

12 April 2016 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks  
Despatched: 04.04.16



# Direct & Trading Advisory Committee

## Membership:

Chairman, Cllr. Dickins; Vice-Chairman, Cllr. Mrs. Bayley  
Cllrs. Barnes, Mrs. Bosley, Cooke, Esler, Kelly, Maskell, McGregor, Parson, Pett and Thornton

## Agenda

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 21 January 2016, as a correct record.	(Pages 1 - 4)	
2. <b>Declarations of Interest</b> Any interests not already registered		
3. <b>Actions from Previous Meeting (if any)</b>		
4. <b>Referrals from Cabinet or the Audit committee (if any)</b>		
5. <b>Update from Portfolio Holder</b>		
6. <b>Work of the animal welfare officer</b>	(Pages 5 - 12)	Alex Dawson Tel: 01322 343129
7. <b>Proposal for joint CCTV control room</b>	(Pages 13 - 20)	Ian Finch Tel: 01959 567352
8. <b>Work Plan</b>	(Pages 21 - 22)	

EXEMPT ITEMS

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227247 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

**DIRECT & TRADING ADVISORY COMMITTEE**

Minutes of the meeting held on 21 January 2016 commencing at 7.00 pm

Present: Cllr. Dickins (Chairman)

Cllr. Mrs Bayley (Vice Chairman)

Cllrs. Barnes, Mrs. Bosley, Esler, Kelly, Maskell, McGregor, Parson, Pett and Thornton

An apology for absence was received from Cllr. Cooke

18. Minutes

Resolved: That the minutes of the meeting held on 6 October 2015, be approved and signed by the Chairman as a correct record.

19. Declarations of Interest

No additional declarations of interest were made.

20. Actions from Previous Meeting

There were none.

21. Referrals from Cabinet or the Audit committee

There were none.

CHANGE IN AGENDA ITEM ORDER

With the agreement of the Committee the Chairman moved agenda item 5 to after the presentation on household waste recycling promotional campaigns (agenda item 6).

22. Household Waste Recycling Promotional Campaigns

The presentation was jointly presented by Paul Vanston (Kent Resource Partnership Manager) and Charles Nouhan (Sevenoaks District Council's Recycling and Commercial Manager).

The [presentation](#) provided an update on progress with the agreed action plan arising from the previous 'necessity test' on recycle quality, particularly the communication aspects.

The Council had been given funding from the Kent Resource Partnership so that it could provide more information to the public about the Council's recycling services and to ensure that it was better engaged in the District's efforts to increase household waste recycling quantity and quality.

## Agenda Item 1

### Direct & Trading Advisory Committee - 21 January 2016

Members were keen on reducing the levels of contamination (for example, where food waste/textiles were included in recycling materials). A composition analysis (waste audit) of residual and recycling waste to assess what types of materials were being placed in waste and recycling sacks is to be undertaken later this year to inform future campaigns and to ensure the correct materials are targeted.

The audit would:

- assess the types of materials currently being placed in 750 household residual waste sacks and 750 household recycling sacks from kerbside collections; and
- assess the types of materials from 750 sacks of household residual waste and 750 sacks of household recycling currently being placed in communal residual waste containers from blocks of flats.

The results would help to identify those areas that may need further promotional campaigns.

The Committee expressed its thanks and appreciation to Paul Vanston for his hard work/efforts in relation to his outstanding efforts on behalf of the Kent Resource Partnership and wished him well in his new employment.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the presentation be noted.

#### 23. Update from Portfolio Holder

The Chairman and Portfolio Holder for Direct and Trading Services advised Members that

- there was to be two community engagement events for the Bradbourne Car Park consultation. These were to take place on 15 and 18 February at the Mencap Community Hall, 71 Hitchen Hatch Lane, Sevenoaks;
- the first stage of the Bradbourne Lakes heritage funding application had been rejected by the HLF;
- there will be an article in the "Parking Review" magazine reporting on SDC's parking enforcement practises; and
- there would be a "Clean for the Queen" campaign to get people out and about cleaning up their communities.

24. Work Plan

The Chairman asked Members of the Committee to consider what services within the Direct and Trading Services Portfolio they would like to receive presentations from. Members were asked to let the Chairman know of any future items for consideration.

