

Lancaster City Council | Report Cover Sheet

Meeting	Cabinet	Date	July 2020
Title	CCTV – Change of Supplier		
Report of	Director for Communities and The Environment		
Purpose of the Report			
<p>This report sets out the business case to modify the Public Space and White Lund Depot CCTV model from a 4G cellular network to Wi-Fi with an aim of reducing operating costs and generating financial efficiencies from 21/22 onwards.</p> <p>This report provides Cabinet with detailed information on the financial, governance and operational aspects of operating CCTV and includes recommendations to merge all corporate CCTV onto a single cloud-based platform.</p>			
Key Decision (Y/N)	N	Date of Notice	NA
Exempt (Y/N)	N		

Report Summary

The current CCTV contract is due to expire on 28th August 2020. A tendering exercise has recently been undertaken. Suppliers put forward a range of technical solutions.

The proposal from the supplier evaluated to provide best value is to build on the advantages of the current model and retain a cloud-based CCTV solution using a more cost-effective method of transferring data to the cloud.

The solution proposed aims to make use of the available bandwidth at various council venues across the district and create a Wi-Fi network using strategically located antennas. Cameras would then be upgraded to connect to this network via Wi-Fi as opposed to 4G.

Savings are significant, however a one off £58,700 is required to purchase and install the necessary equipment. This report seeks approval to utilise reserves as an invest to save proposal and deliver the project in 2020/21, developing savings from 2021/22 onwards and providing a payback period within one year.

Approval is sought to utilise the invest to save reserve and deliver the project in 2020/21, prior to the expiry of the current contract on 28th August.

Recommendations of Councillor Sinclair

- (1) That cabinet agree to the council wide CCTV model outlined in the report to reduce operating costs and generate financial efficiencies from 2021/22 onwards.
- (2) That officers are delegated to commence on the preparation and implementation of such a system, in line with the costs contained within this report.
- (3) That £58,700 be allocated from the invest to save reserve in the current year, to be repaid from ongoing revenue savings in 2021/22.

- (4) That the general fund and housing revenue account be updated to include the new financial model regarding CCTV as part of the forthcoming 2021/22 budget process.

Relationship to Policy Framework

The project links to the following priorities and cross-cutting themes:

- A Co-operative, Kind and Responsible Council specifically embracing innovative ways of working to improve service delivery and the operations of the council.
- Providing value for money and ensuring that we are financially resilient and sustainable.
- Contributing to local wealth building and providing social value
- Community Safety

Conclusion of Impact Assessment(s), where applicable

Climate-NA	Wellbeing & Social Value- As set out in report
Digital- as set out in report	Health & Safety- As set out in report
Equality- NA	Community Safety- As set out in report

Details of Consultation

The proposed system has been developed in consultation with the Council's information governance manager and Head of ICT. In basic terms, the level of service provided will remain the same. In due course we will discuss with partners including Lancashire Police, Lancaster BID, Morecambe BID and Morecambe Town Council. Who may well want to consider further development of the system.

Legal Implications

Officers will need to have regard to the Council's responsibilities under the Data Protection and Freedom of Information legislation when installing and using the CCTV cameras. This includes having regard to the Information Commissioners' Guidance/code of practice on the use of CCTV cameras and reviewing/ renewing any Data Protection Impact Assessment. The Council's Information Governance department will need to continue to be consulted during the installation and operational use of the cameras.

Legal Services will need to be consulted further in relation to any further licence agreements relating to third party property and access for the installation and maintenance of the equipment.

Financial Implications

As can be seen from the tables below, for an investment of £58,700 from reserves in the current year, significant annual savings will be made in future years (once the reserve has been paid back within the first year). With regard to the additional costs falling within the

Housing Revenue Account, this will be met from existing budgets.

Existing Budgets	2020/21	2021/22	2022/23	2023/24	2024/25
	£	£	£	£	£
<u>General Fund</u>					
Public Space CCTV	91,900	90,800	91,500	91,700	93,500
Public Space CCTV Replacement Programme		56,100			
White Lund Depot CCTV	16,200	16,600	16,900	17,200	17,500
Contributions from BID's & MTC	(14,000)	(14,000)	(14,000)	(14,000)	(14,000)
Total	94,100	149,500	94,400	94,900	97,000
<u>Housing Revenue Account</u>					
Various Council Housing CCTV Sites	4,800	4,900	5,000	5,100	5,200
Total	4,800	4,900	5,000	5,100	5,200

Proposal	2020/21	2021/22	2022/23	2023/24	2024/25
	£	£	£	£	£
<u>General Fund</u>					
WiFi & Camera Mods WLD & Public Space	95,000				
Vodafone Contract to 31st August 2020	34,100				
Ongoing Revenue Costs - Public Space	4,100	7,000	7,100	7,200	7,300
Ongoing Revenue Costs - White Lund Depot	1,600	2,800	2,900	3,000	3,100
Transfer of GF sites to Cloud-Based CCTV	12,300	21,000	21,400	21,800	22,200
R&M & Camera Replacements	12,800	20,000	20,400	20,800	21,200
Contributions from BID's & MTC	(7,100)	(2,100)	(2,100)	(2,100)	(2,100)
Total	152,800	48,700	49,700	50,700	51,700
<u>Housing Revenue Account</u>					
BCC Ltd Contract to 31st August 2020	2,000				
Transfer of HRA sites to Cloud-Based CCTV	4,100	7,000	7,100	7,200	7,300
R&M & Camera Replacements	3,000	5,000	5,100	5,200	5,300
Total	9,100	12,000	12,200	12,400	12,600

