

Minutes

Surveillance Camera Commissioner's Standard Board

Date: 13 April 2015

Time: 11:00 to 14:00

Venue: 2MS Conference Room

Chair: Alex Carmichael

Attendees

Alex Carmichael (AC)	SSAIB
Tony Porter	Surveillance Camera Commissioner
Dave Wilkinson	BSIA
Peter Fry	CCTV User Group
Katie Richardson	Lancashire Constabulary
Tony Weeks	National Security Inspectorate
Neil Cohen	Home Office CAST
Sara Walton	British Standard Institute
Oliver Martin	London Borough of Ealing
Tony Holyland	Security Industry Authority
Richard Moore	Skills for Security
Kishor Mistry	Office of the Surveillance Camera Commissioner
Bunmi O'Tola	Office of the Surveillance Camera Commissioner
Anne Perryman-McDonald	Office of the Surveillance Camera Commissioner
Joe Maratona	Home Office

Apologies

Ian Cunningham
 Ilker Dervish
 Mark Norris
 Mike Jay
 Alastair Thomas
 Alan Gardner
 Mick Kelly

Action Points

	Action	Owner	Target date
1	Send out draft business plan for comments	KM	ASAP
2	Write to the members of the Standards Group requesting for participants to discuss workshop recommendations	SW	
3	Find out what NOSs are already available and liaise with RM	SCC	

4	SfS to discuss with SfJ to identify gaps and links in NOSs	RM	
5	Develop a general use BWV guidance covering privacy and appropriate use	KM/NC	
6	Liaise with the London CCTV Managers Group on video sharing best practice	KR/ACC Bates	
7	Pull together any best practise on video sharing identified in case studies	SCC	Ongoing
8	Arrange a meeting with OM, AG and ID to agree camera specific PIA template	KM	ASAP
9	Consider the marketing strategy for the third party certification	SCC, NSI and SSAIB	Next certification meeting
10	Speak to LAs in South West regarding self audits	BO SCC, NSI and SSAIB	ASAP
11	Consider a vetting standard for airwave access	KR/ACC Bates	
12	Consider vetting issues in the review of the code	TP	September
13	To consider other options for test targets	KM/NC	ASAP
14	Consult on areas and type of guidance required for the standards and send details to SCC	All	Next meeting
15	Feedback on stakeholder engagement discussions regarding use of systems/cameras for CT	OM	ASAP

1. Welcome and Introductions

1.1. The chair welcomed members and asked for a brief introduction of the new members.

2. Update from the Surveillance Camera Commissioner

2.1. TP thanked the group for the work that had been done to date and explained that he will be seeking ideas from members on how to move into year two. He challenged members to think about how the group could impact on all areas of surveillance.

2.2. The 2015/16 business plan has been drafted and will be sent out for comments before the next meeting. One of the goals for the year is to reach out to the voluntary sector including education, universities, residential social landlords and British Retail Consortium.

Action Point 1 – Send out the business plan to the group – KM

2.3. The Commissioner reminded the group that he will be reviewing the code in September and asked them to consider what they would like to see in the review. He mentioned that the CCTV user group conference would be a good opportunity to discuss the review, potentially in a workshop.

3. Minutes

3.1. The minutes of the last meeting (19 January 2015) were accepted as accurate.

4. Actions from the last meeting

- 4.1. **BSI Standards Workshops Report:** SW informed the group that she has secured some funding to work on the recommendations from the workshops. She mentioned putting a group of experts together to work on the next steps and asked members to seek participants from their organisations to move the work forward and where possible to attend one on one meetings to discuss the issues. KM suggested having a workshop at the CCTV users group to discuss and PF agreed to look in to it.

Action Point 2: SW to send a letter to the members of the Standards Group reiterating her request for participants.

- 4.2. **CCTV NOS update:** RM informed the group that skills for security have received a verbal agreement for funding of the new NOS. He explained that due to cuts in budget they are still waiting for a firm contract to proceed. He suggested the need for a diverse group to help pull the NOS together. PF mentioned that an old version of standards was put together by his group and a few others and is available on the CCTV user group home page. It was agreed that this will help inform the development of the NOS. NC asked if there was a link with skills for justice to identify any cross over particularly on the use of CCTV in evidence. This is particularly important in the police use of CCTV evidence.

Action Point 3: SCC to have a look at what is already available and liaise with RM

Action Point 4: SfS to discuss with SfJ to identify gaps and links

- 4.3. **BWV – Draft Paper:** This was raised at the National User Group and an agreement has been reached to develop a framework for Body Worn Video to the national policing standards. Although this will be police focussed it will be possible to be adapted for general use. TH mentioned that the SIA would be like to be involved in this as there is an increasing request for guidance in this area. TP stated that there is an urgent need for guidance outside of the police, particularly within LA where the use of BWV is increasing. He noted that the timescales for developing the police guidance might not fit in with the urgency of getting a general guide out for other users.

Action Point 5: Develop a general use BWV guidance covering privacy and appropriate use

- 4.4. **PIF Funding Update:** NC stated that the only relevant funding is for Sussex regarding a UAV project and nothing directly on real time video output. He suggested it might be useful for the Commissioner to meet with Sussex to discuss the project. There was a discussion around the need for guidance for LAs on real time video streaming access for the police as each LA work differently. OM noted that the London CCTV managers group are pulling together best practice on sharing information. It was noted that this will be useful for the police lead (ACC Bates) in pulling together a process for the police.

