likely to occur</p>	<p>3 – Major/Grave Consequence severe. Significant financial consequence which cannot be absorbed within budget. Serious impact on quality/quantity of service provision. Failure to meet regulatory standards. Likely to be national/local press interest. External partner has sufficient funds for ongoing CCTV costs</p>
<p>4 – Virtually certain Event very likely to occur</p>	<p>4 – Catastrophe Consequence extreme. Continuity of element of service compromised. Dire financial impact, such that need fundamental rethink of how and/or whether to provide service. Failure to provide statutory services/meet legal obligations. Likely to be significant national/local press interested</p>