

Minutes

Surveillance Camera Standards Group - Minutes of Meeting

Location **2 Marsham Street**
Date **22 January 2014**
Time **11:00 to 13:30**

Apologies

Andrew Rennison	Surveillance Camera Commissioner
Alastair Thomas	Home Office
Peter Webster	CCTV User Group – Slough Borough Council
Ian Cunningham	Police
Anne Hayes	British Standards Institution (BSI)
Mark Norris (MN)	Local Government Association
Gery McLaughlin (GM)	Scottish Government

Attendees

Alex Carmichael – Chair (AC)	British Security Industry Association
Neil Cohen (NC)	Home Office - Centre for Applied Science and Technology (CAST)
William Jordan (WJ)	Police
Sara Walton (SW)	British Standards Institution (BSI)
Terri Jones (TJ)	Skills for Security
Peter Fry (PF)	CCTV Users Group
Mike Jay (MJ)	RISC Authority
Gordon McLanaghan (GM)	CCTV Managers Association
Alan Gardener (AG)	CCTV National Standards Forum
Tony Weeks (TW)	National Security Inspectorate (NSI)
Stephen Grieve (SG)	SSAIB
Kishor Mistry (KM)	Office of the Surveillance Camera Commissioner
Mick Kelly (MK)	Office of the Surveillance Camera Commissioner
Bunmi O'Tola (BO)	Office of the Surveillance Camera Commissioner

Action Points

	Action	Owner	Target date
1	Discuss the idea of CCTV following the same route as Forensic testing under ISO1705 with the commissioner.	KM	Ongoing
2	Read the relevant NOSs and identify any gaps or additional training requirements	All	Next Meeting
3	Consider what ANPR steps should be included in the framework	NC	Next meeting
4	Speak to Jonathan Bamford (ICO) regarding the data issues around body worn videos	KM/NC	Next meeting

1. Welcome and Introductions

- 1.1. AC welcomed the members and explained that the Commissioner had asked him to chair the group. This was followed by introductions and apologies.
- 1.2. The group went over the minutes of the last meeting which were adopted.

2. Framework purpose and background

- 2.1. AC reminded the group that the task was to develop a standards framework as stated in principle 8 of the surveillance camera code of practice. He went through the process of developing the draft standards framework that had been circulated to the group. He explained that the Commissioner wanted a standards framework that is understandable, practical, affordable and provides choice. He then went through the conference presentation - CCTV Standards Framework Presentation. The presentation explained that the standards framework will support the code of practice and make it easier for the end users. The ultimate aim is to improve confidence in public CCTV and to drive transparency.

3. Draft Framework

- 3.1. Having provided the background AC referred the group to the draft standards framework and explained the content. He stated that the actions listed indicated steps to go through from conception of a surveillance camera system through to judgement of the images. He further explained that he had listed the principles he considered relevant to each action. The standard column refers to the national standards, in this case the British Standards, while the guidance column refers to relevant guidance provided by different organisations. AC asked the group if they considered the draft framework to be on the right track. He asked if there were any actions or columns missing. This led on to a general discussion around the draft framework.

4 Group discussion on the draft framework

- 4.1. AG asked if a paragraph at the start of the framework explaining its purpose would help others to understand the purpose of the framework. This will help authorities to recognise the usefulness of the standards. After a discussion around this it was agreed that a glossary of terms should be included in the document to make it more user friendly.
- 4.2. There was a further discussion around this and whether the decision to use CCTV is one that should have been made before the operational requirements stage. It was agreed that the operational requirements column could be split into two – one outlining whether a surveillance camera system is needed and the other outlining the requirements if it is needed.
- 4.3. AG produced a list of things that he wants to be included in the framework (see annex A).
- 4.4. The group discussed vetting for CCTV operators particularly regarding access to Police Airwave radio. It was noted that the work being taken forward should lead to a more consistent approach in the vetting non-police personnel require to access police systems.
- 4.5. Other areas of discussion included the ISO1705 – forensic testing. There was a question around whether the training on the use of surveillance cameras should go down the same route as forensic testing standard. **(Action point 1)** The link between ISO1705 and CCTV was discussed and where the two cross over.
- 4.6. Another topic that was discussed was performance management and evaluation. SG noted that evaluation had to be linked in to operational performance and there has to be an evaluation of the organisation that is using the system. It was also suggested that the police national recording system should be included in section 13.