Action Point 6: Police lead to liaise with the London CCTV Managers Group on video sharing best practice

Action Point 7: SCC to pull together any best practise identified

- 4.5. **Privacy Impact Assessment:** A Privacy Impact Assessment has been produced by the office of the surveillance camera commissioner taking on board the various PIAs available. At the last OR meeting the PIA was discussed and it was agreed that the draft PIA will serve as a systems PIA while the PIA group will pull together a template that can be used for grouping cameras. OM stated that he had drafted a flexible template that could be used which is being considered by the group. The template lists camera specifications, numbers and risk

categories. KM suggested hosting a meeting between relevant parties to discuss and agree the camera template. TP thanked the OR and PIA groups for their ongoing work

Action Point 8: Arrange a meeting with OM, AG and ID to agree camera specific template - Kishor

- 4.6. **Certification/Marketing:** There is good progress with this and both parties are currently conducting pilots to test the process. Once this is finalised there will be a meeting around launching and marketing. NSI will be promoting through their website as will the SCC. More details will be available after the next meeting. TP also explained that due to the costs of certification, consideration is being given to a light touch option such as self audits. PF reminded the group that a number of LAs in the South West are considering a self audit process.

Action Point 9: Consider the marketing strategy for the third party certification – SCC, NSI and SSAIB

Action Point 10: Speak to Chris Harrison regarding the self audits – Bunmi

- 4.7. **Baseline vetting:** KR informed the group that the police are updating their vetting guidance which currently varies across forces, due to different requirements depending on location of staff. It is difficult to standardise vetting across police forces and there is a concern about over vetting in some cases. AC asked if it was possible to have a uniform vetting requirement for operators to have access to airwaves. Also need to look into the requirement for basic operator vetting as those that require SIA licensing are vetted by SIA but others only have organisation vetting. TH noted that if a higher vetting is required the SIA will consider it.

Action Point 11: Consider a vetting standard for airwave access – ACC Bates

Action Point 12: Consider these issues in the review of the code – Tony

- 4.8. **Test Targets:** This has encountered some difficulties due to the size of the file and the need to print in high quality. The Home Office website does not seem able to host it. The SCC site is also a gov.uk site so likely to encounter the same problem.

Action Point 13: To consider other options – Neil/Kishor

- 4.9. **Standards:** The list of standards was circulated to the group and a few comments were received. The standards have now been published on the SCC website.
- 4.10. **Comments on OR2a:** Thanks for the comments.
- 4.11. **Meeting with Centre for the Protection of National Infrastructure (CPNI):** The OR group met with who are also working on an OR1 and will publish some guidance on their website. They are keen to engage with the work of the standards group.

5. Standards Framework:

- 5.1 **Standards:** The standards have now been published on the SCC website and the links have been tested. The publication is in line with the statutory obligation of the Commissioner. There was a discussion around the cost of the standards and comments were invited from the group.
- 5.2 **Guidance:** Now that the list of standards have been published, AC informed the group that the next stage is to consider what guidance is required. What topics should be covered and why should the guidance look like? PF stated that there is too much information and that the

standards are expensive and NC stated that the next challenge for the group is to consider how to point people to the information and focus on the key issues. AC reiterated the importance of members articulating what guidance they want to see as this will help simplify the standards landscape.

Action point 14: Consider areas and type of guidance required and send details to SCC - All

6. Operational Requirements

- 6.1 AC referred the group to the minutes of the last OR meeting. He explained that the proposal is to incorporate the work they have done into the CAST document in order to keep things simple and avoid duplication. The group agreed. He stated that there were a number of issues the OR group want clarification on.
- 6.2 **Privacy Zones:** A number of police forces are requesting the temporary removal of privacy zones for certain incidents such as following a suspect. There was a discussion around this and TP stated that if the purpose is to support a criminal investigation then the request can be accepted as long as the correct RIPA paperwork or at the very least the RIPA number and lead officer details are provided.
- 6.3 **Deployable CCTV:** The group was asked to consider if there was a need for a second OR for deployable cameras. OM stated that an OR would have been done when the camera was acquired and the use of the camera is the same, the only difference is the location. He suggested that as long as the PIA is updated when the camera is used in another location, there is no need for a second OR. The group agreed.
- 6.4 **CT and relevant authority CCTV systems:** The group discussed the use of cameras for counter terrorism and how best to ensure that they are not used covertly or through the back door. It was suggested that in most cases the purpose of the cameras will be listed as potentially being used for national security. TP explained that in light of operation champion, there is a need for transparency and as a result there should be a statement of intent by the CT section explaining the use and defined purpose. This should include correct authorisation, how long it will be used for, record of start and finish times etc. OM stated that there are ongoing discussions around this particularly in London. It was agreed that they will continue with stakeholder engagement and revert to the Commissioner.

Action point 15: OM to feedback outcome of discussions to TP

- 6.5 **System Audit Public Information:** There was a discussion around the need to publish information about cameras such as numbers, locations and statistics on websites. OM stated that a number of LA do publish information but the details vary from one area to another. There was a question about whether what is published should be standardised but TW stated that it doesn't need to be but has to be fit for purpose. It was agreed that best practise is to publish information as the code encourages transparency. Also, the information is subject to FOI and if published it will reduced the amount of time required to respond to FOIs. TP informed the group that he will be conducting a number case studies to inform best practise and these will be published on the SCC website in due cause.

7. Standards Group – Vision and next steps

- 7.1 TP asked for the thoughts of members about the future of the standards group. There was a discussion around the need to make a bigger impact in all areas of CCTV. It was agreed that now the standards have been published, the group should focus on encouraging the industry to refer to them. NC stated the importance of ensuring the publication makes a difference by

creating awareness.

- 7.2 Consideration should also be given to including the CCTV National Standards Forum in the standards group.

8. AOB

NC mentioned that there is a project relating to standards for biometrics being run by Jeff Whittaker. It relates to CCTV performance and could be relevant to the group.

9. Next Meeting

13 July 2015