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**REPORT FOR: CABINET**

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<b>Date of Meeting:</b>	11 October 2018
<b>Subject:</b>	CCTV Infrastructure Upgrade
<b>Key Decision:</b>	Yes, as it is significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.
<b>Responsible Officer:</b>	Paul Walker, Corporate Director Community
<b>Portfolio Holder:</b>	Cllr Varsha Parmar – Portfolio Holder for Environment Cllr Krishna Suresh – Portfolio Holder for Community Cohesion and Crime
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	Yes
<b>Wards affected:</b>	All
<b>Enclosures:</b>	None

**Section 1 – Summary and Recommendations**

This report seeks Cabinet approval to embark on a procurement exercise for the upgrading and maintenance of the Borough's CCTV Infrastructure.

**Recommendations:**  
Cabinet is requested to:

1. Grant approval to procure and select the contractor(s) for the upgrading and maintenance of the Borough's CCTV infrastructure.
2. Delegate authority to the Corporate Director, Community to finalise the procurement exercise/s and award the contract/s following consultation with the Portfolio Holder for Environment, the Portfolio Holder for Community Cohesion and Crime and the Portfolio Holder for Finance and Resources.

**Reason: (for recommendations)**

To ensure the Council fulfils its responsibilities for enforcement and community safety activities

## **Section 2 – Report**

- 2.1 CCTV is provided in-house by the Parking and Network Management Team in the Commissioning and Commercial Services Division of the Community Directorate. The service is run from the control room at the Civic Centre with resilience back-up provided by the Parking CCTV control room at the Central depot. The current regime incorporates a service operating every day of the year using 187 active cameras.
- 2.2 The maintenance of the current system is outsourced and is provided by Quadrant Security Group. The system reflects only a minor evolution of the system that was originally implemented and became functional in 2001. The infrastructure runs on an analogue regime and as such if any video display card, fibre cards camera or interface fails, the recording of that camera fails. However if an encoder fails then the five connected cameras fail. A recording system failure in one camera can affect an entire section of the network. The current service contract allows for 1 weekly maintenance visit, and a chargeable 4 hours call out for engineers. Repairs now take an average of two weeks as spare parts are not easily sourced as the analogue system is no longer manufactured. This has left old failing unsupported systems on unsupported software with non-replaceable parts.
- 2.3 The increasing use of CCTV to aid in community safety and enforcement activities has reinforced the need to ensure an up to date, reliable CCTV system. In 2017 the Mayor's Office for Policing and Crime (MOPAC) created a task force to explore possibilities across London and will be setting out options for boroughs who have scalable CCTV infrastructure and can facilitate shared CCTV control rooms and new partnering arrangements built on the technical solutions as well as the purpose. Additionally, the development of the One Met 2020 vision which includes options for police to make financial contribution to local authorities so that the police can download footage, conduct covert operations and take over temporary control of designated cameras. This, along with maintenance difficulties and advancement in digital technology are the key drivers underpinning the necessity to upgrade the system.

2.4 The services that are to be procured include:

- Upgrade of the CCTV infrastructure system from analogue to digital
- Ongoing maintenance of the CCTV system
- Training on the operation of the new system

### **3 Options considered**

2.3 The following options were considered:

- No change to the CCTV infrastructure – this option was discounted as the current system is proving difficult to maintain due to the fact that some parts are no longer being manufactured as technology has advanced significantly since these were installed in 2001.
- Procure via a framework – this option was discounted as it is unlikely that frameworks will provide the opportunity for the Council to maximise best value for its specific requirements
- Procurement via an open tender process - this is the option that is being proposed as it allows the Council the opportunity to set out its specific requirements and an evaluation mechanism that will provide the maximum opportunity for savings.

### **Risk Management Implications**

The risk associated with this procurement is mainly financial and relates to the Council being unable to find suitable affordable proposals. This risk will be managed in the procurement process via an evaluation mechanism that provides the balance between price and quality and sets an affordability cap.

Risk included on Directorate risk register? No

Separate risk register in place? Yes

### **Procurement Implications**

The procurement will follow OJEU guidelines for an open tender process. The procurement will be done as one single basket of services to provide the economies of scale that will make this attractive to bidders.

The invitation to tender will set out the high level evaluation criteria with a price weighting of 40% and a quality rating of 60% and make clear the affordability target that the Authority is working towards.

### **Legal Implications**

The procurement process will be conducted in accordance with the Public Contract Regulations 2015 (the "Regulations") (PCRs) and the Council's Contract Procedure Rules (CPRs).

The tendering process must comply with the EU Procurement principles of

equal treatment, transparency, mutual recognition and proportionality. As the total value of the contract will exceed the procurement threshold for services and it will be necessary to advertise the contract in the Official Journal of the European Union using a restricted process in accordance with the Council's Contract Procedure Rules.

The Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended by the "Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014" (TUPE) is likely to apply and officers will be required to give due consideration to the implications the transfer of staff during the tender process.

## **Financial Implications**

There is a budget allocation of £1.6m for CCTV Infrastructure in the current capital programme. The cost of upgrading the CCTV system will be funded from this budget.

The ongoing maintenance of the CCTV system is currently provided by a 3<sup>rd</sup> party supplier and the cost is funded from within the budget of Parking Services.

The outcome of the procurement exercise will inform the exact costs of the new CCTV system and annual maintenance.

There is a saving target of £200,000, profiled to 2019/20, in the existing Medium Term Financial Strategy (MTFS) in relation to the commercialisation of CCTV operations. The upgrade of the CCTV system is essential in driving some of the commercial activities for income generation.

## **Equalities implications / Public Sector Equality Duty**

There are no equalities Implication to this decision.

## **Council Priorities**

The Council's vision:

### **Working Together to Make a Difference for Harrow**

The proposals meets the Council's priorities and the Harrow Ambition Plan in terms of being more businesslike as it seeks to provide all possible options to ensure maximizing the financial benefits from the procurement. The procurement also ensures the continuation of the range of community safety

### Section 3 - Statutory Officer Clearance

Name: Dawn Calvert .....  Chief Financial Officer

Date: 06.08.18.....

Name: Sarah Inverary  on behalf of the  
Monitoring Officer

Date: 06.08.18.....

### Section 3 - Procurement Officer Clearance

Name: Nimesh Mehta.....  Head of Procurement

Date: 06.08.18.....

**Ward Councillors notified:** NO, as it impacts on all wards

**EqIA carried out:** Yes

**EqIA cleared by:** David Corby

### Section 4 - Contact Details and Background Papers

**Contact:** Venetia Reid-Baptiste - Divisional Director,  
Commissioning and Commercial Services.

Tel: 020 8424 1492

Email: venetia.reid-baptiste@harrow.gov.uk

**Background Papers:** None

**Call-In Waived by the  
Chair of Overview and  
Scrutiny Committee**

**NOT APPLICABLE**