

## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure ([Part 4 of the Council's Constitution](#))

<b>Subject: CCTV Services Monitoring Contract</b>	
Staff Contact: Rob Gregory	Executive Member: Cllr Hollywell
Tel: 01438 242568	Portfolio: Communities, Community Safety and Equalities

### 1. **Decision**

1.1 Has determined that Annex A to the decision making record should not be disclosed to the public as it contains exempt information as defined by section 100 of the Local Government 1972, Schedule 12A and the public interest in maintaining the exemption outweighs the risk in disclosing the information.

1.2 Awards the contract for the provision of CCTV Monitoring Services to the preferred supplier set out in Annex A and approving the award of the contract.

### 2. **Reasons for the decision**

2.1 Delegated authority is given to the Strategic Director, Richard Protheroe to enter into a revenue contract below £500k per annum in consultation with the Portfolio Holder, Communities, Community Safety and Equalities.

2.2 As a provider of public realm CCTV for a number of councils and clients the Council has a duty to pay due regard to the conventions of The Protection of Freedoms Act 2012 through the Surveillance Code of Practice, Section 33(5). The Code of Practice places a duty to ensure CCTV be operated with appropriate safeguards and systems in place to view and store data with strong governance. The re-procurement of the CCTV Monitoring Contract with the appropriate safeguards and controls forms part of this governance.

### 3. **Alternative options considered and rejected <sup>2</sup>**

3.1 The existing monitoring contract is due to end in April 2022. It has therefore been necessary to re-procure this service to ensure the ongoing effective operation of the CCTV service.

### 4. **Consultation**

(a) Comments of Executive Member <sup>3 4</sup>

The Portfolio Holder is supportive of the award of contract in order to meet continued obligation of CCTV Control Rooms through the Surveillance Code of Practice.

(b) Comments of other consultees <sup>5</sup>

The Officer Management Board of the Hertfordshire CCTV Joint Executive has been fully engaged and consulted on process and recommends a contract award.

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5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: .....SIGNATURE REDACTED.....

Title: .....Strategic Director (Richard Protheroe)..... Date: 4 February 2022.....

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<sup>4</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.