

**ASHFIELD DISTRICT COUNCIL**



Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## Agenda

### **Scrutiny Panel B**

Date: **Thursday, 22nd March, 2018**

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Time: **6.30 pm**

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Venue: **Committee Room, Council Offices, Urban Road,  
Kirkby-in-Ashfield**

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For any further information please contact:

**Julie Robinson**

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01623 457316

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# **SCRUTINY PANEL B**

## **Membership**

**Chairman:** Councillor Helen Hollis

**Vice-Chairman:** Councillor Mike Smith

**Councillors:**

Rachel Bissett

Glenys Maxwell

Christine Quinn-Wilcox

Sam Wilson

Christian Chapman

Lauren Mitchell

Paul Roberts

## **FILMING/AUDIO RECORDING NOTICE**

This meeting may be subject to filming or audio recording. If you have any queries regarding this, please contact Members' Services on 01623 457316.

## **SUMMONS**

You are hereby requested to attend a meeting of the Scrutiny Panel B to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



**R. Mitchell**  
**Chief Executive**

## **AGENDA**

**Page**

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To approve as a correct record the minutes of a meeting of the Panel held on 16th January, 2018. 5 - 8
4. Scrutiny Review of CCTV. 9 - 16

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**SCRUTINY PANEL B**

**Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,**

**on Tuesday, 16th January, 2018 at 6.30 pm**

**Present:** Councillor Mike Smith in the Chair;

Councillors Christian Chapman, Glenys Maxwell,  
Christine Quinn-Wilcox and Paul Roberts.

**Apologies for Absence:** Councillors Rachel Bissett, Helen Hollis and  
Lauren Mitchell.

**Officers Present:** Kate Hill, Mike Joy and Julie Robinson.

**SB.11 Declarations of Disclosable Pecuniary or Personal Interests and  
Non Disclosable Pecuniary/Other Interests**

There were no declarations of interest.

**SB.12 Minutes**

RESOLVED

that the minutes of the meeting of the Panel held on 21<sup>st</sup> November, 2017 be  
received and approved as a correct record.

**SB.13 Scrutiny Introduction to Consideration of Attendance Management**

The Chairman introduced the item and explained that the topic had been  
placed on the Scrutiny Workplan to enable the Panel to consider how the  
Attendance Management Policy was supporting employees and helping to  
manage sickness absence in a constructive manner following its introduction  
in 2015.

He informed the Panel that this topic was last considered via the Scrutiny  
process in 2015 when the Attendance Management Policy was first  
introduced. At that time Members were supportive of the new approach  
following concerns about the Bradford Factor (the previous method and  
formula used to manage attendance) and were keen to ensure that the Policy  
was effective in supporting employees and managing attendance in a  
constructive way.

The scoping report presented to the Panel provides an overview of the current  
Attendance Management Policy for Members to consider and review any  
areas of concern or progress.

The Chairman welcomed to the meeting Kate Hill, Senior HR Adviser for the Ashfield and Mansfield HR Shared Service who was in attendance to assist Members in their consideration of this topic.

The Senior HR Advisor proceeded to give an overview of the impact of the Attendance Management Policy and summarise the various initiatives implemented over the last 2 years to improve employee attendance:-

The main points considered were as follows:-

#### Stress Action Plans

Stress Action Plans were introduced to help identify and address the reasons why employees were absent with stress.

#### Ashfield General Practitioners

Letters were sent to all Ashfield GP's explaining what support the Council could offer to help employees return to work.

The Senior HR Adviser reported that unfortunately there had been very little feedback from this exercise.

#### Employee Assistance Programme

The introduction of a new 'Employee Assistance Programme' to provide counselling, online information and signposting to support.

#### Quarterly Meetings

Quarterly meetings between Human Resources and Directors are scheduled to discuss and review sickness absences and progress against the targets.

#### Promoting Health Lifestyles

Promotion of healthy lifestyles including the introduction of workplace health schemes, exercise referral schemes, stop smoking and weight management services.

#### Physiotherapy Service

Greater use of the physiotherapy service to assist employees with muscular/skeletal problems.

The Senior HR Adviser reported that the main objective of the Policy was to provide a framework for supporting employees to maintain expected levels of attendance. In addition to this the Human Resources Team provide a wealth of support and advice to ensure that attendance management was effectively monitored and administrated.

The Senior HR Adviser briefly outlined a number of other procedures that are in place to enable the Human Resources Team to observe the Attendance Management Policy and support employees including:-

- Monthly reports highlighting target/sickness.
- Monthly absence trigger reports for both short term and long term absence.

- Attendance at CLT to provide regular updates an attendance/sickness levels.
- Referrals to occupational health and/or support providers.
- Promotion of workplace health activities (holistic therapies, walking/fitness groups, yoga etc.).
- Development of workplace Health Champions.
- Identifying mental health problems in employees and rolling out mental health training.