Resolved: The work plan was updated as follows:

- 12 April 2016            CCTV Joint Control Room
- Summer 2016           Fly tipping enforcement update
- Autumn 2016           Annual review of parking charges

Christmas parking

Budget: Review of Service Dashboards and Service Change Impact Assessments (SSCIAs)

THE MEETING WAS CONCLUDED AT 8.40 PM

CHAIRMAN



## THE WORK OF THE ANIMAL CONTROL OFFICER

### Direct & Trading Advisory Committee - 12 April 2016

Report of Chief Officer - Environmental & Operational Services

Status: For information

Key Decision: No

---

**Executive Summary:** This report details the wide range of Council's responsibilities and approach to animal welfare including the stray dog service and animal welfare licencing.

There will be a short presentation and the Council's Animal Control Officer will be available to give an insight into her work.

Officers will be accompanied by one of the council's successfully rehomed stray dogs.

---

**This report supports the Key Aim of safe communities; green and healthy environment, a dynamic economy and effective management of council resources.**

**Portfolio Holder** Cllr. Dickins

**Contact Officer(s)** Annie Sargent - Environmental Health Manager Ext. 3085

Alex Dawson - Assistant Environmental Health Manager  
Ext. 3129

---

**Recommendation to Direct & Trading Advisory Committee that the Committee note the report.**

---

### Introduction and Background

1. The animal control service is part of the shared environmental health partnership with Dartford Borough Council. There are two animal control officers (ACO's) within the service. Whilst both primarily undertake their duties within their original council areas, they do work jointly on initiatives, information share and assist and cover each other as necessary providing valuable resilience and experience to the service.

### Budget

2. The 2015/16 budget for EH Animal Control Service is as follows:
  - Expenditure £30,548 (excluding salary)
  - Income £29,793

## Agenda Item 6

- Net expenditure £755
3. Local authorities play a major role in protecting both humans and animals from harm. Accordingly they enforce a wide range of legislation, provide advice and guidance to businesses, the public and others and undertake a wide range of educational activities to promote good animal ownership.
  4. The Council is responsible for enforcing the following animal welfare related legislation:
    - Animal Welfare Act 2006
    - Animal Boarding Establishments Act 1963
    - Anti-social, Behavior, Crime and Policing Act 2014
    - Breeding and Sale of Dogs (Welfare) Act 1999
    - Breeding of Dogs Act 1991
    - Control of Dogs Order 1992
    - Clean Neighborhoods and Environment Act 2005
    - Dangerous Dogs Act 1991 (Amended 1997)
    - Dangerous Wild Animals Act 1976
    - Dogs Act 1971
    - Dogs (Fouling of Land) Act 1996
    - Environmental Protection Act 1990
    - Environmental Protection (Stray Dogs) Regulations 1992
    - Guards Dogs Act 1975
    - Microchipping of Dogs (England) Regulations 2014
    - The Pet Animals Act 1951
    - The Control of Horses Act 2015
    - Performing Animals (Regulation) Act 1925
    - Riding Establishments Act 1964 and 1970
    - Road Traffic Act 1988
    - Town Police Clauses Act 1847 & 1989
    - Zoo Licensing Act 1981
  5. The work of the two ACOs covers the following five areas:
    - Stray dogs
    - Animal welfare licensing
    - Responsible animal ownership
    - Dog fouling
    - Other, including barking nuisance; dog attacks and assisting other organisations i.e. the police and RSPCA

### Stray dogs

6. Stray dogs can cause a number of problems and are not only a danger to themselves but can be a risk or cause nuisance to the public. They can be involved in road traffic accidents, worry other animals or people, lead to unwanted puppies and defecate in public places.

7. Local Authorities have sole responsibility for stray dogs and a statutory duty to seize any unaccompanied dog on public land as a stray, regardless of whether it is wearing a collar and disc or has been microchipped. If it cannot be identified and returned to its owner at the time, it will be taken to kennels where it will be kept for seven days. On the eighth day, unclaimed dogs become the responsibility of the council.
8. Between 2014-2015, Local Authorities handled over 102,000 stray and abandoned dogs with over 47,500 remaining unclaimed.
9. Table 1: The number of stray dogs handled by Sevenoaks District Council

