

CABINET

12 December 2007

CCTV CONTROL ROOM RELOCATION AND OPERATIONS CONTRACT UPDATE

REPORT OF THE HEAD OF ACCESS AND INFRASTRUCTURE

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RECENT REFERENCES:

CAB 1383 – CCTV An Evaluation of the Benefits – 17<sup>th</sup> January 2007.

CAB 1487 – CCTV Update – 17<sup>th</sup> July 2007

EXECUTIVE SUMMARY:

This report explains the current position in relation to the proposed relocation and modernisation of the CCTV control room/system which is necessitated by the Silver Hill development. It updates on progress following reports to Cabinet in January and July 2007 where Cabinet agreed in principle to proceed with the replacement of the CCTV control centre, to update the CCTV system and to re-tender the operating contract.

The report also discusses the Bishops Waltham CCTV system and proposes a solution to address the current operational problems.

RECOMMENDATIONS:

1. That progress in the award of the CCTV operations contract be noted.
2. That the PID for the renewal of the CCTV system be approved and the Corporate Director (Operations) and Head of Finance be authorised, in consultation with the Portfolio Holder for Environment, Health and Safety to agree a detailed specification for the new system and to subject this to competitive tender in accordance with PID.
3. That the location of the new control room at the Basepoint property in Winnall be agreed.
4. That inclusion into the Council's capital programme of the expenditure and income attributable to the project be considered as part of the 2008/09 budget process. This will amount to the total; project cost (£700k) less the residual of current provision (£228k), a total of £472k.

5. That in view of their detailed knowledge of the CCTV project a direction be made under Contract Procedure Rule 3.3 (a) to permit the continued employment of Perpetuity Research and Consultancy to both advise and oversee the procurement and implementation of the new control room and operating system without inviting two further quotes, subject to receipt of a written quotation fee agreed by the Head of Access and Infrastructure in consultation with the Head of Finance and the Portfolio Holder for Environment, Health and Safety, the associated cost being included within the overall project cost;
6. That the problems with the Bishops Waltham CCTV be addressed during 2008 and funded from the provision already made in the 2008/09 capital programme.

CABINET12 December 2007CCTV CONTROL ROOM RELOCATION AND OPERATIONS CONTRACT UPDATEREPORT OF THE HEAD OF ACCESS AND INFRASTRUCTUREDETAIL:1. Introduction

- 1.1 This report advises Cabinet on the progress that has been made in developing plans to relocate and modernise the CCTV control room/ system following the reports to Cabinet in January and July 2007 at which Cabinet agreed to continue the project to replace the CCTV control centre, update the CCTV system and renew the operating contract. A project initiation document (PID) is attached in accordance with the Council's project management system,
- 1.2 The report also discusses the long running problem of the Bishops Waltham CCTV system and proposes a solution to address the current operational problems.

2 Replacement Control Room and Update of Equipment

- 2.1 Cabinet will recall that it is proposed to relocate the CCTV control room from its current position in the centre of Winchester because it will be affected by the redevelopment at Silver Hill, and that the Silver Hill Development Agreement provides external funding for this process. The first task has been to find suitable premises for the new facility. There are sound operational reasons for choosing a location in the Winchester urban area but not in the city centre itself and the search for suitable premises has been in the 'outer urban Winchester' area. Subject to consideration by Cabinet, an agreement has now been reached with Basepoint regarding a City Council-owned property in Winnall on which they are shortly to sign a lease. This will provide an area to house the CCTV control room. The area will be available once the building has been refurbished which, subject to planning approval is anticipated during the mid to late part of 2008. The agreement is for the area to be taken on a sub lease from Basepoint at nil rent with the rent from Basepoint to the Council being reduced as compensation. Exempt report CAB1406 includes the details of the terms. The sub lease rent is less than that indicated in paragraph 2.3 of the report.
- 2.2 Consultants (Perpetuity Research and Consultancy) have been appointed to assist the Council with technical issues relating to the new equipment to be used in the control room and they have prepared a technical report setting out options and cost estimates for the new control room/system at the new location. This report considers the technical aspects in relation to the replacement and relocation of the control room; the system and its specification; the types and specification of cameras; and sets out the cost implications. The purpose of the report is to assist in the migration from one set of premises to another and deal with the technological issues raised. It is not the purpose of the report to consider any other issues related to CCTV generally or the location of particular cameras. It is suggested that the continued involvement of the consultant is necessary to advise and oversee the modernisation and relocation of the CCTV control Room/ system. There would be a very modest cost to this which would be funded from the overall project allocation.
- 2.3 The proposed replacement system and specification will involve a move from old analogue technology to new digital technology. In itself this makes the system more flexible and will allow for possible future expansion of operations for example to include the South of Winchester Park and Ride Site, to enforce moving traffic

offences in the future and to expand CCTV coverage into additional Winchester town areas. A cost estimate of £550,000 has been prepared which covers all aspects of the relocation and modernisation including: the new recording system, control room fitting out, new cameras, utility company charges and installation costs. This amount is subject to change depending upon the final choice of specification but provides a robust estimate for a good quality system. A further £150,000 (subject to confirmation) is required to make modifications to the Basepoint building at Winnall in order for it to accommodate the CCTV control room including lowering the floor level to provide adequate ceiling height and providing access to the roof for maintenance of equipment and aerials. Under the agreement with Basepoint these modifications will be undertaken only if requested at the same time as the refurbishment and at the cost of the Council.