- 4.7. Training was discussed in detail and the group was asked to identify what training is available and what the gaps are. There is a need to identify what specialist training is available and at what levels. AC asked the group to evaluate the NOSs listed in the framework as well as any others that might be relevant. **(Action point 2)** AC made the group aware that any additional training or NOSs will be an additional cost to organisations and they should bear in mind one of the goals is affordability.
- 4.8. PW asked if the group was looking at the framework the right way round. He suggested that an explanation of the principles listed in the code could be useful so that users would know if they are complying with the code. It was agreed that the self assessment workbook would address the individual principles and what is expected to show compliance.
- 4.9. NC noted that the framework focused on CCTV and there were other surveillance camera systems e.g. ANPR and body worn video on which more information is needed. **(Action point 3)** There was a further discussion around body worn video and when and how the data recorded is being used. It was suggested that this is an issue to be taken to the ICO – Jonathan Bamford. **(Action point 4)**
- 4.10. There was also a discussion around the responsibility column and whether there was a need to further populate it, particularly where the responsibility is given to the end user. AC explained that the end user is the decision maker and therefore has to take responsibility for the system even where they use consultants. He further explained that it is important to have the responsibility assigned to each action as it will ensure that guidance or standards are focused on the right person when they are reviewed or updated.

5 Next Steps

- 5.1. Every member of the group to look at the framework in detail and identify any gaps.
- 5.2. Have discussions about the framework within relevant organisations and get feedback.
- 5.3. Group members to look at all aspects of the framework and ask themselves the following:
 - Are there any actions missing?
 - Are the principles listed against each action the right ones?
 - Is the training the correct training?
 - Are there any standards missing? If so, which ones?
 - Are there any organisation's guidance missing? If so, which ones?
 - Should evaluation be included in the framework? If so, where should it be included?
 - Are there other organisations that should be involved in this?
 - What else should be included in the framework and why?
- 5.4. AC reminded the group that the framework presented is not a 'to do' guide but is pulling together everything that is out there into one place. The overall aim is to have a framework that is coherent and understandable and presents options for the end-user that are affordable and simple. He emphasised the need to engage with all relevant stakeholders and stated that he would be happy to talk to various groups if required.

6 Additional Thoughts

- 6.1. Important to find out what the police want to be included in the framework.
- 6.2. Make sure the framework remains small with references to other documents where necessary.
- 6.3. Consider whether there is a need for a service level agreement.
- 6.4. Should joint working be included in the framework such as when providing a service on behalf of another organisation?
- 6.5. Should each action have a verbal description?
- 6.6. BS7958 is currently under review so it is important for any suggestions to be forwarded to the review board as soon as possible.
- 6.7. AC informed the group that there will be a need for volunteers to work on developing various aspects of the framework once the content has been agreed.

7 Next meeting

- 7.1. Next meeting will be on 14 April 2014 at 11:00am.
- 7.2. The aim of that meeting will be to discuss the framework in detail and get the agreement of everyone member of the board.

Home Office Standards for CCTV – considerations by Alan Gardner FSYI

	Area	Standards/Bodies
1	Vetting standards – Public systems (police linked) / CPNI / Others – Operator/ Manager levels possible NPPV1 enhanced? - operators	Police national policy on Vetting to become statutory/ also SIA reworking PSS license training for operators/ revoking front line managers licenses?
2	Training – CCTV operators (public/police linked)/CPNI risk/ Others	Skills For Security, Security Institute, CPNI, TAVCOM and other training providers, SIA
3	Training – supervisors(public/police linked)/ CPNI risk/ Others Level 3 but no standard content developed/ agreed by sector	Skills For Security, Security Institute, CPNI, TAVCOM and other training providers, SIA SI has level 3 security supervisors certificate
4	Training – CCTV Managers (Level 4 operational, Level 5 strategic) No standards developed/agreed by sector	Skills For Security, Security Institute, CPNI, TAVCOM and other training providers, SIA SI has Level 5 security Diploma/ TAVCOM level 5 technical Diploma
5	Training – National Security (CPNI) module	CPNI doing work in this area – to be adopted into training requirements for all operators/ SIA licence requirement!!
6	Training – Technical CCTV systems and IT security – level 3-4 for Managers and procurers of systems, suitable physics/IT degree etc. for security consultants	TAVCOM appear to lead on high level technical training specific to security industry
7	Current list of standards needs to be separated out (traffic light?) into new standards/ 3-4 years old, 5 years plus to show clearly when last updated	Require to traffic light out new from old standards
8	It is not clear what many of the standards actually are for	Require a paragraph to describe scope and extent of standard