



ASSETS AND SERVICES COMMITTEE

Agenda for the meeting to be held on Wednesday, **9th November 2022**
at **7.00pm** in **Sandbach Town Hall**.

Committee Members: Cllrs D Hegarty, L Crane, A Nevitt, G Price Jones, G Merry,
J Beddows, N Cook, R Hoffmann and R Hovey.

1. APOLOGIES FOR ABSENCE

To receive apologies for absence made directly to the Clerk **by 5pm** on the day of the meeting.

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

PUBLIC QUESTIONS

The meeting Chair will adjourn the meeting to allow questions relating to items on this Agenda from members of the public.

After the questions, the Chair will reconvene the meeting.

3. MINUTES OF THE MEETING HELD 10 AUGUST 2022.

[Attached: Draft minutes of the meeting]

Action: *To approve the minutes of the Assets & Services meeting held 10 August 2022 as an accurate record.*

4. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

To consider items that, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

5. MARKETS & TOWN HALL UPDATE

Lead: Chief Officer
Action: *To receive a verbal update.*

6. REPORT OF ASSETS AND PUBLIC REALM MANAGER

[Attached: A&PR Manager Progress Update]
Lead: Chief Officer
Action: *To note progress*

7. SMALL COMMON REFURBISHMENT UPDATE

Lead: Meeting Chair
Actions: *To receive a verbal update on the progress on the procurement process for the car park refurbishment and the installation of the Foden's plinth.*

8. SANDBACH TOWN STREET FURNITURE REVIEW

Committee members agreed to consider developing a proposal regarding Sandbach street furniture improvements. The Chief Officer has subsequently established that street furniture is not owned by Sandbach Town Council. The Council made a financial contribution to the current town assets through the Sandbach partnership several years ago.

Lead: Meeting Chair
Action: *To agree how this initiative should be taken forward.*

9. FIT FOR PURPOSE ACCOMMODATION TASK AND FINISH GROUP

Lead: Meeting Chair
Action: *To agree membership for the Task and Finish Group and the date of the first meeting.*

10. CCTV CAMERAS

[Attached: a. Compliance Report' for 2022;
b. STC CCTV Operating Procedures POLICY (NP-Oct2022) ;
c. Proposal to purchase additional CCTV cameras]
Lead: Meeting Chair
Action: i. *To note the Compliance Report;*
ii. *To endorse the Policy for approval by Finance, Policy and Governance Committee*
iii. *To support the purchase of up to 5 additional CCTV cameras at a total cost installed of £1,250 +VAT to funded by available 2022-23 budget, code 4670.*

11. SANDBACH TOWN HALL APPLICATION AS AN APPROVED PREMISE

[Attached : email]
Lead : Chief Officer
Action : *To approve the application of Sandbach Town Hall to allow legal marriage and civil partnership ceremonies to take place, at the cost of £1900 under budget code 180 6310.*

12. MEMBER'S ITEM

12.1 Cllr Beddows proposal for local defibrillator purchase and locations

'The proposal is to relocate the two defibrillators,

- one inside the market hall and*
- the other outside the store,*

to

- Outside the Co op store on the Hill*
- Outside the Co op store on Lawton Way*

Discussions have taken place and I have an agreement in principle with the Co op.

There are defibrillators at

- the Fire Station,*
- Military Arms Public House and*
- in the Town Hall entrance*

and so it would be a good reason to relocate these two defibrillators.

I would like to propose that STC purchase four new defibrillators to be located in:-

- Wheelock - Methodist Chapel*
- Ettiley Heath - Bargain Booze*
- Price Ave - One Stop Shop*
- Sandy Lane – Bargain Booze*

The proposal is that we share the resource and ensure that Sandbach residents have access to emergency equipment.'

13. CORRESPONDENCE

None received

14. ITEMS FOR THE NEXT MEETING

15. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is 8th February 2023 at 7pm in Sandbach Town Hall.



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ASSETS AND SERVICES COMMITTEE 10 AUGUST 2022

MINUTES

Committee Members: Cllrs D Hegarty, L Crane, A Nevitt, G Price Jones, G Merry, J Beddows, N Cook, R Hoffmann and R Hovey.

PART 1 : ITEMS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

1. APOLOGIES FOR ABSENCE

Apologies (with reasons) received from Cllrs L Crane, G Price Jones, J Beddows; Cllr R Hovey arrived at the meeting at 7.45pm.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

PUBLIC QUESTIONS

There were no members of the public present at the meeting.

3. MINUTES OF THE MEETING HELD 26 APRIL 2022.

[Attached: Draft minutes of the meeting]

Resolved: *the minutes of the Assets & Services meeting held 26 April 2022 were approved as an accurate record.*

4. SMALL COMMON REFURBISHMENT UPDATE

[Attached: Report & Minutes of the last meeting]

Lead: Meeting Chair

The Chair highlighted the main aspects of the report and emphasised the main aim of the project was to enhance the space and resurface the car park to a high specification. A diagram of the new design and cost estimates had now been produced and the revised project is well within the earmarked reserve provision.