The Senior HR Adviser also referred to the performance data for sickness absence figures for 2016/17 and 2017/18 respectively.

Members were advised that in 2016/17 the target was set at 10 days however, the actual sickness absence figure was 8.53 days per full time employee. In 2017/18 from April to September the target was set at 4.75 days (for 6 months) and the actual sickness absence figure was 4.38 days per full time employee with the target for the full year being 9.5 days per full time employee.

The Senior HR Adviser informed the Panel that the performance data for Quarter 3 (207/18) would be submitted to Cabinet in February. However, she asked Members to be mindful that sickness figures for December were likely to show an increase due to a rise in flu cases. Furthermore, there were also a number of long term absences in the workplace but all cases were being monitored.

Following the presentation Panel Members took the opportunity to ask questions of the Senior HR Adviser and in doing so discussed the following:-

- The significant improvement on sickness absence figures which was beneficial to both the employer and the employee.
- The impact of long term/disability sickness on performance data/targets.
- Disappointed that local GP's had been reluctant to get involved in explaining what support the Council could offer to employees returning to work after a period of absence.

The Scrutiny Manager suggested that this matter could be referred to the Health and Well Being Board for consideration.

- Were Managers able to consistently meet targets?
- How was the sickness absence data analysed?
- Relationships between Managers and staff and its impact on the attendance management process.
- Does Ashfield District Council have an ideal target figure they would like to reach in respect of sickness absence levels?

Following conclusion of the presentation and debate, the Chairman took the opportunity to thank the Senior HR Adviser for her informative update and valuable contributions towards the Panel's review.

Members acknowledged that significant measures had been put in place to improve sickness absence levels, support staff and introduce healthy workplace initiatives in line with the objectives of the Attendance Management Policy.

**RESOLVED**

that the following observations of the Panel be forwarded on to the Interim Director of Place and Communities and the Portfolio Holder for Corporate Resources and Finance for their information:-

- a) the concerns of this Panel with regard to the lack of co-operation from local GP's in explaining what support the Council could offer to employees returning to work after a period of absence be forwarded onto the Health and Well Being Board for their attention;
- b) thanks and appreciation be forwarded onto the HR Team for their efforts in implementing the Attendance Management Policy and to employees for their contributions in improving the sickness absence levels;
- c) recognition of the effective preventative measures that have been put in place for employees through the various workplace initiatives;
- d) consideration be given to setting realistic and achievable sickness absence targets for employees in a more innovative way.

The meeting closed at 7.15 p.m.

Chairman.



<b>Report To:</b>	<b>SCRUTINY PANEL B</b>	<b>Date:</b>	<b>22 MARCH 2018</b>
<b>Heading:</b>	<b>SCRUTINY REVIEW OF CCTV</b>		
<b>Portfolio Holder:</b>			
<b>Ward/s:</b>	<b>ALL</b>		
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

## **Purpose of Report**

This topic was added to the Scrutiny Workplan to gain an understanding of CCTV, how it contributes to the Council's Corporate Priorities and consider the impact they have within the Community.

The Panel held an introductory meeting on this topic in October 2017 to agree the terms of reference and discuss the topic with the interim Community Safety Manager. At that meeting Members expressed an interest in a site visit to view the control centre and see how it operates on a day to day basis. Whilst this visit was postponed due to a delay in the official launch, it has now been arranged for Wednesday 21 March. This report aims to focus Members on how to progress the review forward to address the objectives identified in the Terms of Reference.

## **Recommendation(s)**

- Note the information contained in this report
- Discuss the outcomes of the site visit
- Identify any further information required to carry out the review

## **Reasons for Recommendation(s)**

CCTV was added to the Scrutiny Workplan in September 2017.

## **Alternative Options Considered**

*(with reasons why not adopted)*

No alternative options considered yet, any considerations following the review will be detailed to a report to Cabinet in due course.

## **Detailed Information**

At the last meeting of the Panel in consideration of this topic Members agreed that the terms of reference would be to;

“gain an understanding of CCTV, how it contributes to the Council’s Corporate Priorities and consider the impact they have within the Community”.

In doing so, Members are interested in;

- Performance – How many incidents are captured, and how many lead to prosecutions
- Impact – in choosing locations has there been any demonstrable reduction in crime where cameras are located
- Community Perception – what impact does CCTV have with the community and their perceptions of safety
- Best Practice – How do other authorities utilise CCTV to reduce crime and the perceptions of Crime

## **Ashfield District Council’s CCTV Coverage**

Ashfield District Council’s CCTV coverage is provided through a Service Level Agreement arrangement with Newark and Sherwood District Council. In addition to supplying Ashfield District Council’s CCTV Coverage, Newark and Sherwood also supply, monitor and maintain coverage for Broxtowe Borough Council.

