

Hart District Council, Overview and Scrutiny Committee

CCTV

Task & Finish Group: Terms of Reference

1 Purpose

The purpose of the Closed Circuit TeleVision (CCTV) Task and Finish Group (T&FG) is to provide Member inputs to the CCTV review being conducted by Community Services.

2 Membership

Membership of the T&FG:

- Up to 4 members of the current Overview and Scrutiny (O&S) Committee drawn: 1 from each of the 3 political groups + independent(s).

Selected:

Cllr	Cllr	Cllr	Cllr
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The T&FG may invite officers to join meetings, including:

- Director of Community Services
- Community Safety Manager

The T&FG will be largely self-contained, but may draw upon modest support from Committee Services to assist with meeting arrangements and finalisation of outputs.

3 Authority

The CCTV T&FG is authorised by the O&S committee meeting of 18th July 2023, which includes a delegation to Chairman and Vice-Chair to agree ToRs and T&FG membership in consultation with members.

The CCTV T&FG is accountable to O&S Committee for the successful completion of its activities.

The T&FG is not a constituted committee of Hart District Council. There is no requirement to meet in public or to make public any notes or minutes.

4 Activities

The T&FG shall (method):-

- Gather member views
- Understand existing arrangements (including limitations)
- Research best practice and other council's operational experience
- Consider possible improvements in technology, changes to legislation
- Draft and agree a report summarising the activities undertaken and recommendations for consideration at O&S on 19th Sept (hence released by 12th Sept)
- Revise and update following the 19th Sept meeting
- Publish the report to O&S Members and Director of Community Services.

The T&FG shall consider (scope):-

- Governance and monitoring going forward (so we avoid the past issues)
- Broader set of KPIs
- How Hart measure and ensure value for money
- Strategies and suggestions for improvements to the service
 - Including: expand scope, camera improvements
- Ideas to encourage more police use and support to prosecutions
- Any other issues that become known to the T&FG as they progress with their work

5 Decision Making

The T&FG has no formal decision making powers.

The final report should be a broad consensus, suitable for direct submission to the Community Services CCTV review activity. Minority views should be included.

6 Meeting Protocol

The T&FG is free to decide its own schedule of meetings, their content, attendees and locations.

Members of the T&FG shall treat information noted as being operationally or commercially sensitive appropriately. Additional constraints or controls may be required to share this with other Cllrs, Committee Services should be consulted to ensure data breaches are avoided.

7 Reporting Structure

A brief, verbal update is requested at O&S in August (and monthly thereafter if the end date is moved).

The main output will be a single focussed report (~10 pages) in Hart document style.

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