It was emphasised that the Foden's plinth would be funded in full by Foden's via the Heritage Lottery Fund and that this should be conveyed consistently. Members discussed the nature and location of the Covid Memorial and concluded that this should be separated from the Small Common Refurbishment Car Park project as it required sensitive and specific development. Noted that revenue consequences should be factored in generally and specifically for CCTV and floral displays to add to the current ANSA project. Overall, members supported the revised specification for recommendation to Council.

Resolved: That Council are requested to:-

- i) Consider the costed and illustrated proposals contained within the report as the revised scheme;
- ii) Approve the final specification for the scheme based on these considerations;
- iii) Approve the revised scheme cost is capped at the earmarked reserve level of £203K and is reduced below that as far as possible, whilst delivering the specification;
- iv) Request the architect to prepare a full planning application based on the approved revised scheme;
- v) Ensure that robust project management plans are put in place;
- vi) Authorise appropriate tendering process plans to be put in place in line with the Council's Financial Regulations;
- vii) Treat the proposal for a Covid Memorial as a separate project.

5. CORRESPONDENCE

5.1 Email received on 26th May regarding the Former Play Area – Belmont Avenue, Sandbach.

It was noted that the play area had been closed for a number of reasons and that this was outside the scope of the Town Council's current powers and duties.

Resolved:

That a response will be made via the Chief Officer's office and that the requester should be redirected to CEC park development and maintenance.

6. ITEMS FOR THE NEXT MEETING

Street Furniture Review.

7. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is 9th November 2022 at 7pm in Sandbach Town Hall.

8. EXCLUSION OF PUBLIC AND PRESS

Resolved: *that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers, be excluded for the following items on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.*

PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

9. MARKETS UPDATE

Lead: Chief Officer

The Chief Officer updated the committee on a number of operational and staffing issues which are currently affecting the Market and the plans to address those, notably to advertise for a Market Officer next week, per the agreed STC staffing structure. The Chief Officer also summarised a report which had been circulated proposing specific measures for data collection and analysis which would improve operational monitoring and management of market performance moving forward. The report was welcomed and endorsed.

Resolved:

- 1) *Current operational and staffing issues were noted;*
- 2) *Chief Officer to implement regular performance data collection for future reporting to Committee.*

10. TOWN HALL UPDATE/FEES AND CHARGES

Lead: Chief Officer
[Attached: Report]

Members welcomed the upsurge in demand for the Town Hall particularly at weekends.

Resolved: *Recommended price increases agreed for recommendation to Council*

11. FIT FOR PURPOSE ACCOMMODATION

[Attached: Report]

Lead: Chief Officer

The Chief Officer summarised the position to date regarding the Council's ongoing accommodation project. This is a far reaching project including adequate public access to Council services, refurbishment and enhancement of fully accessible public toilet provision, fit for purpose staff working conditions, a functioning council chamber, optimum use of existing Council assets and efficient operating models across Council activities. Members discussed the need to balance the necessary investment to overall benefit. It was agreed that Council should be requested to expand and refresh this project, with specific terms of reference, for a Task and Finish Group to research options for subsequent consultation and decision by mid 2023.

Resolved: *That Council are requested to:-*

- i. Note the report;*
- ii. Approve the creation and membership of a Fit for Purpose Accommodation Task and Finish Group to produce fully researched and costed options for Council consideration by Mid 2023.*

Meeting Closed at 8.35pm

Cllr Hegarty

CL

Sandbach Town Council

Assets and Services Committee 9 November 2022

Assets and Public Realm Manager Progress Update Autumn Cycle

- 5 Year fixed wiring test completed Sept 2022 – some small remedial works (scheduled) required to obtain final certificates
- ‘People Safe’ personal safety devices investigated and to be trialled to help protect lone working staff members and late night events staff
- Disabled access toilet re plumbed and fixed to floor. Signage to advise the facility has baby change table and is available to all (with a RADAR key) including lone carers with toddlers
 - Suggest the public toilet provision is reviewed – possibly complete overhaul with Changing Places grant and / or capital funding / Reports of ‘antisocial’ behaviour reported (via cleaner) to Police / Cleaning costs 20-21 = £11,675 +VAT not including repair and maintenance costs
- CCTV - annual compliance report completed – recommendations to extend our current scheme to include 2 more external cameras and 3 in the market hall (per main agenda)
- New Staff appointed:
 - Market Officer – bringing up to speed with current and desired policy implementation inc: licences, rents (collection, reconciling and recording), equipment, units, new trader allocations, insurances, casual staff, market plan, etc
 - Caretaker – introduction to Building, H&S policies, working practices etc. Already very active and will update on maintenance and improvements at next meeting.
- Waste review – to consider streamlining Council’s discretionary waste provision and reduce costs of market generated waste
- Ballroom gable-end window resealed externally (condition survey) – monitoring to ensure water ingress has been eradicated before instructing high level (internal) remedial works to loose plaster above stage
- PAT testing of all TH electrical equipment completed (October)
- Transit van MOT – initially failed then repaired and passed (still with significant advisories list) – total = 179 miles in 12 months. Investment to be reviewed as part of new operating model for outdoor market
- Joe Whites Fair – Meetings with Police, car park closure, layout plan, security, paperwork (checks on *all* stalls insurances, ADIPs, Guild regs, and RAs)
- Illuminate TH purple for period of mourning and in multi colour during Pride week
- Ranger Van vandalism reported to Police – Cheshire East CCTV unfortunately failed to capture – Van now parked in Mkt Store for security



