

Notice of Meeting

General Purposes Committee

Date: Monday 18 November 2024

Time: 5.30 pm

Venue: Conference Room 1, Beech Hurst, Weyhill Road, Andover,
Hampshire, SP10 3AJ

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Legal and Democratic Service

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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of General Purposes Committee

MEMBER

WARD

Councillor P Lashbrook (Chairman)

Bellinger

Councillor L Matthews (Vice-Chairman)

Andover Winton

Councillor N Adams-King

Blackwater

Councillor Z Brooks

Andover Millway

Councillor J Burnage

Romsey Cupernham

Councillor A Dowden

Valley Park

Councillor C Dowden

Valley Park

Councillor M Flood

Anna

Councillor S MacDonald

Mid Test

Councillor P North

Bourne Valley

Councillor S Yalden

Ampfield & Braishfield

General Purposes Committee

Monday 18 November 2024

AGENDA

**The order of these items may change as a result of members
of the public wishing to speak**

- 1 Apologies**
- 2 Public Participation**
- 3 Declarations of Interest**
- 4 Urgent Items**
- 5 Minutes of the previous meeting** **4 - 6**

To approve, as a correct record, the minutes of the meeting held on 15 July 2024.
- 6 Annual Health and Safety Performance Report 2023-24** **7 - 16**

To seek approval of the Annual Health and Safety Report 2023-24.
- 7 HR Policy and Procedure Revisions** **17 - 27**

To seek approval of a Vehicle CCTV Usage Policy.

ITEM 5 Minutes of the **General Purposes Committee**
of the **Test Valley Borough Council**
held in Conference Room 1, Beech Hurst, Weyhill Road, Andover
on Monday, 15 July 2024 at 5.30 pm

Attendance:

Councillor L Matthews (Vice-Chairman)

Councillor N Adams-King

Councillor M Flood

Councillor Z Brooks

Councillor S MacDonald

Councillor J Burnage

Councillor P North

Councillor A Dowden

Councillor S Yalden

Councillor C Dowden

Also in attendance:

Councillor I Andersen

96 **Apologies**

Apologies were received from Councillor P Lashbrook.

97 **Public Participation**

There was no public participation however Councillor Andersen gave notice to speak on item 7, HR Policy and Procedure Revisions.

98 **Declarations of Interest**

There were no declarations of interest.

99 **Urgent Items**

There were no urgent items to be considered.

100 **Minutes of the previous meeting**

The minutes of the General Purposes Committee held on 8 January 2024 were proposed by proposed by Councillor Adams-King and seconded by Councillor A Dowden. Upon being put to the vote, the motion was carried.

Resolved:

That the minutes of the meeting held on 3 June 2024 be approved, without amendment, and signed as a correct record.

101

Staff Pay Award for 2024/25

Consideration was given to a report of the Chief Executive and Human Resources Manager which recommended a full and final pay award for 2024/25 of 3.8% on all pay grades following negotiations with the trade unions in response to their pay claim for 2024/5.

The Chief Executive explained that the Council recognises local conditions of service in relation to pay which means that each year the Council enters into negotiations directly with the local trade unions about the annual pay award and any changes to the local pay spine with a view to reaching an agreement.

The Committee were informed that the last staff survey had shown that morale was good and the next survey would be out in the next few weeks. There had been some difficulties with hiring and retention of professional staff and the pay award of 3.8% would go some way to addressing the issue.

Staff pay had kept up with inflation paying more to lower grades over the last ten years with the lowest grades above both the national living wage as at April 2024 and the living foundation wage and this has addressed the difficulties in recruiting at that level.

The Council has good reputation as an employer, with good retention and promotion of staff internally as well as attracting good candidates from other local authorities.

The motion was proposed by Councillor Matthews and seconded by Councillor Adams King. Upon being put to the vote the motion was carried.

Resolved:

The Council makes a full and final pay award for 2024/25 of 3.8% across all grades with effect from 1 April 2024.

102

HR Policy and Procedure Revisions

Consideration was given to a report of the Human Resources Manager which requested the Committee to approve a new Smoking and Vaping Policy which was attached as an Annex to the report.

