

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Executive Leader
Date: 27 September 2012
Reporting officer: Assistant Director (Communities)
Subject: CCTV shared service arrangements

Purpose and summary of report:

This report sets out proposals to establish a CCTV Services Partnership involving Medway Council, Gravesham Borough Council, Maidstone Borough Council and Swale Borough Council.

Recommendations:

- (1) To approve the proposal for a CCTV Services Partnership between Medway Council, Gravesham BC, Maidstone BC and Swale BC.
- (2) To authorise the Assistant Director (Communities) in consultation with Assistant Director (Governance and Law) and the Portfolio Holder for Community and the Environment to take all necessary actions to enable the proposal for the partnership, including all necessary legal agreements, to be finalised and implemented by 1 October 2012, for an initial term to end on 31 March 2017.
- (3) To appoint the Assistant Director (Communities) to serve on the CCTV Partnership Board, with the Strategic Manager Community Safety as a named substitute.
- (4) To delegate to the Assistant Director (Communities) authority to make decisions, on behalf of Gravesham, as required of the Partnership Board as laid out in the Terms of Reference and Memorandum of Agreement.

1. Background

- 1.1 On 8 September 2011, executive decision was taken to enter into a partnership with Medway Council for the delivery of Gravesham's CCTV services and for monitoring and management of the system. This would provide a way forward for the CCTV service to ensure a resilient, improved service and at reduced cost.
- 1.2 Work was progressed in accordance with the project plan and the service was transferred to Medway as from 1 April 2012. The 4 permanent CCTV operators in post at Gravesham on that date were TUPE'd across as part of the project. A Service Level Agreement was drawn up to underpin the arrangement.
- 1.3 The agreed capital cost of the project was £165k and the annual revenue cost of the contract £204k per annum for the 5 year term.

- 1.4 In addition to providing the CCTV service for Gravesham; Medway have provided a service to Swale since March 2010 which still continues. Maidstone BC transferred their service to Medway as from 1 April 2012.

2. Proposal

- 2.1 Due to the additional partners transferring their service to Medway Control Centre, it has been proposed that a partnership is formed with all authorities rather than each having separate contractual arrangements.
- 2.2 The proposal is to exercise powers under the Local Government Act 1972, Local Government Act 2000 and Localism Act 2011 to establish and participate in a partnership. The councils will operate together through a Partnership Board and in accordance with a Memorandum of Agreement (MoA) for the delivery and management of the shared service.
- 2.3 The proposed partnership is not a company. It will effectively be a joint contractual arrangement, initially between four councils (Medway Council, Gravesham BC, Maidstone BC and Swale BC).
- 2.4 Once established, Medway Council will act as the host council whereby all other councils wishing to join into the partnership arrangement will transfer delivery of their CCTV functions to Medway Council. As a host council, Medway will have delegated authority for the day to day running of the service via the Head of the CCTV Partnership, and as such will be responsible for the employment of staff, procurement of goods and services and other responsibilities outlined in the agreement.
- 2.5 The partnership will be managed through the Partnership Board, which is made up of the one officer representative from each partner local authority (full voting rights), the Head of the CCTV Partnership (no voting rights) and any invited stakeholders (no voting rights). It is envisaged that in practice the Board will make decisions by consensus.
- 2.6 Each council will need to ensure that the officer representative appointed to the Board has the appropriate delegated authority to make the decisions required of the Partnership Board. These officers will of course work in close consultation with their relevant portfolio holders.
- 2.7 The terms of reference for the Partnership Board form part of the Memorandum of Agreement and are attached as Appendix 2 to this report.
- 2.8 Any decisions that need to go through the formal decision making process will follow each individual Council's decision making procedure. This will include annual agreement of the CCTV Partnership business plan and budgetary allocations, termination or extension of the arrangements and approval of new partners which are all reserved as matters for the Council.
- 2.9 This partnership model is loosely based on the framework of the existing and successful Building Control Services Partnership (STG Building Control), although it is not proposed to set up a formal joint committee in this instance
- 2.10 The proposed timescale is that the partnership arrangement is put in place by 1 October 2012

3. Implications

3.1 Implications of this proposal are shown at Appendix 1 to this report.

4. BACKGROUND PAPERS

4.1 There are no background papers to this report.

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

<p>Legal</p>	<p>The proposal uses powers available under the Local Government Act 1972, Local Government Act 2000 and Localism Act.</p> <p>A Memorandum of Agreement has been drafted setting out the proposed framework of the partnership. Once agreement has been reached it will then be converted into a legally binding Memorandum of Agreement. The initial 5 year contract period will end on 31 March 2017. There is provision for any partner to withdraw within the contract period by giving 12 months notice.</p> <p>A business plan will be developed and agreed by partners. The business plan will cover a 3 year period and be revised on an annual basis in accordance with a timetable specified in the Memorandum of Agreement. Each year the draft business plan and budgetary contributions will need to be approved by each partner Council as an elected member decision.</p>
<p>Finance and Value for Money</p>	<p>Although there is a proposed change in governance arrangements it will not affect the service received by Gravesham or the proposed costs of the service to Gravesham. The revenue cost of the service in 2012/13 remains at £204,000 as per the previous agreement. The draft allocation of revenue cost for 2013/14 is £204,664. Whilst the new partnership arrangement does not have the certainty of fixed costs as did the previously agreed contractual arrangement; in time costs may reduce as economies of scale are achieved via joint procurement and possibly by further authorities joining.</p> <p>See also the CCTV partnership organisation structure diagram at Appendix 3, which gives further details of the proposed model for splitting of costs between the partners. The revenue costs, as well as including management, support services, facilities costs, fibres and staffing – also include provision for on-going maintenance and replacement of listed equipment both in the control centre and cameras in the field. (Field equipment maintenance costs for each partner authority are based on the number of cameras they have as at the commencement date). However, should Gravesham decide to obtain and deploy further cameras in addition to those itemised in the MOA -then additional maintenance costs would be incurred.</p> <p>As host authority Medway would provide the finance function on behalf of the partnership and will assist in budget preparation and monitoring. Revenue accounts will be monitored on a monthly basis.</p> <p>The Financial Services team will need to undertake a full financial analysis of the partnership arrangement in advance of producing the authority's accounts for 2012-13, so as to establish the correct accounting treatment for 2012-13 and beyond of the partnership arrangement</p>
<p>Risk Assessment</p>	<p>The proposed partnership will enable a more holistic approach to the running and decision making of the service and its future development.</p> <p>The proposed partnership model offers transparency and will ensure that Gravesham has a say in the future direction of the partnership and thus avoid any negative impact on the service we receive.</p> <p>Each partner maintains ownership of their own cameras and control room equipment and has full say over deployment of cameras in their own area and the purchase of any additional cameras from their own resources.</p>

Equality Impact Assessment	Screening for Equality Impacts		
	Question	Answer	Explanation
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	A Diversity Impact Assessment is being carried out by Medway Council
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No		
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?			
<i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i>			
Corporate Business Plan	<p>This proposal and CCT V service links to the following areas of focus within the corporate plan:</p> <ul style="list-style-type: none"> • Keeping Gravesham safe • Working to maintain a clean and green environment • Ensuring a strong customer focus and delivering quality frontline services • Working to ensure council services provide value for money and are delivered efficiently 		
Crime and Disorder	<p>Improving the effectiveness and building resilience into the CCTV service will make a positive contribution to deterring and preventing crime and anti-social behaviour in addition to providing greater reassurance to both residents, visitors to the Borough and local business and retail partners.</p>		