CCTV Annual Internal Assessment Report

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Site:	Sandbach Town Hall
Installation Standard:	NSI COP NCP104(3) - Cert G6088762
Manager:	Assets and Public Realm Manager
Date:	03 October 2022
CCTV Equipment Sites	Hybrid HDD/ Monitor in Town Hall office. <i>Cameras locations:</i> 1. Ground Floor Entrance (indoor analogue camera) 2. Mid Stairs Landing (indoor analogue camera) 3. First Floor Landing (indoor analogue camera) 4. Second Floor Landing (indoor analogue camera) 5. Main Hall/ Ballroom (indoor analogue camera) 6. Bar (indoor IP camera) 7. Charter Room (indoor IP camera) 8. External (outdoor IP camera)
Site Evaluation of Cameras/Monitoring Equipment	<p>Satisfactory <input checked="" type="checkbox"/> Yes</p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Please specify reason(s) and remedial actions(s):</p>
Storage media conforms to procedure	<p><input checked="" type="checkbox"/> Yes Hikvision HDD with 8TB capacity</p> <p>If no please specify remedial action(s)</p>
Re-evaluate and confirm purpose of scheme (state reasons for amended purpose)	The system has achieved its objectives and no other circumstances have changed that may affect privacy or its effectiveness of achieving its objectives. The purpose of scheme is: crime prevention and public safety.
Number of access requests within the previous 12 months	Three (11/01/22, 16/01/22 and 08/06/22)
Number of complaints within the previous 12 months	None

Name Neil Pepper.....

Signature  Date ... 03/10/2022.....Completed form to be retained with STC CCTV maintenance records on HR online WorkNest portal.
These records are available to the ICO on request.



**SANDBACH
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Sandbach Town Council



Code of Practice CCTV OPERATING PROCEDURES POLICY

10b

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1. The CCTV Code Of Practice

1.1. Initial Assessment Procedures

Purpose of the CCTV system:

- The purpose of the scheme is prevention, investigation and detection of crime, apprehension and prosecution of offenders, public and employee safety, monitoring security of premises.

Nominated officers:

- The Chief Officer is responsible for adherence to the Code of Practice. The Assets & Public Realm Manager is responsible for day to day management, maintenance and operation of the system.

1.2. Siting The Cameras

(a) Essential actions:-

- Display visible and legible signs so that all data subjects are aware that they are entering a zone which is covered by surveillance equipment.

The size of the signs will vary according to the circumstances – for example a sign at the entrance of an office may only need to be A4-size because it is at eye level of those entering the premises. Signs at the entrances of car parks alerting drivers that the area is covered will usually need to be large, for example, A3 size as they are likely to be viewed from further away.

- Ensure that the cameras are sited in such a way that they only monitor those spaces which are intended to be covered by the equipment

What do the signs need to say?

- That Sandbach Town Council is responsible for the scheme
- The purpose of the scheme.
- Details of whom to contact regarding the scheme.

1.3 Quality Of Images

(a) Essential actions:

- Ensure the equipment works properly and good quality images can be recorded.
- Ensure any operational details – location of the cameras and time of any images – are accurate. Also make sure cameras are situated so that they will capture images relevant to the purposes for which the scheme has been established.
- Consider the physical conditions in which cameras are located. By way of example infrared equipment may need to be installed in poorly lit areas. Cameras also need to be protected from vandalism

1.4. Processing The Images

(a) Essential actions:

Do not retain images for any longer than you need to.

- Sandbach Town Council will only keep data for up to 31 days.
- If there is a need for the images for evidence the storage media should be kept in a secure place and access controlled.
- When removing the storage media or digital discs for use in legal proceedings ensure there is appropriate documentation of:-
 - The date on which the images were removed from the general system for use in legal proceedings.
 - The reasons why they were removed from the system.
 - Any crime incident number to which images may be relevant.
 - The location of the images, if they were handed to a police officer for retention, record the name and number of the officer and his/her station.
- View images in a restricted area – in a manager's or designated member of staff's office. Each viewer should have a legitimate purpose for viewing the storage media. Other employees should not be allowed access.
- Make sure all operators are trained in their responsibilities under the Code of Practice. They need to be aware of:-
 - The related security policy.
 - The related disclosure policy.
 - The rights of individuals in relation to their recorded images.
- Keep a maintenance log.

1.5. Access To And Disclosure Of Images To Third Parties

(a) Essential actions:

- Restrict access to images to staff (STC: Chief Officer and Assets & Public Realm Manager only) who need it in order to achieve the purpose of using the equipment.
- Document all access to storage media and requests for access.
- Create a pro forma for use in response to any formal request including any fee payable.

(b) Recommended actions:

- When you allow access to images, document:
 - Date and time at which access was allowed.
 - Identification of any third party allowed access.
 - Why access was allowed.
 - The extent of the information to which access was allowed.

1.6. Access By Data Subjects**(a) Essential actions:**

- Make sure that staff involved in operating the equipment are able to recognise requests for access and appreciate the need for a prompt response.

