

Report of Chief Officer Community Safety & Chief Officer Property and Contracts

Report to Director of Environments and Housing

Date: 23 November 2015

Subject: Leedswatch Housing Leeds CCTV Engineers Assistant

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Leedswatch CCTV service is a high profile front line service. The Leeds CCTV network is extensive and covers public space within the City Centre, District Town Centres, residential estates and Council owned tower blocks in the East of the city.
2. Since early 2015/16, the Leedswatch Engineering section has provided a design, installation, maintenance and repair service for the Housing Leeds Service for cameras in the Tower Blocks to the East of the city. Housing Leeds has transferred 1 x C3 CCTV Engineer post to Leedswatch, to support this work. Housing Leeds has agreed to transfer the budget for a vacant SO2 CCTV Engineer post, to support the ongoing design, installation, maintenance and repair of CCTV cameras in tower blocks to the West of the City
3. This report seeks approval to create and recruit one new C3 CCTV Engineers Assistant post in order to create additional capacity to support the installation, maintenance and repair of newly installed CCTV cameras across the Housing Leeds portfolio.

4. The remaining budget, will support interim honorarium arrangements for the existing PO2 CCTV Engineer Manager and SO2 CCTV Engineer, to create additional capacity within the service, whilst development work takes place to support the development and delivery of service efficiencies and improvements, pending a restructure of the engineering section in 2016/17.

Recommendations

The Director of Environments and Housing is asked to:

- To approve the creation and appointment of a new C3 CCTV Engineers Assistant within the LeedsWatch service, to support the delivery of a maintenance and repair service for new Housing Leeds CCTV installations.
- Agree that the remaining budget is used to support interim honorariums, pending a restructure of the LeedsWatch Engineering section.

1 Purpose of this report

1.1 This report seeks to increase the existing LeedsWatch structure by adding:

- 1 x C3 CCTV Engineers Assistant

1.2 The creation of this post will provide additional capacity within LeedsWatch, to support the delivery of a CCTV maintenance and repair service to for new CCTV installations in the West of the City and 7 new environmental schemes.

2 Background information

2.1 The LeedsWatch service has undergone significant redesign and improvement, and over the past 6 months has taken over the design, repair and maintenance of Housing Leeds CCTV cameras in Tower Blocks in the East of the city.

2.2 In April 2015, a C3 CCTV Assistant post was transferred to the service to support the repair and maintenance of cameras in Tower Blocks in the East of the city. This role is now embedded within the LeedsWatch Engineering Team. Housing Leeds has agreed to transfer the budget for a SO2 CCTV Manager to LeedsWatch to increase

engineering capacity as the CCTV network is expanded to Tower Blocks across the West of the city.

3 Main issues

3.1 At present the Leedswatch Engineering section consists of 4 Officers:

- PO2 CCTV Engineer Manager – General Fund
- SO2 CCTV Engineer - General Fund
- C3 CCTV Assistant - Housing Leeds East Engineer funded via HRA
- B3 BLE Engineer – BLE funded via income from BLE enforcement

3.2 At present, Leedswatch are providing a maintenance service to Housing Leeds within existing resources, and at times, this is at the expense of other income generating work and also the repair of their own network of cameras. The creation of an additional post using an existing budget, will enable the service to better meet the needs of the Housing Leeds, and also provide capacity for the engineering section to pursue other income generating business from across the council and other partners.

3.3 A Service Level Agreement is in development and Job Description is attached at appendix 1.

3.4 It is proposed that any surplus budget from the transfer of a SO2 post, is used to support additional management costs and provide capacity within the engineering team, by awarding the existing PO2 CCTV Engineer Manager and SO2 Engineer temporary honorariums pending a restructure of the section in 2016/17. This will create capacity at management level to enable the service to work with Housing Leeds and other partners to improve and develop the Leeds CCTV network, and also deliver efficiencies through the use of new technology.