The Council has a suite of policies and procedures which are used to manage a wide range of employment and other matters. These are subject to periodic review and update.

The Smoking and Vaping policy has been updated to provide a safe and healthy workplace for employees and visitors. The updated policy has been broadened out to cover vaping and e-cigarettes and has more of a focus on personal responsibility of those who smoke or vape to do so in line with the policy and in a way which is respectful to other and their environment.

The changes recommended will enable the policy to be updated and ensure it remains compliant with legislation and in line with current and best practice.

The motion was proposed by Councillor Matthews and seconded by Councillor Flood. Upon being put to the vote the motion was carried.

Resolved:

That the Smoking and Vaping Policy, attached as an Annex to the report, be approved.

(The meeting terminated at 6.15 pm)

ITEM 6 Annual Health and Safety Performance Report 2023 - 2024

Report of the Corporate Health and Safety Manager

Recommended:

That the Annual Health and Safety Report 2023 – 2024 be approved.

SUMMARY:

Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

This report summarises health and safety management activities over a twelve-month period, April 2023 to March 2024, covering significant issues council-wide and demonstrates the Council's commitment, openness and transparency to report on its activities.

The information within the report details corporate activities and achievements over the last year, and highlights priorities and areas to focus on for the year ahead.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Being transparent on the Council's performance on health and safety, by publishing health and safety performance data.
- Detailing Council's health and safety performance, accidents, incidents, training and arrangements for managing risks.
- Highlighting how we monitor and measure health and safety performance, with a view to highlighting areas where the Council performs well, and areas for improvement.
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

1 Introduction

- 1.1 The Council is required to fulfil its statutory obligations under the Health and Safety at Work Act 1974 and supplementary regulations.
- 1.2 In the guidance 'Leading Health and Safety at Work', the Health and Safety Executive (HSE) state that a formal review of health and safety performance is an essential principle and that the production and subsequent publication of an annual report shows a commitment to transparency and accountability.
- 1.3 The Council's continued ability to manage health and safety in a responsible and proportionate manner reduces the likelihood of any reactive interventions by the Health and Safety Executive (HSE).

- 1.4 The report does not go into detail on the building compliance issues of the council assets, as the compliance function for managing the risks within the property stock, e.g. asbestos, legionella, is managed and reported on by the Property and Asset Management Service.

2 Background

- 2.1 Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance to be presented to senior management for comment. The report is then passed to elected members for approval before being made public.

3 Risk Profile

There have been no significant changes to the health and safety risk profile of the Council buildings or activities over the last 12 months. Currently there are 555 members of staff at the council (508 full time equivalents). The main council offices in Andover and Romsey remain unchanged and there have not been any significant operational changes to the two Environmental Service depots.

The waste service changes required by the Environment Act 2021, will start to be brought in over the next 18 months. This will include the collection of food waste, directly from households, using new specialist vehicles. The waste service changes will be reflected in future reports.

Health and safety is part of the wider organisation's approach to sensible risk management and requires a focus on the risks of injury and ill health which could potentially arise during the occupational activities staff undertake to deliver the Council's wide-ranging services. Some of the occupational health and safety risks to be controlled include:

- Lone working
- Violence and aggression from third parties
- Transport and road risks
- Working with machinery and equipment
- Manual handling
- Use of display screen equipment (DSE), for those staff who are at a desk for most of their day
- Slips, trips and falls
- Work related ill health, including work-related stress
- Contractor management, with a focus on property maintenance contractors
- Environmental factors: ensuring staff are protected from the elements, e.g. sun safe principles.

The foundation of robust health and safety management is a risk assessment of the roles, locations and activities staff undertake (chemical use, manual handling, etc), and to review that current control measures are appropriate and are being maintained. Managers are requested to review the local risk assessments and standard operating procedures annually.

The Council continues to develop and implement appropriate strategies and controls to identify and record foreseeable risks and reduce them to as low a level as is reasonably practicable. These controls are subject to periodic review, and appropriate remedial measures or adjustments are made as is necessary.

4 Health and Safety Management

As with other areas of compliance, there are benefits from reviewing an organisation's management procedures and associated arrangements against the industry best practice and minimum legislative standards.