1.7. How Do You Monitor Compliance With The CCTV Code Of Practice?**(a) Essential actions:**

- A manager or designated member of staff should undertake regular reviews of the documented procedures to make sure the Code is being complied with.

Recommended action:

- Retain a copy of the CCTV Code of Practice to hand.
- Make sure that the contact point on the sign is available to members of the public during office hours. Employees staffing that contact point should be aware of the policies and procedures governing the use of the equipment.
- Undertake an internal annual assessment to evaluate the effectiveness of the scheme.

The results of the report should be assessed against the stated purpose of the scheme. If the scheme is not achieving its purpose, it should be modified or discontinued.

By adhering to the CCTV Code of Conduct Sandbach Town Council will adopt good practice and maintain public confidence in CCTV systems by ensuring tight management and control over their use.

2. Data Protection Checklist for CCTV Installations

2.1 Initial Assessment

Have you: -

- Determined who is legally responsible for the installation?
- Assessed the purpose of the installation? Is it the most appropriate way to fulfil the purpose?
- Checked that the existing data protection notification covers this purpose?
- Determined who is responsible for continuing compliance with data protection?
- Assessed whether existing installations still fulfil their intended purpose?
- Has crime detection or prevention been proven?
- Should the camera be re-sited?

2.2 Signage

Does the sign :-

- Clearly indicate that you are entering an area covered by an installation?
- Clearly state the purpose of the installation or have the camera symbol?
- Clearly identify the data controller?
- Provide a contact point?

Corporate signage is available that meets all data protection criteria

- Are all areas covered by CCTV installations clearly signed?
- Are all private areas blanked from the cameras field of view?

2.3 Image Quality

- Have you checked whether the quality of the image captured is suitable for the stated purpose?
- Do you check the quality of the images between uses?
- Clarity of image
- Accuracy of any dates/times recorded on the images
- Have you checked whether the camera could be re-sited to provide a better image?
- Have you assessed whether a different type of camera should be installed e.g. infrared?
- Is the installation properly maintained?
- Who is responsible for ensuring maintenance is carried out?
- Is a maintenance log kept?

2.4 Image Management (Digital)

- Have you carried out an assessment of the retention period for images from each installation?
(Code of Practice mandates a retention period of 28 days)

- Are procedures in place to record digital images copied to storage devices e.g. for evidential purposes?
 - Date and time copied
 - Reason for copying
 - Crime reference number (if appropriate)
- Is security of the images and recording equipment adequate?
- Have you ensured that images and recording equipment can only be accessed by authorised personnel?
- Have you ensured that monitoring equipment is not on public view?
- Are procedures in place to record viewing of images?
 - Date and time image removed for viewing
 - Name of the person removing the images
 - Details of the person(s) viewing the image
 - Reason for viewing
 - Outcome of viewing

2.5 Access to and Disclosure of Images to Third Parties

- Have you determined whether access being sought in pursuit of the stated purpose for the installation?
- Are procedures in place to record details of access granted?
 - Date and time
 - Identity of third party
 - Reason for granting access
 - Extent of access granted
- Has an editing facility* been identified to ensure that images of other individuals are disguised where required?

(*Editing facility - Sandbach Town Council may request Cheshire East Council Public Space CCTV & Emergency Control Centre for a discretionary service – verbal agreement with Stuart Hobson 08/09/22)

2.6 Compliance with Subject Access Requests

- Has a member of staff been designated to deal with subject access requests?
- Is that member of staff aware of the rights of data subjects for subject access requests?
- Are all staff aware of the identity of the designated person?
- Are standard subject access request forms for CCTV images available for issue?
- Are procedures in place to ensure that only a designated member of staff can access the images requested?
- Where a copy of the data is required has a facility been identified for this purpose?
- Are facilities available to allow the subject to view images where requested?
- Will disclosure to the individual entail disclosing images of third parties? Where this is the case is there a duty of confidence towards the third parties?
- Has an editing facility been identified to ensure that images of third parties are disguised where a duty of confidence exists?
- Are procedures in place to record compliance with the subject access requests?
 - Method of compliance (viewing arranged or copy provided)
 - Date complied
- Are details recorded where data subject cannot be identified on CCTV?
 - Date of search
 - Identity of those carrying out the search
 - Date subject notified of search result
- Are details recorded where a subject access request is denied :-
 - Identity of person making the request
 - Date of the request
 - Reason for refusal
 - Name and signature of designated member of staff making the decision

2.7 Monitoring Compliance

- Is there a complaints procedure to be followed in respect of :-
 - Use of the system
 - Non compliance with the CCTV guidance issued by the Information Commissioner
- Are regular reviews carried out

3. Standards For Code Of Conduct

Code of conduct should be listed and displayed so any employee with CCTV Operative responsibilities will be thoroughly familiar with them.

