

APPENDIX A

Background Information

The public space CCTV system is a Closed Circuit Television System and is a true closed end to end system consisting of cameras in Lancaster and Morecambe connected via fibre optic cables to the Control Room situated at Lancaster Police Station. The vast majority of the cameras were installed circa 1996, 1997 and 1998 with additional cameras installed in 2001 and 2004.

The current CCTV system costs £165,000 per annum in direct costs to operate and maintain. No income is generated or contributions received towards running costs. The Police provide the accommodation at Lancaster Police Station.

Cameras are located as follows:-

Lancaster - 18 cameras covering the City Centre with a further 2 cameras on Ryelands and 1 on the Ridge; 2 further internal cameras are located in the Bus Station.

Morecambe - 13 cameras covering the Town Centre, along the Promenade and 5 cameras in the West End.

Current Operation, Control Room and Communications

The CCTV cameras operate and record on a 24/7 basis and the Control Room is manned 100 hours per week. Additional staff can be deployed for specific events if required. An Editing Suite is also available to check footage which is retained for 30 days.

The Council follows all legal requirements and complies with the relevant Codes of Practice

The Control Room has 9 wall monitors and 2 spot monitors that can be used by the operators for viewing specific incidents. The views seen on the spot monitors can also be seen by Police Communications staff at Police HQ so if there are any specific incidents occurring in Lancaster or Morecambe, the Police can observe and direct resources accordingly. The CCTV operators also have access to the Police radio system and Pub Watch and Shop Watch radio frequencies for both Lancaster and Morecambe.

The CCTV staff work very closely with the Police and PCSOs and provide assistance in the prevention of crime, deterring and detecting crime and helping the Police to direct resources as appropriate. The cameras are also used for the wider management of incidents, events, town and city centre management and public realm issues, and the operators can help to direct resources to support the Council's priorities.

During 2015 the CCTV operators dealt with nearly 4,000 logs, reports and incidents.

Current Position and Upgrade Options

The cameras and the operating system that controls them are now at the end of their working life. This has led to some unexpected essential maintenance in the last 2 years and 4 cameras are no longer working. Other equipment is in a vulnerable condition due to its age and limited availability of spare parts. Upgrading the system is therefore required to ensure it is fit for purpose. Refurbishment of the CCTV Control Room is also required.

Options for replacing the operating system and the cameras and refurbishing the Control Room have been investigated and the approximate cost for each option is shown below:-

- 1) Replace all the equipment with an IP (internet protocol) high speed broadband system and replace all the cameras – **circa £350k**
This option would be subject to a communications survey by a broadband service provider but the cost of using the current BT fibre optic services of £28k per annum could be saved
- 2) Replace all the equipment with a new analogue system, similar to the existing system, and replace all the cameras – **circa £185k**
- 3) Adopt a 'Pay as You Go' approach and replace all obsolete and vulnerable parts of the operating system and the cameras that have failed with analogue equipment – the cost in Year 1 would be circa **£50k**. It is suggested that approximately **£50k per annum should be allocated for a further 3 years** to complete the upgrades but this figure is largely dependent on how long the existing equipment can be maintained. This option is subject to a further technical feasibility exercise.

Decommissioning the CCTV System

In the event of the Council deciding to discontinue the CCTV system the columns and cameras would need to be decommissioned and removed from each site and the sites reinstated. A provisional budget figure of **£80k** has been estimated but this figure could potentially be reduced if a single contractor was appointed to carry out all the work. No allowance has been made at this stage for removing the buried concrete blocks that were constructed to support each column. Likewise, no allowance has been made for redundancy costs. In addition notice would need to be given to the contractor responsible for staffing the CCTV room.