

**Report to** Cabinet  
14 November 2018  
**Report of** Director of neighbourhoods  
**Subject** The award of contract for closed circuit television system  
upgrade and control room relocation

**Item**

12

## **KEY DECISION**

### **Purpose**

To seek approval to delegate authority to award a contract for closed circuit television system upgrade and control room relocation.

### **Recommendation**

To delegate authority to the director of neighbourhoods, in consultation with the cabinet member for safe city environment, to award a contract for closed circuit television system upgrade and control room relocation.

### **Corporate and service priorities**

The report helps to meet the corporate priority a safe, clean and low carbon city and a prosperous and vibrant city.

### **Financial implications**

The costs arising from this report will be met from approved budgetary provision within the general fund and housing revenue account capital programmes and the general fund and housing revenue budgets for 2018/19.

**Ward/s:** Multiple wards

**Cabinet member:** Councillor Maguire - safe city environment

### **Contact officers**

Jo Sapsford, early intervention and community safety manager 01603 212130

Sarah Clark, early intervention and community safety officer 01603 212821

### **Background documents**

None

# Report

## Introduction

1. CCTV is not a statutory service but contributes to two corporate priorities:
  - A safe, clean and low carbon city
  - A prosperous and vibrant city
2. CCTV plays a valuable role for policing the city, being a tool to prevent crime, support crime reduction, managing risk and helping to safeguard individuals, particularly in relation to the night time economy and major public events, and overall, helping to make the city safer for residents, workers and visitors.
3. This in turn, also contributes to supporting the Norwich economy, enabling a prosperous city centre and supporting the cities thriving cultural offer.
4. The future of the current civic space CCTV service is not sustainable given the high running costs, the continued reductions in council budgets and the age of the current equipment.
5. In addition to its high annual running costs other issues, including ageing technology, the suitability of the location of some of the cameras and the need to relocate the control room away from Swanton Road was identified.
6. A review of the system looked at the number, location and usage of the current camera provision. This covered reviewing records of where cameras had been used for operational reasons or information used for specific incidents for crime reduction purposes. This identified where cameras should be located including any new locations using an evidenced based approach.
7. This work involved Norfolk constabulary, Norfolk county council and the Norwich BID. Based on this work, a new CCTV system needs to be procured and installed.
8. An opportunity has also arisen to integrate the housing service CCTV cameras, which are used to monitor housing public spaces including the high rise tower blocks, with the public space system. This will result in cost efficiencies and a modern up to date system within the housing communal areas.
9. Changes are also required to both the public space and housing CCTV systems to comply with the surveillance camera commissioner's code of practice and the data protection act which have been introduced since the system was upgraded in 2005.
10. The commissioner's code of practice, introduced following the Freedoms of Information Act 2012, stipulates that a CCTV system must strike a balance between public protection and individual privacy and thereby achieve overt surveillance by consent.
11. In addition the code of practice says that the deployment of CCTV must be consistent with a legitimate aim and a pressing need and purpose.

12. Each part of the council's CCTV system will have its own site or task specific objective, which will include some or all of the following:
- a) Reducing fear of crime, antisocial behaviour and aggression
  - b) Help police the city centre effectively
  - c) Protecting areas and premises used by staff and the public
  - d) Protecting property and assets owned by the council
  - e) Maintaining and enhancing the commercial viability of the city and encouraging continued investment
  - f) Reducing violent or aggressive behaviour towards staff.
13. This report outlines the procurement process for the renewal and upgrading of the council's public space and housing CCTV systems and seeks approval to delegate authority to award the contracts.
14. The work will incorporate bringing the housing CCTV system into the main CCTV system, incorporating the ongoing maintenance of the system for three years.

#### **Renewal of the council's close circuit television system**

15. It is proposed to run a competitive procurement exercise to establish suppliers to meet the council's requirements. In accordance with the council's contract procedures and in order to maximise interest, the contracts will be advertised on the council's e-tendering portal and contracts finder.
16. This approach will ensure the opportunity is made available to a competitive market, encourage value for money, yet still reach SMEs and local suppliers.
17. Evaluation of the interested suppliers will be carried out to determine the most advantageous return, considering both quality and price. Factors for quality evaluation include: capital works delivery, network security and service and maintenance.
18. The procurement timetable does not allow a report to be taken to cabinet with a recommendation of the successful supplier following the closure of the tender process. The contract is required to be awarded in early January 2019 to ensure the project meets key deadline dates such as the vacation of the Swanton Road closure.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	14 November 2018
<b>Director / Head of service</b>	Bob Cronk
<b>Report subject:</b>	The award of contract for closed circuit television system upgrade and control room relocation
<b>Date assessed:</b>	15 October 2018
<b>Description:</b>	The award of contract for closed circuit television system upgrade and control room relocation

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The council's procurement strategy ensures the council achieves value for money for the purchase of good and services. Open tendering will ensure that best value is achieved for the other contracts.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCTV can play a positive role in supporting a thriving city centre
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCTV is a useful policing tool for supporting crime reduction
Human Rights Act 1998	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The improvements in camera technology will enhance the safety of residents.

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This will support community safety within the Norwich night time economy and at local cultural events.
Advancing equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Risk of challenge from unsuccessful suppliers: The tender process will follow the council procurement strategy to ensure it is open and transparent, with the award criteria being based on the most economically advantageous tender, but there is always a risk of challenge from unsuccessful suppliers.</li> <li>2. Risk of supplier failure: There is a risk that the appointed suppliers could fail during the life of the contract. The procurement process will as far as possible mitigate this risk.</li> </ol>

## Recommendations from impact assessment

### Positive

The works will improve the safety of residents and visitors to the city centre through improved technology and concentration on the busiest areas of the night time economy and main shopping areas of the city.

### Negative

### Neutral

Issues