1. Shall not neglect nor, without due and sufficient cause, omit to promptly and diligently discharge a required task whilst at work

You should not, without adequate reason, fail to undertake all required duties of your post

2. Shall not video record pictures for own use or sale.

You will not make video recordings for your own use or to sell to other people

3. Shall not video record pictures of private property unless an incident has or is about to take place.

You will not record pictures of private property unless a incident has taken or is about to take place which would require the reporting of the recorded incident to the police

5. Shall not knowingly make or sign any false verbal or written statement of whatever description.

All statements made by you whether written or verbal, in relation to the operation of this CCTV system will be truthful and honest

6. Shall not, destroy, mutilate, alter nor erase any video recording or document.

Unless required by the CCTV Code of Practise of Cheshire you will not destroy, mutilate, alter or erase any video recording or document

7. Shall not without authority divulge any matter which is confidential to the Council or its clients past or present.

You will not divulge, without permission, any confidential Sandbach Town Council information, to any other person or organisation.

8. Shall not act in a manner reasonably likely to bring discredit upon the Council, a client or fellow employee.

You will not act in any way that could bring discredit upon Sandbach Town Council, its partners or your fellow employees

9. Shall not corruptly solicit or receive any bribes or other consideration from any person, or fail to account for all images recorded during their course of work

You will not accept or solicit bribes from any person or organisation in order to falsify, delete or otherwise alter images recorded during the course of your employment.

10. Shall undertake training in all aspects of CCTV activity and achieve a professional standard.

Prior to operating CCTV you will ensure that you have been adequately trained to enable you to operate the equipment at a professional standard

11. Shall when required attend court proceedings and give evidence.

You will when required attend court and give evidence

12. Shall at all times adhere to the Data Protection Code of Conduct for the Operation of CCTV.

You will at all times follow the Data Protection Code of conduct and ensure that you are conforming with all Sandbach Town Council Operational Guidelines on the use of CCTV

4. Health And Safety Procedures

The CCTV System Operation shall be in accordance with the "Health and Safety at Work Act" and appropriate Sandbach Town Council Policy.

5. Training

Staff are recommended to undertake training to reach a professional standard and adhere to the Data Protection Code of Conduct for Operation of CCTV.

The training/course recommended is [CCTV Legislation - BTEC Level 3 - Online - Tavcom Training](#) and content could include:-

- (1) The Purpose of CCTV.
- (2) The Principles and Limitations of CCTV
- (3) Camera Operation, Siting of Cameras
- (4) Video Operation
- (5) Storage media Handling and Storage
- (6) Monitoring Station requirements
- (7) Checking, Cleaning and Maintenance/Fault logging/reporting
- (8) Access to data (images/storage media)
- (9) Data Protection and Human Rights Legislation
- (10) Liaison with Cheshire Police
- (11) Forms/Records in use-Quality Management Procedures

6 CCTV Observational Requirements (Training)

6.1 Problem

Target to be observed

- Persons
- Groups or Individuals
- Packages/Objects
- Individual Vehicles

6.2 Reason For Observation

- Crime Prevention and Prosecution of Offenders
- Monitoring security of premises and assets
- Public and employee safety
- Parking (Small Common car park and land surrounding Town Hall)
- Anti-social behaviour

6.3 Action Taken

Purpose of the Observation

- Monitor
- Detect
- Recognise
- Identify
- Notify Police

6.4 Requirements For Quality Recording

Points to remember

- Obtain picture quality/content
- Obtain clear view of suspects body language to identify potential problems
- Ability to follow the progress of a target
- Clarify actions: is the suspect using a key or an implement?
- Obtain picture showing vehicle licence plate/suspects facial details for evidence purposes
- Overall view of the scene

6.5 Notifications

- Any of the incidents where criminal activity is identified should be an automatic referral to local Police.

7. CCTV Equipment/Literature Requirements

7.1. Storage Cabinets

One – for ongoing use

- Located in Market Office
- Kept locked at all times except when open to access media

7.2 CCTV Signs

At each site the sign should be visible and include:-

- Identification of CCTV monitoring on site
- Purpose of preventing crime/promoting a public safety
- Council contact telephone number

7.3. CCTV Code of Practice Document for Data Protection

- Available on request (*Zee Drive: Office/Operations/CCTV/ICO/CCTV Code of Practice*)
- Issued automatically to those completing Access Request forms (subject access)

8. Image Recording Principles (Unique Referencing/Marking)

8.1 IMAGE Recorders

In each control location there can potentially be two types of image recording:-

- Real time image recording running in 24 hour mode.
- Time lapse image recording running in time lapse mode 12 hour, 24 hour, 48 hour etc.

Each image recorder should be marked for its purpose by means of an easy recognisable label. The label should also contain a unique reference number for the image recorder.

e.g. *STC CCTV 24 Hr Recorder – Ref No. 001*

8.2 Storage media

- Sandbach Town Council has one 8TB storage capacity hard disk in the image recorder.
- If/when the hard disk is replaced the media/history will be destroyed permanently.

9. Reviewing/Removing Storage Media

9.1 Purpose

To ensure a record is kept of media/copies removed from site to enable council to pursue the return of all media. It is important to know where media/copies are so that they can be recalled if required. The Playback facility should only be used to review specific incidents by authorised individual managers and police.

9.2. Service Standards

Any media/copies removed from site requires completion of an "Access Request Form" and approval by a Senior Local Manager and the designation of the person removing it recorded with a contact address/number. In addition media can be removed through the submission of a Police Production form. Any media viewed on site should be by authorised nominated individuals only.