4.0 Workforce Implications

4.1 The staff employed maybe be required to undergo the appropriate vetting procedures via West Yorkshire Police.

4.2 Training will be required initially to familiarise the engineer with the Housing Leeds and LeedsWatch CCTV systems. If specialist training is required specifically for the Housing Leeds system – specifically DVTel, additional costs may be incurred.

4.3 A Job Description has been developed and put through the Job Evaluation process which has determined the post at NJC C3 grade.

5 Corporate Considerations

5.1 Discussions are taking place with Property and Contracts, regarding the transfer of an existing team of CCTV/Alarm Engineers, however, should these officers be transferred, they will do so with a full work programme leaving no capacity to support the new Housing Leeds CCTV schemes.

5.2 Creating capacity in the current CCTV engineering section will support the LeedsWatch ambition to become the ‘one-stop-shop’ for all CCTV provision across the Council.

6.0 Consultation and Engagement

6.1 Consultation with the Director of Environments and Housing, the Chief Officers and Heads of Service within Housing Leeds has taken place, and it has been agreed that the budget for the vacant SO2 CCTV Engineering Manager post can be transferred to creation of an additional C3 CCTV Assistant post and add capacity to the existing management team within the LeedsWatch CCTV engineering section.

6.2 The Trade Unions were presented with the proposal and no issues have been raised.

7.0 Equality and Diversity / Cohesion and Integration

7.1 There are no foreseen implications affecting equality, diversity, cohesion or integration resulting from these proposals. Equality, diversity, cohesion and integration screening has taken place.

8.0 Council policies and City Priorities

8.1 The LeedsWatch service plays a pivotal role in helping to keep the City safe and achieve its ambition to become the best city to live and work in the UK. In addition to monitoring the city's public surveillance network, the service also delivers:

- Alarm Monitoring and Response Service to Council and Other Buildings
- Estate Patrols
- Lone Worker Monitoring
- Monitoring of all 26 Metro Bus Stations Across West Yorkshire
- Installation and Maintenance and Repair Service for CCTV & ANPR Cameras

9.0 Resource

9.1 The cost to employ a C3 CCTV Engineers Assistant with on costs amounts to £27,727 per annum including on-costs. It has been agreed that the costs for this engineer will be funded via the HRA budget.

9.2 The remaining budget will be used to award temporary honorarium payments to the existing PO2 CCTV Engineer Manager and SO2 CCTV Engineer to create capacity pending a service restructure in 2016/17. This can be achieved within exiting budgets. The additional duties have been though job evaluation, and the honoraria will end at the latest 30th September 2016.

10.0 Legal Implications, Access to Information and Call In

10.1 This is an administrative decision and therefore not subject to call in.

11.0 Risk Management

11.1 Housing Leeds is investing significant amounts of money to install CCTV in all the City's Tower Blocks as part of its Tower Blocks investment programme. This is part of an overarching strategy to:

- Increased tenant satisfaction with the services delivered and the neighbourhood
- Improved quality to the inside of the blocks and immediate neighbourhood
- Greater engagement with tenants living in the blocks
- Increased employment opportunities for tenants
- Improved mental health of residents
- Improved links and access with Housing services and partner agencies

- Reduced debt and rent arrears
- Increased tenancy sustainment
- Increased demand to live in the accommodation
- Decreased number of voids
- Increased rent collection

11.2 Failure to ensure that CCTV cameras are fully operational, may undermine the key outcomes of the strategy, as tenant safety and security is reported as one of the main issues frequently raised by residents.

11.3 Recruitment delays, due to lack of experienced individuals in the talent pool and internally. Business case for external recruitment will be completed alongside the SAF.

11.4 Business case for interim honorarium payments have been completed and submitted to the Chief Officer for Community Safety.

12.0 Recommendations

12.1 The Director of Environments and Housing is asked to:

- To approve the creation and appointment of a new C3 CCTV Engineers Assistant within the Leedswatch service, to support the delivery of a maintenance and repair service for new Housing Leeds CCTV installations.
- Agree that the remaining budget be used to support interim honorariums, pending a restructure of the Leedswatch Engineering section in 2016/17.

13.0 Background documents

13.1 Job Description

13.2 Equality Screening Document