The contracting period for the Council's supplier of workwear and PPE (Personal Protective Equipment) was due for renewal in early 2024/25, and therefore the tendering process began during this reporting period, including trials of new and improved wet-weather clothing.

4.1 Audits and Inspections:

Monthly formal health and safety inspections are undertaken at the two Council depots to ensure standards are being maintained, and to flag areas for improvement in these dynamic environments.

During 2023/24, Andover's Customer Services Unit completed an inspection which required a number of hazards to be rectified by the IT Service in liaison with PAM. This included ensuring the cabling from computers around the desks was fit for purpose and safe, e.g. trip hazards removed.

Pesticide Enforcement Officers from the Health and Safety Executive (HSE) visited both Council depots in November 2023, to audit the health and safety management measures in place for chemical handling (pesticides/herbicides) and storage. No contraventions were identified during the audit. A request was received from the lead officer asking for increased 'No Smoking' signage around the chemical storage area.

No other external or third-party audits have been undertaken in 2023/24.

For the year ahead there will be greater focus on the Safety Representatives within each service facilitating workplace inspections and identifying any remedial actions.

4.2 Annual Health and Safety Questionnaire Findings:

The annual health and safety questionnaire was sent to Heads of Service, and all were returned. The returned questionnaires give a point in time overview of how health and safety risks are being managed across the individual service areas. Common topics which need to be monitored are the completion or review of staff display screen equipment self-assessments according to policy timeframes and the review of documentation in line with the Driving at Work Policy. This topic will need to be an action for the year ahead and may require training for service line managers to ensure compliance.

5 **Corporate Health and Safety Training**

Health and safety training needs are reviewed annually as part of the Personal Development Discussions that managers have with their staff. Services will also review the annual requirements for specialist health and safety training dependant on job role.

The Learning Zone e-learning modules completed by staff over the last 12-month period are detailed below (Table 1), two health and safety modules are mandatory for office-based staff: *Display Screen Equipment*; and *An Introduction to Workplace Health and Safety*.

The corresponding information for the year ahead can be used as a comparison in the next year's report.

Table 1. E-learning health and safety modules completed in 2023/24.

H&S E-learning Module	Numbers completed in 2023/24
Display Screen Equipment	221
Working Safely: an introduction to Workplace Health and Safety	77
Asbestos Awareness	21
Avoiding slips and trips	11
Driving Safely for Work	9
Fire Marshall training	27
Introduction to COSHH	4
Introduction to personal safety while working	16
Introduction to risk assessment	10
Manual Handling	15
Safety for Lone Workers	16
Working safely with ladders	9

5.1 **Other Health and Safety Training**

Risk Assessor refresher training was undertaken in March for ten employees, to refresh the service risk assessor's knowledge. Further courses are scheduled for 2024/25, and delegate numbers will be included in the next report.

First Aid at Work refresher training was completed by two corporate first aiders, one new corporate first aider was trained and a further 20 employees underwent the 1-day Emergency First Aid course to meet service needs, primarily in PAM and C&L. Work is being undertaken to assess the First Aid requirements for the Chantry Centre and Beech Hurst and will be covered in the next annual report.

DSE assessor training was provided for ten staff.

Conflict Management training was completed via HR for twenty-eight staff, following feedback from the Service Safety Reps.

The Environmental Service and PAM Service arrange and carry out their own specific health and safety training as required for their staff's specialist roles, e.g. CDM Awareness, Vehicle lifts, CITB, hi-ab training, etc.

6 **Accident/Incident Data**

For the period 2023/24, there were a total of 53 incidents. Of this total, four accidents were reportable to the Health and Safety Executive under the RIDDOR regulations. There were no HSE visits or interventions related to these reported accidents. There were nine verbal abuse or intimidating behaviour incidents and eight reports of a near miss.

