

**Decision under Delegated Powers****Officer Requesting Decision**

Community Safety Manager

**Officer Making the Decision**

Head of Neighbourhood Services

**Recommendation**

That approval is given to increase the CCTV Advisor Establishment from; 4 x 35 hour CCTV Advisor posts and a p/t 11.5 hours post (a total of 151.5 hours) to 5 x 35 hour CCTV Advisor posts (a total of 175 hours).

**Reason**

To enable the continued delivery of a 24/7 365 days per year, monitoring service, without heavy reliance on casual or agency staff.

**Authority for Decision**

In accordance with the scheme of delegation of Council Functions to the Head of Paid Service, item 6 allows the Head of Paid Service "to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case".

This has been delegated to Heads of Services in certain situations (DD 28 11/12), which this falls within.

**Decision and Date**

*Julie Robinson* 15/5/15

## Background

The CCTV Service was the subject of both an Officer Review and a Scrutiny Management Board Review in 2013, following which Cabinet endorsed a decision to retain a 24/7 365 days a year, monitoring service. At the time the Service had in post, 1 FTE Team Leader and 4 x 35 hr CCTV Advisors. In addition, it carried a vacant part-time post which equated to 11.5 hours; these being covered by a very small bank of casual staff. Both reviews and subsequently Cabinet, recognised that 5 x 35 hr Advisor posts were necessary to provide 24/7 cover but at that time, it was hoped this could be achieved with 4.5 paid Advisor posts with the remaining 0.5 post being covered by volunteer staff. Unfortunately, this aspiration was not achieved for the following reasons:-

- Staff working in the CCTV Service, including volunteer staff need to be adequately screened from a security perspective and must hold a valid SIA (Security Industry Association) CCTV Badge (the reason being that CBC monitors CCTV cameras for third parties).
- To obtain this badge, staff must hold a relevant BTEC Level 2 qualification, the cost of which is somewhere between £700 and £1,000.
- Many volunteer staff hold full time day jobs and are therefore only able to cover CCTV Advisor duties during the evenings and weekends. However, CCTV Advisor cover is required across a full 24 hour period.
- It had been hoped to realise a partnership arrangement with the Police Volunteer Staff Team, but this never came to fruition as the Police Volunteer Coordinator Post became vacant and it was not therefore possible to pursue this avenue of support.
- Whilst examples could be found of other CCTV Services using volunteer staff, these tended to be in local authorities that only monitored cameras that they owned (negating the need to appoint SIA Badged Staff).
- Feedback from other CCTV Services in a similar position to ourselves, was that the expense incurred in training and qualifying voluntary staff, did not represent value for money when set against the small number of hours provided and the 'limited longevity' of most volunteers.

Since 2013, staffing within the CCTV Service has been destabilised on more than one occasion; firstly due to an officer resignation and more latterly, as the result of an unavoidable and extended officer absence.

To some extent, we have now succeeded in stabilising the staffing situation. A new CCTV Team Leader (promoted from his existing post of CCTV Advisor) and 2 new CCTV Advisors have been appointed, providing a complement of one FTE Team Leader and 3 x 35hr CCTV Advisors. One 35 hour post remains vacant which now needs to be recruited to. This leaves the remaining balance of the 11.5 hour part time post on the establishment. The proposal is to uplift the permanent establishment by 23.5 hours, to 175 hours, to allow sufficient hours to create another 35 hour CCTV Advisor post. These hours are currently being covered by Casual Staff.

There is sufficient budget to increase the establishment by 23.5 hours and would still leave sufficient funds in the account to cover sickness/leave/additional out of hours payments as needed.

### Staffing Implications

There are no staffing implications. All existing permanent staff will be unaffected. The 2 vacant CCTV Advisor posts will be advertised and the existing casual staff, currently covering the vacant hours, will be eligible to apply for the permanent vacancies when they are advertised.

### Summary of Advice provided by HR

HR Advisor: Anna Cairns (27/4/15)

From a HR point of view as long as there is sufficient budget, the normal recruitment process should be followed for the recruitment of any additional staff.

### Financial Implications

The available CCTV Advisor Staff budget is **£156,700**. The cost of the existing staff cover (4 x 35hr posts and an 11.5hr post) is **£126,200**, leaving a balance of **£30,500**. The cost of the extra 23.5 hours, at the top of Scale 4 (SPC 21) is **£21,500**, including approximately £4,000 for out of hours, Saturday and Sunday payments).

This additional cost can be funded out of the existing budget, leaving approximately **£9,000** on the account to cover for sickness, leave and additional out of hours payments as needed.

### Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to appoint a further 2 x 35hr CCTV Advisors (bringing the full complement up to 5 x 35hr CCTV Advisors), may prevent the service from continuing to deliver a 24/7 365 days a year, monitoring service.	Low	High	Reduction in monitoring hours to critical periods only, leaving the service unstaffed during periods of low risk.

**Key Decision**                      No

### Background Papers;

- Final CCTV Service Review Cabinet Report and Full Options Appraisal – May 2014

