

LONDON BOROUGH OF BRENT

**Meeting of the Executive
17th January, 2005**

Report from the Director of Environment

For action

Wards affected:
ALL

Report Title: Proposed relocation of the CCTV and 24-7 Control Rooms

Forward Plan Ref: ES-04/05-90

1.0 Summary

- 1.1 This Report seeks approval of the Executive for the relocation of the existing CCTV and 24-7 Control Rooms from their present location at Pyramid House, Fourth Way, Wembley to Brent House, High Road, Wembley.
- 1.2 The 24-7 Control Room is set up to become an Emergency Planning Control Centre in the event of a civil emergency.

2.0 Recommendations

- 2.1 That the Executive approve the proposed relocation of the CCTV and 24-7 Control Rooms.
- 2.2 That the Executive agree to the proposed relocation being funded from savings elsewhere in the Environment Directorate's revenue budgets for 2004-05 and 2005-06.
- 2.3 That the Executive notes that the relocation will involve the award of a services contract for this purpose and further notes the pre-tender considerations and the criteria to be used to evaluate tenders for the award of this contract as set out in section 3.13 of this Report.
- 2.4 That the Executive notes that the Director of Environment proposes to invite tenders and evaluate them in accordance with the approved evaluation criteria referred to in section 3.13 of this Report.

Executive
17th January, 2005

Version 4.0
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3.0 Detail

- 3.1 The proposals in this Report are for the relocation of the existing CCTV Control Room and the recently introduced 24-7 Control Room from their existing location at Pyramid House, Fourth Way, Wembley to Brent House, High Road, Wembley.
- 3.2 The current CCTV Control Room has been situated in Pyramid House since 1996 and the facilities have generally been able to accommodate the expansion of CCTV coverage across the Borough with little difficulty.
- 3.3 The redevelopment of the Wembley National Stadium and expansion of CCTV generally across the Borough has meant that the capacity of the existing CCTV Control Room is now reaching its maximum potential. The CCTV Control Room is also more frequently used by the Police for directed surveillance, special police operations, gathering of police intelligence, viewing and copying of recorded evidence as part of their investigation of criminal activity.
- 3.4 As part of its agreed budget growth for 2004-05, the Council introduced a 24-7 Control Room in addition to the established CCTV Control Room.
- 3.5 The 24-7 Control Room is intended, in the first instance, to provide support to Council employees working outside of "normal" office hours. These include Town Centre Wardens, Parks Wardens, Housing Wardens, Noisy Party Patrols, and a range of other "out of hours services".
- 3.6 This back-up includes a means of tracking the movements of employees working as 'lone workers'; a means of knowing who is around and where they are; and a means of responding to problems that arise, but which do not have an obvious point of resolution.
- 3.7 There are a number of enforcement and street-based services working from Brent House. The re-location will allow the Control Room Supervisors to work proactively with the various enforcement officers and warden services.
- 3.8 At present, the respective CCTV Control and 24-7 Control rooms are located on the same floor in Pyramid House, but are separated by the communal stairwell and corridor. There is no feasible way to more closely integrate these two facilities within the restricted confines of the Pyramid House premises.
- 3.9 The 24-7 Control Room does, as stated, become the Emergency Control Room in the event of a civil emergency. It is quite possible that the Council's response to such an emergency would be improved with close and direct access to the CCTV cameras.
- 3.10 Furthermore, the remote location of the Pyramid House premises and the fact that the recently extended lease lasts only until March 2007 necessitates a review of where the two respective Control facilities are to be located.
- 3.11 An opportunity now exists to relocate both the CCTV Control Room and the 24-7 Control Room to new accommodation at Brent House, recently vacated by the StreetCare and Generic Call Centres. The available accommodation

would allow for the two "Control" facilities to be located immediately next to each other and, in a major emergency/ incident/ event allowing or these two facilities to be brought physically together to facilitate a co-ordinated and properly controlled response and a more integrated approach to managing major local events such as those at the new Wembley National Stadium. Section 106 funds will be available for the Wembley CCTV systems and the cost of additional connections.

3.12 The works required include installing new cabling and communications systems between Pyramid House and Brent House; moving and rebuilding the CCTV Monitor Wall; moving and reinstalling a range of other communications equipment; and designing the most suitable layout for the new Brent House accommodation.

3.13 Given the nature of the work that would be involved in the relocation, the Council will need to enter into a contract for the necessary services. With an estimated value of £220,000, this would be a Medium Value Contract and the award is not subject to Executive approval. However, officers have taken the view that as security in the borough and at the new National Stadium will be a key interest of Members, pre-tender considerations should be notified to the Executive and these are set out below for information.

Ref.	Requirement	Response
(i)	The nature of the service.	Relocation of the CCTV Control and 24-7 Control Room facilities.
(ii)	The estimated value	£220,000.
(iii)	The contract term	Estimated completion date 30 th June, 2005.
(iv)	The tender procedure to be adopted.	Single stage tender.
(v)	The procurement timetable	Adverts placed in OJEC: 18 th January 2005 Deadline for tender submissions: 10 th March, 2005 Officer decision: 14 th March, 2005 Contract start date 15 th March, 2005
(vi)	The evaluation criteria and process	The process to be followed will be the appointment of the contractor who offers the most economically advantageous tender, rather than the lowest price. The outline evaluation criteria include price. Financial standing, technical capability, technical expertise, ability to facilitate the digitalisation of the Council's CCTV environment, robustness of the relocation solution including completion of the project on time, and the potential for building upon this in future years.
(vii)	Any business risks associated with entering the contract.	The funding proposals outlined in paragraph 4 of this Report are crucial to the ability to complete this proposed relocation. Any other

		delays in implementation or cost-overruns would need to be contained within available budgets.
(viii)	The Council's Best Value duties	The single stage competitive tendering exercise will assist the Council in achieving best value.
(ix)	Any staffing implications, including TUPE and pensions.	None
(x)	The relevant financial, legal and other considerations.	See below.