		2011/12	2012/13	2013/14	2014/15	2015/6
Dogs seized		157	216	222	170	165
Returned to owners	From kennels	84	104	93	78	66
	Directly	9	11	8	7	11
	Total	93	115	101	85	77
Number of dogs becoming the Councils responsibility		64	101	132	85	88
Rehomed via charity rescues		39	91	113	77	84
Status dogs		-	61	46	33	32
Put to sleep		25	10	8	8	4

10. Council procedure - Stray dogs are checked for identification by either their tag or collar or by using a microchip scanner. This enables the officers to check the owner's details via a national data base. Where possible the dog will be returned to the owner at the time and a fine of £25 will be made.
11. The overwhelming numbers of strays are however taken to kennels as the owners either cannot be traced because there is no microchip or its details are incorrect.
12. The Council use a private kennels, the location of which is not released at the request of the business. This is primarily to prevent threats from animal

## Agenda Item 6

owners who wish to take their animal without paying and for insurance purposes.

13. The kennels will collect all stray dogs reported out of hours and when neither of the ACOs can attend providing further service resilience.
14. Owners of stray dog are not entitled to the release and return of their animal, until they have paid a set fee and charge comprising of a payment toward the expenses incurred, a proscribed fine element and daily kenneling costs.
15. The ACOs have developed a number of excellent relationships with animal rescue and rehoming charities which ensure that Council strays are rehomed as quickly as possible to help reduce council kenneling costs.
16. The Council has responsibility for the welfare of all the seized animals which includes providing veterinary treatment where necessary.
17. The Council currently spends over £2000 pa on veterinary costs as a number of abandoned animals are found to be in need of urgent or other medical treatment. Again, both ACOs work very closely with the charity sector who will often pay the majority or full costs for treatment rather than the council.

### Animal Welfare Licensing

18. The Council has a statutory duty to licence Boarding Establishments for Cats and Dogs; Dog Breeding Establishments; Pet Shops; Riding Establishments; Owners of Dangerous Wild Animals and Zoos and register Performing Animals.
19. The ACOs seek to maintain animal welfare standards and ensure such establishments comply with licence conditions by annual inspections or more often if in response to complaints.
20. The standards relate to structure, safety, security, infectious disease control, numbers, record keeping and the suitability of the licence holder.
21. The aim is to:
  - ensure the welfare of animals
  - prevent the spread of disease
  - ensure the safety of the public visiting these premises
22. The table below sets out the numbers and types of animal welfare establishments currently licensed.

Pet shops	11
Dog boarding establishments	12
Cat boarding establishments	6
Dog and cat boarding establishments	7
Riding establishments	8

Dog breeder	1
Zoo	1
Performing animals registration	2
Dangerous Wild Animals *Bengal cat	1
Home boarding	4

23. Fees are dependent on the type of licence and are regularly reviewed, typically annually, and raised in line with inflation where appropriate. Fee levels are set and balanced between recovery of administering the licence and keeping the financial burden on business to a minimum.

Responsible animal ownership

24. The council promotes responsible animal ownership not only to help owners comply with the requirements of the Animal Welfare Act 2006 by ensuring that their pets remain happy and healthy, but also to help reduce the incidence of straying, dog fouling and unwanted litters.
25. Responsible pet ownership involves neutering, microchipping and educating owners about dog fouling, worm and flea treatments and vaccinations.
26. The ACO works closely with a variety of organisations such as West Kent Housing Association, Moat, the Dogs Trust, the RSPCA and other animal charities to promote responsible dog ownership. This includes:
- Actively encouraging and undertaking free or reduced price microchipping by attending local events on estates, village halls and pet shows and by giving talks to local groups
  - Promoting low cost neutering by issuing subsidised neutering vouchers provided by the Dogs Trust to people for example on benefits and who own status breeds
  - Visiting schools in 2015 as part of the ‘Love where you live’ campaign to encourage children to spread the responsible ownership message to parents
  - Targeting areas of known fouling with posters and signs as well as spraying a stenciled message ‘Clear up after your dog’ on the pavement where fouling is a particular problem.
27. The council provides advice and guidance on dog legislation and being a responsible dog owner via our website, information leaflets and through regular articles in WKHA newsletters, In Shape and press releases.
28. The ACOs will also promote responsible animal ownership when investigating complaints and undertaking normal duties as well as interacting generally with dog owners and walkers.