As part of the agreement, Ashfield District Council have 29 wireless CCTV cameras across the 3 town centres and other key locations. In addition there are 2 cameras than can be moved to hot spot locations.

The cameras are monitored 24 hours each and every day at a state of the art control room sited within Nottinghamshire Police headquarters. In addition the control room staff provide a 24hr contact centre for some of the council out-of-hours services.

## **Performance Information**

Newark and Sherwood Council provide monitoring reports on request on the number of incidents and how they were captured monthly. Appendix A gives a breakdown for Ashfield by category for 2017.

It demonstrates that over all crime categories reported, CCTV captured or reported 17.25% of reported crime in the area. This accounted for 64 out of 371 incidents. Crime reported through CCTV peaked during November and December 2017 (30.56% & 30.95%).

There is no reliable way to report how many offences were prevented through the deterrent effect. It is also difficult to report the confidence gained by visitors to the town centres or quantify the risk of reduction in visitor confidence or numbers if CCTV were removed.

A representative from Newark and Sherwood has confirmed that the specifics of performance information can be extracted to suit each authority. Members may wish to consider what type of information would be most useful for consideration of this topic and for future monitoring.

## **The Shared Service**

In addition to Newark and Sherwood, Ashfield and Broxtowe, the Police are additional key stakeholders and have direct access to images in the event of an emergency situation. For comparison NSDC have 79 cameras and BBC have 63 cameras. Ashfield District Council CCTV function is managed by the Community Protection service as part of the Place and Communities Directorate.

## **Why Does Ashfield Have a CCTV System**

As well as detection uses, CCTV is also considered to have preventative/deterrent and reassurance effects. It can make people and communities feel safer and many have considerable confidence in its deterrent value. CCTV is most beneficial when used in conjunction with other crime reduction measures and adapted to local setting and needs. Overall, CCTV can;

- Prevent crime from happening by early identification of risk, opportunity and potential crime hotspots
- Provide an increased rate of prosecution of offenders using CCTV pictures as evidence
- Contribute towards the package of measures detecting and reducing crime like policing, lighting and the overall environment and regeneration of an area
- Provide reassurance to the public and reduce the fear of crime

Ashfield District Council use CCTV for the following purposes;

- Protecting areas and premises
- Deterring and detecting crime and anti-social behaviour;
- Assisting in the identification of offenders leading to their arrest and successful prosecution or other appropriate action;
- Reducing fear of crime, anti-social behaviour and aggression;
- Maintaining and enhancing the commercial viability of the directly monitored locations and encouraging continued investment.

## **CCTV – Legislation, Data Protection and Security**

CCTV is provided for the benefit of the community - to deter and detect acts of crime and disorder. The Shared Service CCTV system is run in accordance with data protection and human rights legislation and never to the detriment of any individual. The CCTV system is also run in line with a code of practice.

All activities and incidents covered within the control room are logged. Access to the control room is restricted and regular visits and inspections of are made by an independent inspector.

To advertise and warn people of CCTV, all areas with cameras have signs with a contact number in case of complaint or query. To ensure that no camera can see into a private property, an automatic 'privacy zone' blanks out the images within the windows.

The Surveillance Camera Commissioner has issued a Surveillance Camera Code of Practice under the Freedoms Act 2012. It provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities. The Council is defined as a relevant authority by Section 33 of the Act, and as such must have regard to the code when exercising any functions to which the code relates.

The stated purpose of the Surveillance Camera Code of Practice is to ensure that individuals and wider communities have confidence that surveillance cameras are deployed to protect and support them, and ensure there is no misuse or abuse. That wherever overt surveillance cameras are in a public place, the cameras are placed in pursuit of a legitimate aim, necessary to meet a pressing need, and compliant with legislation.

The code of practice sets out 12 guiding principles, creating a framework to ensure operators and users of surveillance camera systems do so in a proportionate and transparent manner, and systems are, whilst capable of providing good quality images and other information which is fit for purpose, consistent with a legitimate aim and pressing need. Any system should achieve the most appropriate balance between public protection and individual privacy.

Adherence to the code significantly supports legal obligations under the Protection of Freedoms Act 2012, to protect personal data under the Data Protection Act 1998 and to adherence of Article 8 of the Human Rights Act 1998 – right to respect for private and family life.

### **Public Perceptions of CCTV**

Members may wish to consider how best to gain public perceptions of CCTV of safety and crime issues and the impact that CCTV has in their area / Town. There are a number of different ways which can be explored to facilitate this including;

- Internet / social media questionnaire
- Utilising the Citizens Panel
- Questionnaire to local businesses etc

### **Next Steps**

Unfortunately due to schedules, a representative from Newark and Sherwood District Council is unavailable to attend the Panel meeting but has offered to attend at a later date. The Panel may wish to consider holding a working group meeting with all identified attendees on a date to be discussed.