4.0 Financial Implications

- 4.1 The Council's Contract Standing Orders state that contracts for services with a value between £150k and £500k are designated as Medium Value contracts.
- 4.2 The estimated value of this contract is £220,000 and thus falls into this category. Standing Orders provide that Executive approval be sought for the seeking of expressions of interest or the awarding of contracts relating to services contracts of an estimated value of £500,000 or over. Accordingly, this contract does not require Executive approval. However, given the interest that Members may have in this area, particularly in relation to the new National Stadium, contract pre-tender considerations have been set out in this report by way of information. The contract value is in excess of the EU public procurement threshold for services and the award of the contract will therefore need to comply with EU Procurement Regulations.
- 4.3 A capital budget of £50,000 for costs associated with the current 24/7 Control Room is currently underspent by around £30,000. It is proposed to use the balance to contribute towards the full cost of relocation to Brent House which will necessitate rolling forward some of this capital budget provision into 2005-06.
- 4.4 There is also likely to be an underspend on the Control Room revenue budget resulting from the delay in recruiting to the new posts of Control Room Officers and Control Room Supervisors. This is currently estimated at around £180,000.
- 4.5 Any additional costs would be contained within available budgets for 2004-05 and 2005-06.
- 4.6 A further funding alternative is that the costs could be funded by substitution from within the Environment Capital Programme for 2004-05 and 2005-06. However, these resources are extremely limited and this course of action is not recommended.
- 4.7 Expenditure is to be incurred over the two financial years 2004-05 and 2005-06. Approval will be sought to carry forward any underspend on the relevant capital and revenue control room budgets, to avoid significant expenditure

falling on the 2005-06 StreetCare Budget and thus avoid jeopardising other StreetCare programmes and priorities.

- 4.8 At present the 2004-05 Environment Revenue Budget is projected to overspend by around £400k. If the proposals in this Report are not approved, then the £220k estimated costs could be used to defray this overspend.
- 4.9 However, the recommended relocation of the existing control rooms to Brent House will bring significant benefits to the Council organisation.

5.0 Legal Implications

- 5.1 Section 17 of the Crime and Disorder Act 1998 provides that it shall be the duty of every local authority to exercise its various functions with due regard to the need to do all that they reasonably can to prevent crime and disorder in their areas.
- 5.2 Section 163 of the Criminal Justice and Public Order Act 1994 allows local authorities to install equipment for recording visual images of events occurring on any land in their area if they consider such installation would promote the prevention of crime or the welfare of the victims of crime in their areas. This power includes the power to maintain, operate or arrange for the maintenance or operation of any such equipment.
- 5.3 As stated elsewhere in this report, the Council's CCTV facilities are also used by the Police. CCTV images (that are subject to processing on sophisticated systems such as the Council's) are "Personal Data" for the purposes of the Data Protection Act 1998 (data which relates to a living individual who can be identified from that data). Generally speaking, the Data Protection Act 1998 prohibits the disclosure of Personal Data without the consent of the data subject. However, Personal Data are exempt from the non-disclosure of information in any case where disclosure is for the prevention of crime. In addition s115 of the Crime and Disorder Act 1998 allows for the disclosure of information in such circumstances and accordingly, data sharing and the making of the Council's control rooms available to the Police should not be a breach of the Data Protection Act 1998.
- 5.4 As advised earlier in this report, the award of the contract for the relocation of the control rooms does not require Executive approval but officers have provided pre-tender considerations in this report for the information of Members. The award, however, is subject to the EU public procurement regulations.
- 5.5 The Management of Health & Safety at Work Regulations 1999 impose a duty on the Council, as employer, to make and give effect to such arrangements as are appropriate, having regard for the nature of activities....for the effective planning, organisation, control, monitoring and review of the preventative and protective measures. As an increasing number of Council employees are deployed outside of core hours the Council's ability to support and control these staff needs to develop to ensure that the risks associated with evening and night work are appropriately managed. The relocation of these facilities will enable the management of these services to be better integrated into the

core management structures of the Council rather than being managed as a specialised service from specialised site.

6.0 Diversity Implications

- 6.1 The proposed relocation will mean that the facility will meet the Council's requirements in terms of accessibility.
- 6.2 In terms of service delivery, officers have screened the proposals and do not consider that there are any particular diversity issues.

7.0 Staffing/Accommodation Implications (if appropriate)

- 7.1 The proposals involve relocating the two existing Control Rooms to a common location within Brent House. In turn, this will allow other accommodation issues to be resolved.

8.0 Environmental Implications

- 8.1 There are no specific environmental implications.

Background Papers

None

Contact Officers

Any person wishing to inspect the above papers should contact Keith Balmer, Director of StreetCare, 349-357 High Road, Wembley, Middlesex, HA9 8BZ.

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