## Agenda Item 6

### Dog fouling

29. Dog fouling is an eyesore and it has been estimated that 1000 tonnes of dog excreta is produced each day in the UK.
30. Dog faeces can also cause infections and carry diseases which can affect other dogs and humans, particularly a serious disease called toxocariasis. This is caused by the roundworm *Toxocara canis* and can lead to blindness.
31. Dog owners have a legal duty to clean up after their dog has fouled in most public places. This obligation does not include woodland or agriculture land, rural common land, marshland, moors or heaths or roads and adjoining land with a speed limit of more than 40mph.
32. The ACO and other designated officers can issue a fixed penalty notice fine of £50 to any person who they witness failing to remove their dog's waste. Failure to pay can result in a maximum court fine of £1000.
33. Dog waste in public areas is dealt with through the normal process of street cleansing and is usually removed during scheduled street cleaning. The ACO will however, investigate any allegations of persistent fouling and will put up dog fouling warning signs where appropriate.
34. The ACO works closely with parish and town councils when requested to help tackle dog fouling and will patrol to act as a deterrent and use stenciling where appropriate.
35. The ACO has just commenced an initiative (jointly funded with Communities & Business) to give away a limited number of free 'poo' bags at the Council reception and to parish and town councils.

### Other areas of work

36. The ACOs and the Environmental Protection team investigate a wide range of animal related complaints ranging from nuisance from dogs barking through to vicious dog attacks on other dogs.
37. During 2015, the service dealt with the following numbers and types of complaints:
  - Dog fouling - 109
  - Barking nuisance - 99
  - Animal welfare\* - 30
  - Dog welfare - 44
  - Vicious/Dangerous/out of control dogs - 116
  - Noise from other animals/birds - 10
  - Animal welfare licence enquires - 18

\*These include concerns about horses, some dogs and other animals, dead animals and requests to re-home animals on welfare grounds.

38. Fly grazing is the deliberate grazing or abandonment of horses on both public and private land without the land owner or occupier's permission. Illegal grazing can damage property, have a negative effect on a horse's welfare and can lead to road traffic accidents if they wander onto roads.
39. It is estimated that about 3000 horses illegally graze in the UK. The owner or the occupier is responsible for the removal of horses where their owner cannot be found or comes forward. The Dartford ACO has extensive knowledge and experience of both horses and fly grazing and will provide advice to aid with their removal.
40. Dangerous dogs - The Dangerous Dogs Act 1991 makes it an offence for any dog to be dangerously out of control in any place, including all private property. It is the responsibility of the police to investigate those incidents where a dog has attacked a person or if they are in real fear of being injured. The ACO will assist the police when investigating many such cases.
41. Whilst dog on dog attacks where one dog is attacked and injured by another is a civil matter, the ACO depending on the circumstances will investigate such incidents.

### Key Implications

#### Financial

There are no direct financial implications arising from this report other than the approved annual budget.

#### Legal Implications and Risk Assessment Statement.

The council has a statutory duty to provide a stray dog service, licence animal welfare establishments and investigate animal nuisance. The various legislation is detailed above.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Appendices

**Background** *Aforementioned legislation in Section 3*

**Papers:**

<http://cds.sevenoaks.gov.uk/CeListDocuments.aspx?Committeed=128&MeetingId=744&DF=26%2f01%2f2010&Ver=2>

**Richard Wilson**

**Chief Officer Environmental and Operational Services**

This page is intentionally left blank

**PROPOSAL FOR JOINT CCTV CONTROL ROOM**

**Direct and Trading Services Advisory Committee - 12 April 2016**

Report of Chief Officer Environmental and Operational Services

Status: For recommendation to Cabinet

Also considered by: Cabinet - 21 April 2016  
Legal and Democratic Services Advisory Committee (for Information re: shared service) 14 April 2016

Key Decision: No

---

**Executive Summary:** This report provides an update on the feasibility of merging the Sevenoaks District Council (SDC) and the Tunbridge Wells Borough Council (TWBC) CCTV Control Rooms and proposes to establish a West Kent CCTV hub, based at the Sevenoaks Office.

This proposal, depending upon the monitoring option taken forward, could provide a return to 24/7 manned monitoring whilst achieving identified savings on monitoring costs and increasing resilience in the control room, particularly for the out of hours service.