Additional Costs v (Savings)	2020/21	2021/22	2022/23	2023/24	2024/25
	£	£	£	£	£
General Fund - Contribution from ITS required	58,700				
General Fund - Repayment to ITS		(58,700)			
General Fund - ongoing savings		(42,100)	(44,700)	(44,200)	(45,300)
Housing Revenue Account	4,300	7,100	7,200	7,300	7,400

Other Resource or Risk Implications

Project will be delivered with support from colleagues in ICT and after consultation with Property Group and Planning in relation to the exact location of point to point antennas and any issues arising from listed buildings.

Section 151 Officer's Comments

The proposal provides an innovative solution whilst delivering savings to the Council. The £58K investment from the Council's Invest to Save Reserve will initially payback within 1 year and lead to savings in excess of £40K in subsequent years.

The Council's Reserves Strategy requires that funding bids between £25k to £100k are to be agreed by Portfolio Holder in consultation with relevant Director. However, current spending delegations require that all decisions on the use of reserves require Cabinet approval.

Monitoring Officer's Comments

The Council holds a number of earmarked reserves, which it has chosen to set aside for a number of purposes, one of which to provide up-front costs which specifically result in future efficiencies, cost savings or increased income.

Usual authorisation for an amount between £25,000-£100,000 would be by way of agreement by a portfolio holder in consultation with a relevant Director. However, there is currently an amendment to the executive scheme of delegation during the covid-19 pandemic which requires all decisions regarding use of reserves to be made by Cabinet during this period.

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Links to Background Papers

1.0 Introduction

1.1 In 2017 the council made the decision to move away from a staffed control station at Lancaster Police Station and adopt an alternative model for public space CCTV. The new solution provided a cloud-based platform for the storage of CCTV data, removing the need for footage to be held locally on servers. Visual data collected from the cameras was transferred to the cloud over a 4G cellular network. The change generated significant savings and transformed the way the council operates public space CCTV.

1.2 The current contract is due to expire on 28th August 2020. A tendering exercise has recently been undertaken. The bid from the existing supplier is much higher than had been budgeted for. Suppliers put forward a range of technical solutions

2.0 Proposal Details

2.1 The proposal from the supplier evaluated to provide best value is to build on the advantages of the current model and retain a cloud-based CCTV solution using a more cost-effective method of transferring data to the cloud.

2.2 The solution proposed aims to make use of the available bandwidth at various council venues across the district and create a "mesh network" using strategically

located antennas. Cameras would then be upgraded to connect to this network via Wi-Fi as opposed to 4G.

- 2.3** A feasibility study has been undertaken for the transfer from 4G to Wi-Fi using the aforementioned method and has provided a satisfactory level of assurance that it can be done.
- 2.4** An open market tender has taken place for a new cloud-based provider using the Wi-Fi model. Savings are significant, however a one off £58,700 is required to purchase and install the necessary equipment. This report seeks approval to utilise reserves as a invest to save proposal and deliver the project in 2020/21, developing savings from 2021/22 onwards and providing a payback period of under two years.
- 2.5** The council currently operates 312 CCTV cameras across various buildings, vehicles, venues, and sites. Using a proportion of the savings generated, officers would also plan to eventually transfer all other corporate CCTV onto the same cloud-based platform to provide a one-system approach. This would provide further standardisation and improvements to corporate compliance
- 2.6** If approved, it is intended to award the contract for the CCTV platform to the winning supplier from the procurement exercise already undertaken. The winning supplier is based locally.

3.0 Options and Options Analysis (including risk assessment)

Option 1: Transfer CCTV onto a Wi-Fi network
Advantages: <ul style="list-style-type: none">• Significantly reduces ongoing revenue costs• Provides flexibility to add additional cameras to the network at a reduced cost• Provides the ability to offer public access to Wi-Fi at various points• Option to increase image quality due to higher available bandwidth• Single cloud-based platform improves corporate compliance
Disadvantages: <ul style="list-style-type: none">• One off £58,700 required from reserves to fund infrastructure and camera modifications.
Risks:

- Timescales. Work is expected to take more than six weeks
- Considering the above, a monthly rolling 4G contract may be required until installation is complete

Option 2: Retain CCTV on 4G cellular network

Advantages:

- Limited changes required.

Disadvantages:

- Significantly higher revenue costs

Risks:

- Additional resource requirements to focus on compliancy improvements across council venues using various systems

4. Officer Preferred Option (and comments)

Option 1

Wi-Fi networks provide the council with an opportunity to reduce the operating costs of the public space and White Lund Depot CCTV systems and have the added benefit of offering the public with access to the network at key points.

The project will consider the future use of council assets and build in appropriate measures if offices are repurposed, sold, or leased. Options for relocating the point to point antennas and break out points will be developed. Additionally, it will be important to ensure that all P2P antennas are located on city council property, with the necessary permission and planning consent where appropriate.

The use of a 4G network is still advantageous where cameras need to be regularly moved and deployed i.e. environmental enforcement, fly tipping applications. These specialised applications can be delivered within existing budgets.