

Schedule 5

Memorandum of Understanding **Access to the CCBC Control Room at Tiryberth and Images** **recorded by Caerphilly and Blaenau Gwent County Borough** **Councils Public Open Space CCTV Systems.**

Parties: Caerphilly County Borough Council, Blaenau Gwent County Borough Council and Gwent Police.

Purpose

The purpose of this Memorandum of Understanding is to define the arrangements for the shared duty to minimise crime and disorder within the Caerphilly and Blaenau Gwent County Borough areas by effective use of the CCTV Control Room maintained and operated by Caerphilly County Borough Council.

Images

Video images recorded by the Caerphilly and Blaenau Gwent Public Open Space CCTV systems are collected for the following purposes:

The prevention and detection of crime, reducing crime, disorder, antisocial behaviour and fear of crime, maintaining security of premises and helping to provide a safe environment for the benefit of those people who live, work, trade, visit, serve and enjoy the facilities within the areas covered by the County Borough Councils.

Specific scheme objectives for each Council are detailed for information at appendix A.

Information Sharing

Section 115 of the Crime and Disorder Act 1998 gives the power to share information, where it is necessary or expedient for the purposes of any provision of the Act, to relevant authorities. Relevant authorities for the purposes of the Act include: -

- The Chief Officer of Police
- A Local Authority

The relevant authorities are signatories to the Gwent Partnership Information Sharing Agreement made under Section 115 of the Crime and Disorder Act 1998.

Storage and Request for Images

Images recorded by public open space CCTV cameras are retained for a period of 31 days in digital format.

Images may be requested by Gwent Police Officers in pursuance of the registered purposes, the scheme objectives, or any other provision under the 1998 Act.

Images required will be stored in the 'Digital Evidence Locker' following request. Images will be retained in this location until a NICE (Digital evidence management system) request is received and images will be uploaded digitally as required. Requests for large amounts of footage may still be supplied via DVD-R/ hard drive which is produced in a format suitable for court purposes or ongoing investigation.

Preservation of footage to the point of release to a Gwent Police Officer will be secured by CCTV Control Room Operators. Control Room Operators providing or producing footage to Gwent Police Officers will evidence the secure systems and procedures used to provide that evidence.

Images within the 'Digital Evidence Locker' will be retained for a finite period. Where possible, the requesting Police Officer will be contacted prior to destruction. However, in accordance with data protection principles, retained footage will be periodically cleared down. No images will be retained in the Digital Evidence Locker for longer than 6 months from date of request.

Reviewing and Securing Images

Images may be reviewed by Gwent Police Officers to determine the evidential value of information retained within the Control Room systems. CCTV Control Room Operators will afford any possible assistance to Gwent Police Officers in achieving this task, including the production of NICE digital upload / DVD-R/hard drive format evidence when requested.

A review suite exists at the CCTV Control Room to assist Gwent Police Officers if required.

Access to Images

The CCTV Control Room operates on a 24/7 basis.

The shift system in operation defines that the greatest resource in terms of staffing is in the afternoons, evenings and at weekends.

If Gwent Police Officers need to attend the control room in person, they should if possible, ring in advance using the dedicated police line (see below) to make arrangements.

Real time requests for response/access by Gwent Police

Gwent Police may contact the CCTV Control room 24/7 via a dedicated Police line (██████████). Officers may request operators to monitor specific areas/cameras in response to live events. Operators can also submit live footage one camera at a time to Gwent Police HQ via a dedicated line.

Directed Surveillance

The Public Open Space CCTV systems may be used for directed surveillance under the Regulation of Investigatory Powers Act 2000.

Requests for use of the system for directed surveillance must be accompanied by an appropriate Authorisation made under the 2000 Act (redacted as necessary to prevent disclosure of sensitive information) and to ensure CCTV equipment is used in accordance with the authorisation. Contact details for the Authorising Officer and Police RIPA Bureau should also be provided. Authorisations will be retained by the CCTV Control Room in order to satisfy inspections by the relevant Commissioner. Additional summary documents may also be provided for use by the CCTV operatives.

Urgent Oral Applications

The CCTV system may also be used in response to Urgent oral authorisations from Gwent Police. In such incidences the Authority should be provided with details (including contact information) of the Authorising Officer, the start and expiry date and time and a written summary of what has been authorised.

Any pre planned operations requiring the use of the CCTV systems which would constitute directed surveillance must be covered by an appropriate authorisation under the 2000 Act.

Signatories

Gwent Police:-

Rank: C/Inspector

Name: Paul Biggs




Signature:

Date: 14/09/2023

Caerphilly County Borough Council:-

Head of Public Protection:

Name: Robert Hartshorn

Signature: 

Date:

Blaenau Gwent County Borough Council

Head of Governance & Partnerships

Name: Sarah King

Signature 

Date

Appendix A- Scheme Objectives

CCBC Scheme Objectives

- To preserve life and to minimise the risk and danger to the vulnerable through effective CCTV monitoring.
- To assist in the detection and prevention of crime.
- To facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.
- To assist in the restoration of tranquillity and reduction in anti-social behaviour.
- To prevent or mitigate interruptions to traffic flow (not to enforce breaches of the traffic law).
- To assist in the reduction of the fear of crime and anti-social behaviour thereby promoting the reassurance of the communities affected and promoting community regeneration throughout the region.

BGCBC Scheme Objectives

- Assisting in the detection and prevention of crime
- Provide evidential material to assist Police investigations
- Deter those having criminal intent

- Reduce the fear of crime and give confidence to the public that they are in a secure environment
- Provide safer communities
- Reduce acts of vandalism
- Assist in the prevention and detection of anti-social behaviour
- Assist with traffic management in our towns