---

**This report supports the Key Aim of a safe community and supports the Community Safety action plan.**

**Portfolio Holder** Cllr. Dickins

**Contact Officer** Ian Finch, Ext. 7407

---

**Recommendation to Direct and Trading Services Advisory Committee:** That it be recommended to Cabinet, that

- (a) in principle, a joint agreement be entered into with TWBC and T&MBC to establish a West Kent CCTV hub, based at the Sevenoaks offices.
- (b) the preferred monitoring arrangements be as outlined in option A
- (c) a one-off Capital budget of £37,300 be approved, representing 50% of the cost of enlarging the existing Sevenoaks CCTV control room.

**Recommendation to Cabinet:** That

- (a) in principle, a joint agreement be entered into with TWBC and T&MBC to establish a West Kent CCTV hub, based at the Sevenoaks offices.

---

(b) the preferred monitoring arrangements be as outlined in option A

(c) a one-off Capital budget of £37,300 be approved, representing 50% of the cost of enlarging the existing Sevenoaks CCTV control room.

---

**Reason for recommendation:** The recommendations outlined in this report, provide an opportunity to create a West Kent CCTV hub for SDC, TWBC & T&MBC, based at Sevenoaks, providing annual cost savings, increasing resilience of the existing CCTV and out of hours service, and allowing a return to 24/7 manned monitoring.

---

### Introduction and Background

- 1 SDC; TWBC and Tonbridge and Malling Borough Council (T&MBC) have been investigating the feasibility of merging their CCTV control rooms to establish a West Kent CCTV hub.
- 2 The Control room at TWBC currently provides the monitoring arrangements for TWBC cameras and for the majority of T&MBC's CCTV cameras and due to a legal agreement TWBC is currently contractually bound to meet all costs in providing a CCTV control room for itself and T&MBC.
- 3 TWBC need to provide an alternative control room location for both TWBC and T&MBC cameras prior to the sale and development of its existing Town Hall location.
- 4 TWBC and SDC currently share the salary cost of the CCTV Manager post (SDC post) which effectively manages the CCTV monitoring arrangements for SDC, TWBC and T&MBC.
- 5 This report provides an update on this work and an overview of the following aspects:-
  - Control room merge
  - Transmission costs of merge
  - Monitoring options for the proposed control room and out of hours service.
- 6 It also examines two further related issues:-
  - CCTV Partnership Manager
  - CCTV Maintenance
- 7 If the three Councils agree to enter into a new partnership, these latter two issues will be examined in more detail.

### Control Room Merge

- 8 A CCTV Specialist (Chroma Vision) was engaged to examine the feasibility of a CCTV control room merge for the three Councils completed in two stages:
  - Stage 1 - looked at options for a CCTV control room merge and associated costs

- Stage 2 - focussed on the preferred option to provide a fully merged CCTV control room at the Sevenoaks Office.

- 9 The cost of enlarging the existing control room at Sevenoaks is estimated to be £74,620. This would be shared between SDC and TWBC.
- 10 The cost of 'moving' the existing TWBC control room equipment is £157,500. This cost would be met by TWBC.

#### **Transmission Costs**

- 11 The costs associated with bringing the TWBC and T&MBC images to the SDC control room, will result in a small net saving of £4,100 to T&MBC and a small net increase of £588 to TWBC. SDC existing transmission costs are not affected.

#### **Monitoring and Out of Hours Service Options**

- 12 At present TWBC and T&MBC budget £100,000 each for the annual CCTV Monitoring Cost. A contractor employs and manages qualified operators to monitor images transmitted to the TWBC control room. Monitoring is currently 365 days/year but with unmanned monitoring of 39 hours/week (overnight). Two operators are required at all times.
- 13 At present SDC monitor 365 days/year but with unmanned monitoring for 16 hours/week (4 hours between 09.00 and 13.00 hours each Tuesday-Friday).
- 14 Operators are also required to monitor and operate installed radio systems. Monitoring at the SDC control room is often single manned due to leave or sickness absence.
- 15 The manned out of hours operation at SDC currently provides the emergency contact service for both SDC and T&MBC. T&MBC pay an annual fee of around £13,000 for this service. TWBC's out of hours service is currently provided by Medway Council at an annual cost of £6,000.