- 2.4 The precise timetable for the Silver Hill redevelopment is still being determined but it is anticipated that the current CCTV control room will have to move out of the Friarsgate car park building by mid 2009. It is therefore proposed to complete the relocation and modernisation of the control room and CCTV system to Winnall by the end of 2008. Following Cabinet consideration a process of consultation will take place with key stakeholders including the Police, other emergency services and the Community Safety Strategic Group in order that the specification for the system can be finalised and for the procurement process to take place. A detailed timetable covering all aspects project will be drawn up with the help of the Consultant.
- 2.5 Discussions have taken place with the Hampshire Fire and Rescue Service regarding the possibility of co-locating the CCTV control room at property which they own in Winnall but the timing of their redevelopment proposal, which is yet to be agreed, and other logistical issues mean that the two do not converge in a feasible project.
- 2.6 Consideration has also been given to the co-location of the Hyde Lodge Central Housing control centre and the CCTV control room. At this stage this is not thought to be feasible but this will be subject to further consideration.

### 3 CCTV Operations Contract

- 3.1 As reported to Cabinet in July 2007 the current contract to provide operators to monitor the CCTV cameras was due to expire in December 2007 and Cabinet agreed to renew the Contract with provision to allow for the relocation and modernisation of the system. This process has now been completed and a new contract signed. The appointed contractor will undertake surveillance of the system for 24 hours a day on every day of the year including all public holidays. The contractor will operate the system so as to detect and investigate incidents or reports to secure the objectives in the Winchester City Council Code of Practice
- 3.2 The new contract is for a 4 year period with an optional provision to extend it by one further year (at the discretion of the City Council and subject to satisfactory performance) and allows for the changeover to a new digital system and a change of control centre location. This procurement process has resulted in a significant annual cost saving.

### 4 Bishops Waltham CCTV

- 4.1 As Cabinet is aware, the CCTV system in Bishops Waltham has suffered from deteriorating image transmission quality to the local police station since installation of the system and requires technical improvement to remedy this. A solution has been proposed and tested and found to work. This will also help to deter further thefts from car park machines in Basingwell Car Park which have been broken into 3 times in the last 2 years.

- 4.2 To permanently install this technical solution would require expenditure in the order of £22,000 (including the cost of changes to enable images to be transmitted back to the new CCTV control room in Winchester in due course should this be required).
- 4.3 There is provision of £250,000 in the Council's exiting capital programme for expenditure on the upgrading of the CCTV system. This provision was made before the arrangement with Thornfield and is unlikely to be required because the costs of relocation and upgrading will be covered in the manner described above. However, the contribution from Thornfield cannot be use to assist with the Bishops Waltham issue and it is recommended that this expenditure is funded from the current capital provision for CCTV contained in the capital programme. It is likely that the greater part of this provision will be reallocated for other purposes in due course.

#### OTHER CONSIDERATIONS:

##### 5 CORPORATE STRATEGY (RELEVANCE TO):

The proposals accord with the corporate priority for safe and secure communities.

##### 6 RESOURCE IMPLICATIONS:

- 6.1 The estimated cost of the replacement CCTV system and relocation of the control room are in the order of £700,000 including the cost of building works at the Basepoint building in Winnall. A contribution from the Silver Hill development covering this amount will be secured once the Silver Hill development agreement reaches the 'unconditional' stage. Further details of this arrangement are in the exempt report CAB1391. This contribution also covers the parking office and parking mess reprovision. This sum is subject to tender and final figures will be reported and incorporated into the Council's capital programme in due course. There is no request for any supplementary estimate.
- 6.2 As the relocation project is complex and will take some time, it may be necessary in due course to incur some expenditure before the Silver Hill project becomes unconditional. The compensation payment for the relocation costs may not be received until this point. There would therefore be a risk that the Council would not recover that expenditure if the Silver Hill project were to fail at some point after the Council has made contractual commitments to expenditure on the relocation project but before the compensation is received.
- 6.3 The principle financial risk depends on progress with the Silver Hill project, itself the subject of close management by officers and advisors. To date the project has achieved all relevant key milestones. Others remain before the agreement becomes unconditional, and these will need to be managed. This is usual for a project of the magnitude of Silver Hill, and we have no reason at present to expect that these milestones will not be achieved. Members should, however, recognise that, at least for the present, the costs of CCTV relocation will bear on the Council's capital programme.
- 6.4 Officers also consider that the expenditure on the relocation and provision of a new CCTV system and control room in the new location would represent justifiable expenditure in its own right and would not be abortive. The existing system is at capacity and suffers from technical deficiencies. The current location is adequate but the proposed location is better. Although the Council might not have chosen to make changes at this point in time, they would be needed in the foreseeable future if the operation of CCTV is not to be jeopardised.
- 6.5 Assuming that the compensation payment is received at the appropriate point in the Silver Hill project, the Council will be reimbursed with a sum adequate to cover the

full amount of the expenditure proposed in this report, although there is a cash flow consideration and will be a small loss of interest would be incurred if expenditure takes place a few months ahead of receiving the compensation payment from Thornfield.

- 6.6 Other than the costs of the Consultants (which is recommended should be included within the overall project cost, and agreed by the Head of Access and Infrastructure in consultation with the Head of Finance and the Portfolio Holder for Environment, Health and Safety) Cabinet is not asked to authorise any expenditure at this point, but only to give approval to progress being made on the principles in the report and the PID. These comments on risk are therefore made on a preliminary basis, not because there is risk at this stage. A further report will be brought to Cabinet seeking authorisation for expenditure once tenders have been received with further detail on this point.
- 6.7 The cost of addressing the Bishops Waltham CCTV is estimated to be a capital sum in the order of £22,000 and an annual revenue sum of £2,000 for the maintenance contract. The capital sum can be met from the provision of £250,000 made in the capital programme for CCTV in 2008/09.

BACKGROUND DOCUMENTS:

Consultant's Report – Relocation and Modernisation of the Winchester CCTV Control Room.

APPENDICES:

Project Initiation Document.