Comparisons can be made for the last 4 years in the table 2 below:

Table 2. Overview of accidents and incidents

Type of incident	2020/21	2021/22	2022/23	2023/24
Total number of non-reportable accidents	27	27	45	32
Total number of accidents reported to the HSE (RIDDOR)	3	3	3	4
Total number of verbal abuse / threats / violent incidents	6	9	15	9
Total number of near miss incidents	4	4	7	8

- 6.1 The total number of accidents has decreased significantly compared to 2022/23 and is similar, in total, to previous years. One reason for this decrease is due to the number of incidents reported by members of the public (sports and leisure injuries) at the Ganger Farm Sports Park, which is likely to be from a better understanding of which incidents are required to be recorded.
- 6.2 Verbal abuse / threats / violence numbers has fallen from 2022/23. Anecdotal feedback to the Corporate Health and Safety Manager suggests some incidents are going unreported – improvements are required to have a robust reporting culture. There is a need to ensure all front facing staff and those undertaking visits as part of their duties, e.g. receptionists, housing officers, environmental health practitioners, planners etc. are aware of the expectations on them to report incidents and not to put them down as *being part of the job*. The need to ensure the potentially Violent Marker List is publicised and used across all services is noted.

Four of the aggressive incidents involved perpetrators over the telephone.

It should be noted that some of our most vulnerable customers may also present with the most complex and challenging behaviour that results in verbal abuse, threats and violent incidents. Where criminal offences occur, officers will report to the police and provide witness statements. There has been one occasion where a customer has been prosecuted and issued with a fine to be paid to the victim (council staff).

- 6.3 For the four reportable incidents that were notifiable to the HSE were all due to ‘an accident that resulted in an employee being absent from work for more than 7 days’, because of a minor injury. There were no HSE visits or interventions related to these reported accidents.

Table 3. Overview of incidents by Services

Service	Non-Reportable		RIDDOR Reportable		Aggressive / Violent		Near Misses	
	2022/23	2023/24	2022/23	2023/24	2022/23	2023/24	2022/23	2023/24
Chief Executives (incl. HR)	0	0	0	0	0	0	0	0
Community & Leisure*	7	3	0	0	1	0	1	3
Environmental	30	23	3	2	3	1	4	5
Finance & Revenues (incl. CSU**)	0	0	0	0	6	5	0	0
Housing & Env. Health	0	1	0	0	0	2	0	0
IT	0	0	0	0	0	0	0	0
Legal & Democratic	1	0	0	0	0	0	0	0
Planning & Building	2	2	0	0	3	0	1	0
Planning Policy	0	0	0	0	0	0	0	0
Property & Asset Management***	5	2	0	1	2	1	1	0
Strategy & Innovation	0	1	0	1	0	0	0	0

* Includes incidents to the public at TVBC owned leisure facilities and at The Lights.

** Includes incidents to the public whilst in the reception areas.

*** Includes incidents to the public at TVBC owned properties e.g. the Guildhall and tenants within TVBC run buildings e.g. Beech Hurst.

- 6.4 The Environmental Service recorded the highest number of accidents, 23, but this was a decrease year-on-year of almost 25%.

As would be expected, there were more accidents within this service due to the size of the workforce and the hazards and risks associated with the work that is undertaken: waste collection, grounds maintenance, street cleaning, and vehicle repairs.

- 6.5 Four of the non-reportable accidents involved contractors, volunteers, or members of the public.

7 Financial Resources

The annual corporate health and safety budget is used to fund activities such as staff training in health and safety matters and to enable the Council's Corporate Health and Safety Manager to be trained and kept abreast of developments in health and safety law and safety management practice. The expenditure of this budget for the last 4 years is given in the table below.

Table 4. Expenditure on Health and Safety

Corporate H&S Expenditure	2020/21	2021/22	2022/23	2023/24
First aider training and equipment	£1836	£2932	£2713	£1989
Equipment (other)	£2790	£739	£129	£196
Other safety related training	-	£2243	£1516	£281
Total	£4626	£5914	£4358	£2466

8 Wellbeing and Mental Health Overview

The Health, Safety and Wellbeing Committee has a sub-group (the Wellbeing Group), whose purpose is to promote and support the health and wellbeing of the Council's workforce. The group run a range of different employee wellbeing initiatives, through a co-ordinated programme of events. Below is a list of the events and campaigns which have taken place during 2023/24. Actions over the previous year include:

- A range of online and face-to-face learning opportunities targeted at employees and managers, including;
 - Neurodiversity and Disability Awareness workshops
 - Financial wellbeing webinar
 - Menopause awareness for managers.
- A new Mental Health First Aider (MHFA) has been trained and a number of existing MHFAs have attended refresher training, to enable the team to provide immediate mental health support to staff in the workplace.
- A number of drop-in sessions have been held with a local counsellor and MHFA in Portway and Bourne House depots.
- MHFAs / HR attended the Environmental Service's 'Service Days' to promote the Wellbeing offer to all operational staff, including the Employee Assistance Programme (EAP), Employee Support Service and wellbeing web pages.
- A local counsellor gave a talk on happiness and wellbeing and HR led a discussion about positive action staff can take to improve and maintain good wellbeing at the Property and Asset Management service meeting.

- A series of wellbeing campaigns have been run, focusing on a range of topics, including mental health and suicide prevention, women / men's health, summer wellbeing and healthy eating. A range of cost-saving opportunities have also been promoted via our partnerships with other organisations, including Places Leisure, KAARP benefits and Lifestyle Card, to support employee financial wellbeing.
- Our larger campaigns for 2023/24 have included:
 - On Your Feet Britain (April) – An organised walk and desk yoga session were available to encourage people to take a break and get moving during the working day.
 - Know Your Numbers Week (May) – Employees were invited to take part in a full body composition test, conducted by SuperWellness, where they received a personalised report and lifestyle/ nutrition tips.
 - Mental Health Awareness Week (October) – Free 5-day passes were offered to employees (and continue to be available) to enable people to experience some taster sessions at local leisure centres. A number of employees have subsequently signed up for membership.
 - Self-Care Week (November) – A Lunch and Learn was held to provide ideas for self-care and a short, guided meditation session with a local counsellor.
 - Financial Wellbeing (December) – A range of alternative, cost effective Christmas gift ideas were promoted, and a crafting session held to make homemade gifts and cards.
 - January/ February fitness – A series of free exercise classes were held in Andover Leisure Centre every Tuesday and Thursday throughout January and February.
- 'Wellbeing Wednesday' e-newsletters have been issued monthly throughout the year, containing the latest wellbeing news and offerings, which have also been featured in the monthly Environmental Services newsletter.
- A Menopause 'Lunch and Learn' session was held with a local menopause coach, Claire Hattrick.
- A range of social events has taken place to promote social connectivity, such as quiz nights and a talent show.

9 Key Challenges for 2024/25

Focuses for the current year need to include the following topic areas:

- A review of Lone Working procedures across the Council is ongoing, assessing the current system provider and reviewing service requirements to ensure that needs are met, and devices are value for money and fit for purpose.
- Driving at Work Policy and annual checks: need to ensure that managers are aware of the requirements of the Policy and the duties they must undertake as part of annual driver checks.

- A review of First Aid provision at buildings housing council employees to ensure requirements are met according to legislation.
- Making health and safety more visible during staff inductions: Review of e-learning modules available and involvement in Council Induction Programme.
- With the proposed changes to the Intranet pages this will require the health and safety pages to be reviewed and how it links to the landing page which staff see.
- Raise the importance of reporting near misses and verbal abuse / aggression incidents and promote the availability of the Violent Marker List.
- Accident and incident e-forms: trialling of a new electronic accident and incident report form, to replace the current paper-based reporting process.
- Display Screen Equipment risk assessments: change from the current paper-based system for the self-assessment of staff workstations to an e-form version which will allow better management overview of the process and allow refresher reminders to be automated.

10 Corporate Objectives and Priorities

- 10.1 In presenting the health and safety performance report to the General Purposes Committee, the Council is fulfilling its statutory obligations under health and safety legislation and adhering to HSE best practice guidance. The report ensures that the Council is fulfilling its obligations to staff and stakeholders and strengthens its commitment to health and safety.

11 Consultations/Communications

- 11.1 The nature of this report does not require consultation to take place, however, it will be communicated to stakeholders and afford them the opportunity to give any comment.

12 Options

- 12.1 The examination of potential options is not applicable in this circumstance. The primary purpose of the report is to present information. The HSE will expect a leading organisation such as the Council to comply with its management guidance and would therefore publicise its performance.