#### **Options for Monitoring Arrangements (N.B. Estimated costs based on in-house service provision)**

- 16.1 (A) 24 hour CCTV coverage and out of hours service for all 3 Councils. This model includes a dedicated Supervisor and 12 operators. This provides, mainly for three operators to be on duty, but at certain less busy times this will be reduced to 2 operators. Estimated Cost: £104,933 per Council.
- 16.2 (B) No manned monitoring for 16 hours per week (SDC's current arrangements) and out of hours service for all three Councils. This model includes 12 operators and no dedicated Supervisor. Unmanned monitoring would be between 09:00-13:00 hours Tuesday to Friday. Estimated Cost: £97,600 per Council.

## Agenda Item 7

- 16.3 (C) No manned monitoring for 39 hours week (overnight) (TWBC's existing operation). Does not provide for an out of hours service. Includes 12 operators and no dedicated Supervisor. Estimated Cost: £93,267 per Council.
- 16.4 (D) 24 hour CCTV coverage and out of hours service for all three Councils with a minimum number of operators. Cost: £82,933 per Council
- 17 Option B does not provide TWBC and T&MBC the coverage they require during the day (covering shopping hours).
- 18 Option C does not deliver an out of hours service. If this option was chosen the out of hours service would have to be separately contracted out.
- 19 Option D provides two operators mainly on duty only for the Three Councils (reduced to single manning for some out of hours periods). SDC do not consider this option viable for an in-house service when clashes in leave and unexpected sickness absence have the potential to reduce the number of operators in the control room to one, and therefore greatly reduces resilience and significantly increases the risk of service failure.
- 20 Option D could be considered if the monitoring arrangements were contracted out to an external provider, where they would be contractually required to provide two operators at all times (irrespective of leave and sickness). However, it is considered this service requirement will be reflected in a high tender price and will not result in the savings identified. With a maximum of two operators even at times of high demand for all three councils there would also be reduced resilience and a risk of service failure.
- 21 Currently the ratio of operators to cameras for TWBC and T&MBC is 1:52. For SDC the current ratio is mainly 1:96. If option D was considered this would reduce the ratio of operators to cameras to 1:100, which is not considered acceptable, particularly when the operators are also covering out of hours service for all three Authorities. Option A provides a ratio of operators to cameras of 1:66.
- 22 SDC have a preference to retain the monitoring and out of hours delivery in-house, and to deliver this for the three Councils.
- 23 TWBC and T&MBC have initially indicated they would prefer to pursue option D, due to the potential additional savings on monitoring arrangements (subject to tender prices).

**Summary of Costs/Savings to Council for Options A & D**

	<b>SDC</b>	<b>T&amp;MBC</b>	<b>TWBC</b>
<b>Option A</b> Monitoring Out of Hours Transmission Costs	£21,500 saving £13,000 cost No change	£4,900 additional cost £13,000 saving £4,100 saving	£4,900 additional cost £6,000 saving £560 increase
<b>Total for option A</b>	<b>£8,500 saving pa</b>	<b>£12,200 saving pa</b>	<b>£540 saving pa</b>
<b>Option D</b> Monitoring Out of Hours Transmission Costs	£43,400 saving £13,000 cost No change	£17,000 saving £13,000 saving £4,100 saving	£17,000 saving £6,000 saving £560 increase
<b>Total for option D</b>	<b>£30,400 saving pa</b>	<b>£34,100 saving pa</b>	<b>£22,500 saving pa</b>
<b>Capital Costs</b>	<b>£37,310</b>	<b>N/A</b>	<b>£194,500</b>

- 24 For the reasons outlined above options B and C should be discounted. From an SDC perspective, option D, although potentially delivering the greatest annual savings to all three Councils, should only be considered if the monitoring and out of hours service is contracted out and these savings are realised in a tendering exercise. SDC would prefer to continue to keep the service delivery in-house.
- 25 This leaves option A as the preferred option for SDC.
- 26 The Capital costs of £74,620, shared 50:50 with TWBC and SDC relate to the enlargement of the existing CCTV control room at Sevenoaks to accommodate the additional equipment and Personnel that bringing in TWBC and T&MBC's camera images would require. This would be achieved by building out the existing CCTV room into the Ishihara Room. With the savings identified in option A this would be a payback period of just over four years.