9.3. People Involved

The nominated member of staff on site responsible for operation, control, and maintenance of CCTV.

9.4. Method

- (a) "Access Request Forms" and CCTV Code of Practise documents will be available on site concerning the request of media. Any requests forms should be noted on day received.
- (b) All requests to view and/or remove physical media from site require a completed "Access Request Form". Only the Senior Local Manager is authorised to approve access requests and the removal of media. In the event of a Police emergency the appropriate Police Production Form will be sufficient – this is a form completed by the Police as a record that they have removed the media for the purpose of evidence – and the Manager must be notified as soon as possible thereafter. CCTV Media Removal Log form has to be completed.
- (c) The Manager will confirm upon receipt of an Access Request Form if the media is to be placed into a Secure Area and/or to be sent for editing, which should be noted on the Media Removal Log.
- (d) Forward the "Police Production Form" to the Senior Local Manager.
- (e) If the Police request access to use the CCTV cameras for surveillance then they must comply with the Regulation of Investigatory Powers Act 2000 which require them to show authorisation by a Superintendent. If such a request is received then immediately contact the Senior Local Manager.

10. Maintaining CCTV

10.1. Purpose

Nominated officer should carry out and complete a visual and physical check of all CCTV equipment where possible regularly throughout their shifts. Record and report any defects identified. This is important to ensure that equipment is functioning properly and faults are detected early.

10.2. Service Standard

To be completed formally at least once per week and recorded as having been checked. Faults should be reported on the same day (if a 24 hour reporting service is available) or by the next working day. A formal Maintenance Contract that includes an annual service is recommended but not mandatory.

10.3. People Involved

The nominated member of staff on site responsible for operation, control and maintenance of CCTV

10.4. Method

- (a) The nominated member of staff should carry out a visual check of all CCTV equipment at weekly intervals
- (b) Any defects identified should be reported to the appropriate Contractor (Sonitech), immediately on the same day or by the next working day if there is no 24 hour reporting service.
- (c) Defects should be recorded in the Log Book and CCTV maintenance repair log detailing the following date, time and defect.
- (d) Check for proof of identity of Contractor on arrival on site.

If the defects cannot be repaired at that time, then record basic details on the reason for non repair and the likely timescale in the CCTV maintenance repair log and the Log Book.

- (e) Ensure CCTV equipment is operational before Contractor leaves site.

Check that videos are running.

11. Audit Of CCTV

11.1. Purpose

To carry out an annual assessment/elevation of CCTV to ensure it is 'fit for purpose' and that remedial action is taken for any problems.

11.2. Service Standards

A CCTV Compliance Internal Report will be completed on an annual basis for each site which has CCTV and be made available to the Data Protection Information Officer upon request.

11.3. People Involved

The nominated member of staff on site responsible for management, operation, control and maintenance of CCTV.

11.4. Method

- (a) The equipment will be listed.
- (b) A site evaluation of cameras/monitoring equipment will be carried out.
- (c) The manager will confirm if equipment is satisfactory/unsatisfactory, will specify reasons for such (if unsatisfactory) and identify remedial action to be taken.
- (d) The manager will also re-evaluate the purpose of the scheme and state reasons for any amendment of purpose.
- (e) The manager will detail the number of access requests within the previous 12 months and the number of complaints.

Standard FORMS & LOGS for use with Sandbach Town Council CCTV Policy

Page 18 - CCTV No 1	CCTV Maintenance Repair Log
Page 19 - CCTV No 2	CCTV Annual Internal Assessment Report
Page 20 - CCTV No 3	Data Access – Release to Police Form
Page 21 - CCTV No 4	Data Protection Act 2018 and General Data Protection Regulations
Page 22 - CCTV No 4.1	CCTV Request Form
Page 25 - CCTV No 5	Request Log for access to Data (Sample partially completed)

10b

Form - CCTV No 1

CCTV MAINTENANCE REPAIR LOG

Site ID-											
Reporting Details						Repair Details					
Maintenance Repair Emergency	Location Camera	Details of Fault	Reported By	Date Identified	Time	Engineer/Company	Date Info Passed	Time on Site	Time off Site	Action	Replace Camera etc



SANDBACH
TOWN COUNCIL

CCTV Annual Internal Assessment Report

Site:	
Installation Standard:	
Manager:	
Date:	
CCTV Equipment Sites	Location of recording device: <i>Cameras locations:</i>
Site Evaluation of Cameras/Monitoring Equipment	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Please specify reason(s) and remedial actions(s):
Storage media conforms to procedure	<input type="checkbox"/> If no please specify remedial action(s)
Re-evaluate and confirm purpose of scheme (state reasons for amended purpose)	
Number of access requests within the previous 12 months	
Number of complaints within the previous 12 months	

Name

Signature Date

Completed form to be retained with STC CCTV maintenance records on HR online WorkNest portal. These records are available to the ICO on request.

