

CCTV Audit Report - Recommendations Update - January 2016

No	Recommendation	Priority	Agreed Actions	Responsible Officer	Target Date	Update
R1	Tools are an asset and should be included on the asset register.	3	Agreed. Additional resources will be found in order to bring the asset register up to date.	Director of Places	31/03/2016	Work in progress
R2	Steps should be taken to ensure the asset register is brought up to date and maintained going forward.	2	As above	Director of Places	31/03/2016	Work in progress
R3	The asset register should be revised to include details of cost, date of disposal and gains/losses where equipment has been sold.	2	As above	Director of Places	31/03/2016	Work in progress
R4	The frequency of stock takes should be reviewed and steps should be taken to ensure the inventory is brought up to date. Stock items for resale should be included on the inventory.	2	Agreed. The initial stock take will be undertaken in conjunction with the above, then absorbed into CCTV operations going forward.	Director of Places/Head of Visitors Services	31/03/2016	Pending R 1 to 3
R5	A spare set of keys to all units occupied by the CCTV should be retained by security and the Head of Service so that the units can be accessed in an emergency.	1	Agreed	Head of Visitors Services	30/09/2015	Completed
R6	The CCTV Supervising Manager should liaise with ICT Services to ensure that all CCTV files are transferred and saved on an appropriate Council network shared drive.	1	Agreed. A check will be made to confirm this has been undertaken.	Head of Visitors Services	31/10/2015	Completed
R7	The service should liaise with the Risk and Resilience Team to ensure that appropriate insurance cover is put in place.	2	Agreed	Head of Visitors Services	30/11/2015	Pending R 1 to 3
R8	The Business Continuity Plan should be reviewed to take account of the suggestions included in the body of this report and an up to date version provided to the Risk and Resilience Team.	2	Agreed	Head of Visitors Services	30/09/2015	Completed

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R9	The service should ensure that statutory maintenance testing has been undertaken and obtain copies of the relevant risk assessments and inspection documentation.	2	Agreed. To be undertaken by Asset Management.	Head of Visitors Services	31/10/2015	Completed
R10	The service should liaise with Property & Asset Management to ensure a full risk assessment of the rack room is undertaken.	2	As above	Head of Visitors Services	31/10/2015	Completed
R11	The service should provide Property & Asset Management with a full list of the units occupied by the CCTV Service at Chapel Street car park so that these can be added to the Council's contractors' lists for servicing.	1	As above	Head of Visitors Services	31/10/2015	Completed
R12	Fire risk assessments should be undertaken every 12 months or following significant changes in the workplace	2	As above	Head of Visitors Services	31/10/2015	Completed
R13	The CCTV Supervising Manager should attend refresher courses in relation to risk assessment training and fire safety awareness.	3	Agreed	Head of Visitors Services	31/12/2015	Risk Assessment done. Fire Safety awaiting course dates
R14	The CCTV Supervising Manager should declare his business interests in line with the Officers' Code of Conduct.	2	Agreed	Head of Visitors Services	30/09/2015	Completed
R15	The Corporate Retention Schedule should be amended to reflect the changes to the storage of CCTV footage.	3	Agreed. Head of Visitor Services to liaise with Assistant Head of ICT Services.	Head of Visitors Services	30/09/2015	Completed
R16	Plans should be put in place to mitigate any risks associated with the use of volunteers in the operation of the CCTV Service.	2	Agreed. SIA training and other mandatory iPool courses to be undertaken by all CCTV volunteers.	Head of Visitors Services	30/09/2015	Completed
R17	The self-assessment tool should be completed to ascertain the Council's level of compliance with the Surveillance Camera Code of Practice.	1	Agreed. Head of Visitor Services to liaise with the ICT Manager (Information Governance).	Head of Visitors Services	31/10/2015	Completed

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R18	Clear policies in relation to the operation of the CCTV service need to be produced and communicated to all who need to comply with them.	1	Agreed. Draft policies to be produced subject to members' agreement.	Head of Visitors Services	30/09/2015	Completed
R19	The service should ensure that appropriate contracts are implemented with all third parties we provide a service to.	2	Agreed	Head of Visitors Services	31/03/2016	Work in progress
R20	The maintenance programme should be developed further to include: <ul style="list-style-type: none"> • Details of the type of work to be undertaken, such as preventative maintenance or corrective maintenance • Duration of the task • Specialist tools or materials required to perform the task • Location of the equipment to be maintained. 	2	Agreed. For other parties this could be included in the SLA.	Head of Visitors Services	31/03/2016	Work in progress
R21	Consideration should be given as to whether or not employing a contractor to assist in the day to day maintenance of CCTV equipment is the most cost effective and resilient approach.	2	Agreed	Head of Visitors Services	31/03/2016	Completed
R22	A more specific account code should be used when procuring goods and services and that a more descriptive explanation should be quoted on the order.	3	Implemented	N/A	N/A	Completed
R23	The process for job costing should be documented to include how profit margins are calculated.	3	Agreed	Head of Visitors Services	31/03/2016	Work in progress
R24	A formal exercise should be undertaken in conjunction with the Corporate Procurement Team to test the market to ensure value for money has been achieved in the procurement of CCTV equipment and consumables.	1	Agreed. Head of Visitor Services to liaise with the Head of Procurement	Head of Visitors Services	31/03/2016	Work in progress