

**EXECUTIVE 23 MAY 2012**

**RELOCATION OF HINCKLEY CCTV CONTROL ROOM**

**REPORT OF: DEPUTY DIRECTOR FOR COMMUNITY DIRECTION**

**WARDS AFFECTED: HINCKLEY TOWN CENTRE, EARL SHILTON AND BARWELL**

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1. **PURPOSE OF REPORT**

To seek approval for the relocation of the Closed Circuit Television (CCTV) control room from the Hinckley Police Station to the Atkins Centre.

2. **RECOMMENDATION**

2.1 That, Executive approves the relocation of the CCTV control room from the Hinckley Police Station to the Atkins Centre.

2.2 That, Executive approves a one off move budget of £15,437 and an ongoing rental and service charge budget estimated to be £5,590.

3. **BACKGROUND TO THE REPORT**

3.1 The CCTV control room in Hinckley Police station holds all of the electronic equipment needed to view and record the CCTV cameras in Hinckley, Earl Shilton and Barwell.

3.2 The first cameras to be installed were during 1998, with 12 cameras being installed in Hinckley Town Centre. Over the years this has been increased to include 3 in Barwell, 4 in Earl Shilton and 24 in Hinckley (31 in total). All of the CCTV equipment is owned by HBBC.

3.3 Currently Leicestershire Police houses the CCTV control room within Hinckley Police station and is responsible for supplying the power, phone line, lighting, cleaning and refreshment facilities to the control room.

3.4 During the last year there were a total of 263 arrests made through the effective use of the CCTV. This demonstrates that the Hinckley CCTV system is effectively preventing and detecting crime in the local area. Also during the last six years the official crime statistics for Hinckley Town Centre show a distinct drop in overall crime from over 1,100 incidents to fewer than 800 incidents per year, which is a fall of over 25%.

3.5 Leicestershire Police has decided to relocate from their existing station and will be down sizing to the vacant former Magistrates facility, next door to the existing Police Station building in 2012.

3.6 As a result of this move HBBC need to find alternative accommodation for the CCTV Control Room.

4. **PROPOSED DELIVERY SOLUTION**

4.1 A number of relocation options have been considered. Relocating to the new Police Station is not viable as the spatial requirements are not conducive on Health & Safety grounds and does not meet national CCTV guidance criteria. The proposed location is the Atkins Centre as this offers the most effective delivery solution.

4.2 The rationale for this location has been considered on the following grounds:

- Space within the Atkins is available
- Offers the best Value for money solution
- Timescales to undertake the move are deliverable to ensure business continuity
- Offers the simplest IT solution
- Equipment is retained with a Council owned facility
- Operationally effectiveness - the Atkins has 24 hour access allowing Police to continue their close working relationship with the CCTV Operators.
- Costs associated to relocate to a site other than Atkins would probably be greater.

4.3 It should be noted that there are some challenges with this location. Firstly this is prime office space and the Council will lose revenue for the rental of the room. The proposal will not involve the transfer of the Automatic Number Plate Recognition (ANPR) system which is an independent system owned by the Police, as this is not achievable due to technical reasons. Officers are liaising with Leicestershire Police to develop a delivery solution.

The relocation will require Listed Building planning consent. The application will need to be approved by Government Office. The lead in timescales approx 10 -12 weeks.

## 5. RELOCATION COSTS

### One off costs

Works	Detail	Sub total
Technical costs	Includes like for like set up as per existing arrangements. All equipment desks etc will be transferred	£14,762
Office accommodation costs – note these are on top of the works that Estates have submitted re: the conversion of the top floor Atkins	Sound insulation Supplementary works Fobs and keys	Circa £6,000
Communication	Telephone £200 Thin client £225 Licenses £250	£675
<b>Total</b>		<b>£21,437</b>

### Annual Premises Related Costs

Works	Detail	Sub total
Rental costs	Rent: £4287.50pa Service Charge: £891.80pa Utilities: £411pa approx	£5,590

Officers have negotiated a financial contribution from Leicestershire Police which will assist in the move. The lateness of this report is due to the finalising of the project costs.

## 6. FINANCIAL IMPLICATIONS (IB)

The gross cost of the move is estimated to be £21,437. The £6,000 conversion costs included in the £21,437 has been approved as part of the Top Floor Atkins Conversion report, presented to Council on the 17<sup>th</sup> April. The Executive are therefore asked to approve the relocation cost of £15,437 and also approve the annual rental cost plus services charges expected to be £5,590.

As previously stated currently the CCTV control room is housed with the Police Station. All premises related costs are currently paid for by Leicester Police. The proposed move will mean that HBBC have to fund these costs, budgeted to be £5,590 per annum

Negotiations have been ongoing with Leicestershire Police. They have agreed a one off contribution towards the project with a cap at £15,000.

If Leicestershire Police contributes the full £15,000, the net cost in the first year will be £12,027. Future annual rental costs will be £4,287.50 plus service charges.

#### 7. LEGAL IMPLICATIONS (AB)

The Atkins building is a listed building and as such listed building consent is required for the works proposed to install the CCTV control room and an application will need to be made.

The data captured by the CCTV systems will need to be securely held with access restricted to authorised individuals in order to comply with the best practice guidelines issued by the Information Commissioners Office.

#### 8. CORPORATE PLAN IMPLICATIONS

The purpose of CCTV is to assist in the prevention and detection of crime – this supports the corporate aim to encourage a Safer and Healthier Borough.

#### 9. CONSULTATION

Officers have been liaising closely with Leicestershire police to ensure an operational solution can be achieved within a minimal budget and within a short timescale.

#### 10. RISK IMPLICATIONS

Ensuring business continuity will be a key factor. During the move there will be a short down time of the equipment whilst the transfer is implemented.

The major risk is that the Town Centre CCTV would be un-operational, which would leave the Town Centre vulnerable to anti social behaviour and crime, especially during the night time economy.

Also a risk of the move may be losing recording facility, which could lead to the loss of vital evidence. This in turn could lead to criminals avoiding prosecution.

If the Executive do not approve the report or planning permission is not granted alternative accommodation will need to be found at short notice

#### 11. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

Again business continuity and providing a like for like solution will be the outcome of this project, therefore, the communities based around the Hinckley Town centre, Earl Shilton and Barwell will be unaffected.

#### 12. CORPORATE IMPLICATIONS

Community Safety, ICT, Asset Management and Planning have all been consulted and are involved in the relocation.

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Background papers: None  
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