In progressing this review, Members of the Panel should consider;

- Site Visit – Scheduled for Wednesday 21 March, Members of the Panel have been contacted accordingly
- Identify any required further information, including statistics, research & benchmarking;
- Specify any further expert witnesses;
- Consider any public feedback required.

### **Implications**

#### **Corporate Plan:**

Communities and Environment;

- Ensure the foundations for a good quality of life are in place; reducing crime and antisocial behaviour and facilitating cleaner and more attractive neighbourhoods
- Work with our partners to ensure we deliver services centred on the needs of people and places, rather than existing teams, agencies or institutions

**Legal:**

In addition to Council policies, procedures, guidelines and Codes of Practice, CCTV and its operation are subject to legislation under:

- Government codes of practice.
- The Data Protection Act 1998 (DPA).
- The Human Rights Act 1998 (HRA).
- The Freedom of Information Act 2000 (FOIA).
- The Regulation of Investigatory Powers Act 2000 (RIPA).
- The Protection of Freedoms Act 2012.

**Finance:**

There are no financial implications arising from this report at this stage of the review, should any be identified during the course of this Scrutiny Review, appropriate advice will be sought from Finance.

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

**Risk:**

Risk	Mitigation
There have been no risks yet identified at this stage of the review, any risks identified will be appropriately considered with consideration given to mitigation actions.	None yet identified.

**Human Resources:**

There are no HR implications identified in this report, any considerations will give attention to HR and seek appropriate advice.

**Equalities:**

Consideration of this topic will take into account any equalities issues resulting from the

research, findings and subsequent recommendations.

**Other Implications:**

None identified at this stage of the review.

**Reason(s) for Urgency**

*None*

**Reason(s) for Exemption**

*None*

**Report Author and Contact Officer**

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## Appendix A – Crime in Ashfield by Category and CCTV

ASHFIELD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Yearly Total
Alarms	0	0	1	0	0	0	1	0	2	1	0	0	5
Animal Welfare	0	0	0	0	0	0	0	0	1	0	0	0	1
Anti Social Behaviour	2	1	3	4	2	1	2	3	8	10	7	4	47
Arson / Fire	1	0	0	0	0	0	0	0	0	0	0	0	1
Assault	5	0	2	1	5	0	3	2	1	2	1	3	25
Collapsed Person	0	0	0	2	0	0	0	0	1	0	2	0	5
Criminal Damage	0	0	0	0	0	1	0	4	0	0	0	2	7
Domestic	1	0	0	3	3	1	3	2	0	0	0	1	14
Drugs	0	0	0	0	0	0	0	0	0	0	1	0	1
Drunk and Disorderly	0	0	0	0	0	0	0	0	2	0	0	1	3
Emergency Services	0	0	0	0	0	0	0	0	0	1	1	0	2
Fly Posting	0	0	0	0	0	0	0	0	0	0	0	0	0
Misper	3	4	2	3	6	4	5	1	4	7	2	2	43
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Order	6	7	3	6	6	1	5	7	5	16	6	11	79
RTC	0	2	0	0	0	2	0	0	2	1	0	4	11
Robbery / Theft / Burglary	0	2	2	3	0	0	0	0	0	2	3	1	13
Shop Theft	2	0	1	1	0	1	1	0	0	2	1	2	11
Self Harm	1	1	0	1	1	1	1	1	1	0	0	0	8
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Shop / Pub Watch	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspicious	2	2	2	4	2	3	0	7	8	8	5	5	48

Traffic Offences	3	0	1	1	0	0	1	0	0	2	4	4	16
Underage Drinking	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Crime	0	0	0	0	1	0	0	1	1	1	0	1	5
Wanted Person	2	1	1	0	0	2	2	1	1	2	2	0	14
Other	0	2	0	3	0	0	1	0	2	2	1	1	12
Total	28	22	18	32	26	17	25	29	39	57	36	42	371

CCTV	6	5	3	7	2	0	1	3	7	6	11	13	Yearly Total
	21.43%	22.73%	16.67%	21.88%	7.69%	0.00%	4.00%	10.34%	17.95%	10.53%	30.56%	30.95%	64
Police	17	17	14	22	24	17	24	26	32	51	25	29	17.25%
Shop / Pub Watch	5	0	1	2	0	0	0	0	0	0	0	0	298
Other	0	0	0	1	0	0	0	0	0	0	0	0	8
													1
Arrests	3	0	0	6	5	1	1	0	4	0	2	7	
													29
Viewings	9	6	8	10	8	9	11	20	1	11	5	6	104
Evidence produced	3	2	3	1	4	4	2	5	0	0	0	0	24