NAME OF OFFICER:	
BADGE NUMBER:	
OFFICE:	
CONTACT NUMBER:	
DESCRIPTION OF DATA REQUESTED:	
DECLARATION:	SIGN:
I confirm that this data is required for the purposes of Crime Prevention and Detection and/or pursuit of a criminal offence.	DATE:
CRIME REFERENCE No. (if relevant)	
DATA RELEASED BY:	SIGN:
	DATE:
AUTHORISED BY:	SIGN:
	DATE:

CCTV images from Sandbach Town Council

DATA PROTECTION ACT 2018 and General Data Protection Regulations

Under the Data Protection Act 2018, you have a right to access data relevant to you. If you wish to access data about someone else then you shall require their written consent, which you must make available to us. You may be committing an offence to seek data about other individuals without their consent.

A member of public has the right to request CCTV footage of **themselves only**. They need to make a request to the owner of the CCTV system (Sandbach Town Council) in writing requesting information held about them under data protection law. The Data Protection Act 2018 grants a right of access to personal data. There is no obligation to comply with a request unless it is in writing. The request may also be refused if the person making the request does not supply sufficient proof of identity. A response to a request must be given within the prescribed period of forty days.

Please note, we are not allowed to share any footage if other people can be identified in it (we do not have editing facility to disguise other individuals to protect their identity). We can, at our discretion, invite the requestor to a viewing of the footage. We can refuse a request if sharing the footage could put an ongoing criminal investigation at risk

In order to satisfy the proof of identity and locate the CCTV images requested please complete all details off attached form in block capitals and forward to: -

The Data Protection Officer, Sandbach Town Council, High St, Sandbach CW11 1AX

NB It is normal Code of Practise for Sandbach Town Council to retain CCTV images for a period of up to 28 days only unless a different retention period has been approved. It may therefore not be possible to provide the images requested.

PROOF OF IDENTITY

In order to comply with the Data Protection Act 2018, Sandbach Town Council must ensure that data is released only to an authorised person. It is therefore essential that sufficient proof of identity to enable identification of the images requested be provided. The proofs of identity required for CCTV must include a recent photograph that is confirmed, as belonging to the subject. This photographic evidence should be one of the following: -

- a) A passport
- b) A new style driving licence with photograph carrying the address above
- c) A photograph certified by a member of Sandbach Town Council staff who can also confirm the address details
- d) A photograph certified by JP, lawyer, etc, as belonging to the person making the request

MANDATES

Where the request is being made on behalf of a third party a mandate from the subject of the data must be provided with the above proofs of identity.

SANDBACH TOWN COUNCIL - CCTV ACCESS REQUEST FORM

10b
CCTV No 4.1

<p>Under the Data Protection Act 2018, you have a right to access data relevant to you. If you wish to access data about someone else then you shall require their written consent, which you must make available to us. You may be committing an offence to seek data about other individuals without their consent.</p> <p>Please complete this form and return to: DATA INFORMATION OFFICER, Sandbach Town Council, High St, Sandbach CW11 1AX</p>			
1. Personal Details - we may make additional checks to verify your identity.			
Name:			
Present Address:			
		Post Code:	
Telephone number:		Date of Birth:	
Length of time at this address:			
2. CCTV Details			
<p>If requesting access to CCTV image please complete the section below. Note that unless this section is completed and a passport size photograph of yourself is attached, then no search of data will be made.</p>			
Date to be viewed:		Note that CCTV Data is only held for 31 days	
Where was the camera:			
Describe what you expect to see:			
Specific time:	Start:	Finish:	
Criminal Investigation Number (if known)			
3. Declaration			
<p>Declaration:</p> <p>I request that you provide me with a copy of the CCTV footage of me which you may hold and I have indicated above.</p> <p>I confirm that I am the Data Subject and am not acting on behalf of someone else.</p>			
Signed:			
Date:			
This section to be completed by persons other than the Data Subject, and acting on behalf of the Data Subject:			
<p>Declaration: I confirm that I am acting on behalf of the data subject and have submitted proof of my identity and authority to receive this data:</p>			
Name:			
Present Address:			
Date:	Signed:		

Continued over/

COMPLIANCE WITH REQUEST

In the event that the requested image is located would you prefer to: (Please tick one of the boxes below).

View the images at a suitable Town Council location	
Receive a copy of the images (Please provide a blank media storage device*)	
Receive a still copy with date/time indicated (Please provide a blank media storage device*)	

*Any media storage device supplied (as above) will be used to supply images believed to contain evidence relating to the requested incident/crime.

If the requested image cannot be located using the data provided or has been destroyed in accordance with Sandbach Town Council retention Code of Practise, you will be notified within the prescribed time.

Declaration

I confirm that I am the data subject named in section 1 of this document. I request that Sandbach Town Council furnish me with CCTV images in accordance with the Data Protection Act 2018. I understand that it may be necessary for me to provide more detailed information in order to prove my identity or to help in locating CCTV data.

The signatory/organisation below is authorised to store and use the recording for the purposes of the prevention and detection of crime, apprehension and prosecution of offenders; or for legal proceedings relating to the incident described in section 2. Upon signing of this document ownership is transferred to the signatory for any data we may provide.

