

## POLICY AND RESOURCES COMMITTEE – 13 SEPTEMBER 2021

### PART I - DELEGATED

#### 9. EXEMPTION FROM PROCUREMENT PROCEDURE RULES – CCTV MANAGEMENT (CED)

##### 1. Summary

- 1.1 To advise Members that an exemption to the Procurement process was approved by the Head of Finance under the Exceptional Circumstances exemption as permitted by the Council's Constitution.

##### 2. Details

- 2.1 The CCTV Management contract previously in place with Tyco for the 6 Community Safety Partnership cameras ended on 14 August.
- 2.2 Hertfordshire CCTV Partnership (HCCTVP) currently supports Stevenage Borough Council, East Hertfordshire District Council, North Hertfordshire District Council, Hertsmere Borough Council and a number of Parish Councils with their re-deployable CCTV cameras.
- 2.3 Hertfordshire CCTV Partnership will offer the following services:
- 2.3.1 Reactive Monitoring Service for Three Rivers Police as required.
- 2.3.2 Each mobile camera will be dialled into 2 times a day to check connectivity by the CCTV Operators.
- 2.3.3 Operations Manager will control all data with regards to all GDPR requirements and footage requests for yourselves and any third party requests that we receive through our web site.
- 2.3.4 Each camera will be logged onto Hertfordshire CCTV Partnership website. This website will be shared through the TRDC webpage.
- 2.3.5 Will manage SLA with Police. SLA has already been developed with Hertfordshire Constabulary for other Districts to ensure processes are in place to share evidence.
- 2.3.6 Provide the Police a live feed when requested via CCTV control room.
- 2.3.7 All footage can be reviewed in the Data Suite within the control room in Stevenage by the Police.
- 2.3.8 There is no charge to move the cameras but there is a cost of £185 + Vat if a spur is needed on the new location column and will be moved in 24 hours of all completed paperwork received.
- 2.3.9 Cameras will receive a planned preventative maintenance (PPM) visit every 6 months.
- 2.3.10 If a fault does arise with a camera, an engineer will be deployed in a timely manner. If it can't be fixed / rebooted on site, coordination with WCCTV will be managed for its collection and repair.

- 2.3.11 No call out charges.
- 2.3.12 Signage will be provided for each camera location as requested in the SCC Codes of Practice.
- 2.4 A Service Level Agreement is in place between Three Rivers District Council and Hertfordshire CCTV Partnership for 5 years from 29<sup>th</sup> July 2021.

### **3. Options and Reasons for Recommendations**

- 3.1 The Constitution requires that a report is taken to the Policy and Resources Committee on the action taken in the event that an exemption to the procurement process is approved by the Chief Executive or a Director. This exemption is based upon the “Exceptional Circumstances” and “Limited Market” exemption set out in the Contracts Procedures Rules, evidence being that set out above and attached in Appendix A.

### **4. Policy/Budget Reference and Implications**

- 4.1 The recommendations in this report are set out in Part 4 of the Council's Constitution.

### **5. Financial**

- 5.1 This service will be provided at a cost of £1,600 per camera for year 1, and will increase annually by 1-3%. The total contract cost for 5 years is £59,354.06 (incl. VAT).
- 5.2 A contribution towards these costs is being made by Thrive Homes. £1,000 per annum for 3 years.
- 5.2 The remaining cost is within existing budgets.

### **6. Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

- 6.1 None specific.

### **7. Recommendation**

- 7.1 That the Policy and Resources Committee note the action taken.

Report prepared by: Shivani Dave – Partnerships Manager

#### **Data Quality**

Data sources: Not applicable

#### **Background Papers**

The Council's Constitution: Part 4 – Contracts Procedure Rules

#### **APPENDICES / ATTACHMENTS**

Appendix A – CCTV Exemption Form