**CCTV Partnership Manager**

- 27 At present the SDC CCTV Manager manages the control rooms at SDC and TWBC and the two Councils share the salary cost. TWBC currently pay SDC £27,600 for this shared management arrangement.
- 28 T&MBC currently have an Officer to manage the maintenance contract for TWBC and T&MBC. If an agreement was reached between the three Councils the CCTV Manager post could be identified as managing the entire CCTV

## Agenda Item 7

operation, including the maintenance arrangements for all three Councils, offering further savings.

### **CCTV Maintenance Contract**

- 29 Currently there are two separate CCTV system maintenance contracts that have been extended to allow coincidence of termination dates. One is for SDC equipment and a second for TWBC and T&MBC equipment. Prior to the expiration date of these extended contracts (possibly April 2017) there would be an opportunity to invite tenders for a combined maintenance contract serving all three Councils. This has the potential to attract discounts in comparison with existing tendered maintenance prices.

### **Key Implications**

#### Financial

There is a one off capital cost (estimated £37,300) for enlarging the CCTV control room offset by an annual saving of £8,500 assuming monitoring option A is agreed. If option D, for monitoring arrangements is agreed, the estimated annual savings are increased.

#### Legal Implications and Risk Assessment Statement

If the proposal is agreed by all three Councils, a Partnership legal agreement will be entered into between all three Partners.

If option A monitoring arrangements are agreed for in-house delivery, the existing staff employed by the TWBC & T&MBC monitoring contractor would be eligible to transfer to SDC under TUPE requirements. (Transfer of Undertakings, Protection of Employment Regulations).

Option D monitoring arrangements would only be acceptable to SDC if the monitoring provision is contracted out as, with such limited in-house resources, the risk to service delivery is high and the likelihood of service failure significant. It is considered that although it will be contractually required, if the monitoring arrangements are contracted out, there is still a serious risk of service failure, due to the minimum number of operators required to be on duty (two), and the savings identified may not be achieved through a tendering process.

#### Equality Assessment

The recommendations outlined in this report have a remote or low relevance to the substance of the Equalities Act. There is no perceived impact on end users.

### **Conclusions**

- A key driver for TWBC is the need to provide an alternative control room location for both TWBC and TMBC cameras prior to the sale and development of its valuable Town Hall site.

- TWBC is currently contractually bound to meet all costs in providing a control room for itself and TMBC.
- SDC's present basement control room would need to be enlarged to accommodate the additional equipment and personnel. It is proposed that part of the Ishihara Room would be incorporated into the control room. The capital cost of the necessary building works will be shared between TWBC and SDC.
- TWBC will meet the capital costs associated with moving the CCTV control equipment to Sevenoaks.
- There will be no change in SDC's camera transmission costs. TWBC & TMBC will meet the cost of their own CCTV camera transmissions to the new Sevenoaks location.
- SDC control room is unmanned for a total of 16 hours - 4 hours each Tuesday to Friday morning. TWBC/TMBC control room is unmanned for 39 hours per week overnight. Neither partner considers the others alternative hours suitable to deliver its CCTV/out of hours priorities. Therefore 24/7 control room operation is preferable subject to cost and adequate resourcing.
- Option A is preferred by SDC officers as it provides the best combination for resource deployment and resilience to meet all three Council's CCTV monitoring and out of hours' requirements while allowing SDC to make savings.
- Option D allows 24/7 control room operation on paper but SDC officers do not consider this option viable for in-house provision particularly when clashes in leave and unexpected sickness absence have the potential to reduce resilience and increase risk of service failure.
- Should the proposal for a West Kent Hub go forward there may be opportunities to make further savings by sharing the CCTV Partnership Manager and having a single CCTV systems maintenance contract for all three Councils.

### Appendices

**Background Papers:** Feasibility study undertaken by Chroma Vision - stages 1 & 2

**Richard Wilson**  
Chief Officer Environmental and Operational Services

This page is intentionally left blank

**Direct & Trading Advisory Committee Work Plan 2015/16 (as at 23/2/16)**

12 April 2016	28 June 2016	1 November 2016	19 January 2017
Presentation on Dog Warden Waste Compositional Analysis CCTV Shared Control Room	Fly tipping enforcement update	Annual review of parking charges  Christmas parking  Budget: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)	

This page is intentionally left blank