SIGNATURE : _____
 ORGANISATION: _____
 PRINT NAME: : _____
 DATE: _____

OFFICE USE ONLY:

ACCESS REQUEST AUTHORISED: YES / NO

Name

Signed

Date

MEDIA REMOVAL LOG: YES / NO

Name

Signed

Date

REQUEST LOG FOR ACCESS TO DATA

DATE	Name/Address of person requesting access	Brief Access Request Details	Date form issued	Date form returned 40 days to respond	Access authorised / denied (Reason) and date
31/07/22	Joe Bloggs, 66 Field Street	CCTV - 31/07/22. STC - External @ 7.05 - 7.15 am	31/07/22 P Smith	01/08/22	Denied - subject not on CCTV at that time. Manager02/08/22

Manager will record date the form was issued

Manager will record details of what date, time and area is being requested.

Manager will record date and name of person requesting access.

CCTV expansion proposal

Proposal for expansion to include *up to 5* extra cameras:

Suggested sites for additional cameras:

Number of cameras	Model of the camera	To be sited	
1	Hikvision DS-2CD2346G2-I 4MP Fixed Lens 2.8mm Network Turret Camera	externally overlooking the WC Entrances on Warburton Walls	<i>recommended</i>
3	Hikvision DS-2CD2346G2-I 4MP Fixed Lens 2.8mm Network Turret Camera	internally within the Market Hall on each aisle	<i>recommended</i>
1	Hikvision DS-2CD2346G2-I 4MP Fixed Lens 2.8mm Network Turret Camera	on Market Hall wall overlooking Small Common Car Park	<i>desired</i>

Compliance:

Advised by Stuart Hobson, Cheshire East Public Space CCTV & Emergency Control Centre Manager and Corporate CCTV SPOC, that the siting of the external cameras will comply with CCTV guidance issued by the Information Commissioner. Correct signage will be required at each camera position.

Justification for any amendment/extension below:

- Repeated reports of antisocial behaviour in the public toilets on Warburton Walls (reported to police)
- Vandalism in the public toilets and Accessible toilet
- Unauthorised waste being deposited in Town Council waste bins by market doors (Warburton Walls side)
- Provision of security in the Market Hall (*to prevent and detect crime*)
- Extended coverage of town hall and market hall curtilage providing added security for staff working late night/early morning hours
- Provision of security in the Small Common car park (*for public and employee safety*)

CCTV System Effectiveness:

Verified - crime detection or prevention has been proved with 3 approved requests by police in last 12 months

Cost per additional cameras:

Each - **£250 + VAT**

Total cost if all 5 cameras installed **£1250 +VAT**

To be funded by existing 2022-23 available budget code 4670 'new projects' and within Chief Officer delegated spending limit.

Installation:

We already have the available locations within the existing POE Network Switch to power/connect the additional cameras to the Recording Equipment.

The Recording Equipment has the availability to record the additional cameras and we have enough hard drive storage capacity.

Further information:

Requestors may ask for information about the operation of the system/cameras, the siting of them, or the costs of using and maintaining them.

STC has :-

- 1 external (85°) camera coving the Market Hall entrance (view of paving in front of the Town Hall partially obscured by the arches)
- 6 (85°) internal cameras – stairwells x4, bar x1, charter room x1
- 1 (80°) internal camera in the ballroom

STC does NOT have any access to the pole mounted (360°) camera near the roundabout at the top of High Street, this is operated by Cheshire East control room.

Sandbach Town Councils CCTV is registered with the ICO, the installation standard complies with NSI Code of Practice NCP 104(3) and the system purpose is:

- Prevention and detection of crime
- Apprehension of offenders
- Public and Employee safety

NP/CL 30.10.22

Sandbach Town Council

Assets and Services Committee 9 November 2022

Allow Sandbach Town Hall to hold legal marriage ceremonies

The fee for the Approval is £1800.00 plus the fee of £100 for arranging for the public notice to be displayed on the Cheshire East website.

The approval allows legal marriage and civil partnership ceremonies to take place at Sandbach Town Hall but it also includes other services, including:

- Booking service for all couples providing advice and help to ensure all the required legal preliminaries to marriage are met;
- Couples can also book non-legal ceremonies with Sandbach Town Hall. e.g. renewal of vows, celebrations ceremonies etc;
- Access to the ceremony diary to make a provisional booking for the couples and also check the progress of bookings;
- Access to Your Ceremony social media;
- Attendance at open days to speak to couples (and make provisional appointment booking);
- Advice and help on marriage/civil partnership legislation and Information on changes.

Please note that this approval is granted under marriage and civil partnership legislation only and is to approve the use of the venue for legal ceremonies. If other legislation needs to be met to use the venue for events, eg planning, licensing, environmental health etc, then Sandbach Town Hall will need to contact the relevant authorities.

The application process includes the following:

- The completed application form should be returned, together with:
 - The fee of £1800.00 (payable to Cheshire East Borough Council)
 - or, to pay by bank transfer
 - A plan of the premises showing the rooms to be approved

A public notice of the application must appear.

As soon as the approval process is underway, this to displayed on the Cheshire East website.

Please note:

- The text for the advertisement is included in the application form
- The details of the name and address of the premises to be approved should be identical on the application form and in the text of the advertisement.
- There has to be a period of three weeks from the date of publication to allow for public objections before the approval can be granted.

An inspection of the premises will take place as soon as possible after the application form has been received.