13 Option Appraisal

- 13.1 The options are for the committee to approve the report or not. The report comprises a comprehensive analysis of the Council's Health and Safety activity from April 2023 to March 2024, prepared by expert officers. Approval of the report is therefore the recommended option.

14 Risk Management

- 14.1 This report is for information purposes, so the Council's Risk management process does not need to be applied.

15 Resource Implications

15.1 There are no additional resource implications.

16 Legal Implications

16.1 Failure to produce and publish an annual report would not necessarily expose the Council to action being taken by the HSE, but it would be viewed negatively should the HSE be looking into any other aspect of the Council business and operation.

17 Equality Issues

17.1 No equality, diversity or inclusion issues or issues relating to the Council's duties under the Equality Act 2010 have been identified in the preparation of this report.

18 Other Issues

18.1 Community Safety - None

18.2 Environmental Health Issues - None

18.3 Sustainability and Addressing a Changing Climate - None

18.4 Property Issues - None

18.5 Wards/Communities Affected - None

19 Conclusion

19.1 The approval of the Annual Health and Safety Report 2023-2024 will fulfil the council's obligation to health and safety legislation and will reinforce its commitment to following HSE best practice guidance.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	None	File Ref:	N/A
Officer:	Julia Scarrott	Ext:	8377
Report to:	General Purposes	Date:	18 November 2024

5 Options

5.1 The report recommends the introduction of a new Vehicle Mounted CCTV Usage Policy which is being introduced to provide a clear framework for how CCTV mounted on council vehicles will be viewed and managed in an acceptable way and in line with data protection and human rights legislation. The new policy is attached in Annex 1.

5.2 The options for Committee's consideration are:

5.2.1 **Option 1** To adopt the new policy as set out in the recommendations at the start of this report.

5.2.2 **Option 2** To adopt the policy in a format other than that recommended.

5.2.3 **Option 3** Not to adopt the policy.

6 Option Appraisal

6.1 The recommendation is made as a result of professional officers' review of current practices and the needs of employees and the organisation and the requirement to comply with current legislation and have a structured policy to assist with this. The new policy has been the subject of consultation with the unions. For these reasons, Option 1 described above is the recommended option in preference to Options 2 or 3

7 Risk Management

7.1 No risks have been identified in the preparation of this report.

8 Resource Implications

8.1 There are no direct resource implications as a result of the proposed recommendation.

9 Legal implications

9.1 There are no legal implications of the recommendations proposed.

10 Equality Issues

10.1 No equality issues have been identified in the preparation of this report.

11 Conclusion and reasons for recommendation

11.1 The recommendation to introduce the new policy is being made to support the Council to remain compliant with legislation and in line with current and best practice.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	1	File Ref:	N/A
Officer:	Alex Rowland	Ext:	8251
Report to:	General Purposes Committee	Date:	18 November 2024

Vehicle Mounted CCTV Usage Policy



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VEHICLE MOUNTED CCTV USAGE POLICY

1. INTRODUCTION

The Council has in place a vehicle mounted closed circuit television (“CCTV”) system to provide a safe and secure working environment for employees, and to protect Council property.

This document sets out the accepted use and management of the CCTV system and images to ensure that the Council complies with the Data Protection Act 2018 (DPA), Human Rights Act 1998 (HRA), the General Data Protection Regulation and other legislation.

We have produced this policy in accordance with the Amended Surveillance Camera Code of Practice, [Information Commissioner's CCTV Code](#) and the [Council's Corporate Surveillance Policy](#).

2. PURPOSE OF VEHICLE MOUNTED CCTV

A number of advantages for using CCTV have been identified to support safe and best practice working environments, which include:

- Protecting employees where other road users pose a risk.
- Preventing or detecting criminal activity within the vicinity of council vehicles
- The ability to analyse accidents, near miss incidents and dangerous activities to help prevent future occurrences.
- Supporting prompt investigation of insurance claims and possible reduction in insurance premium costs over time.
- Investigating events following complaints or accusations from the public, to ensure decisions are made on all available facts, and supporting employees where complaints are unfounded.
- Supporting employee processes, where there is a reasonable suspicion or a reason to investigate further, including potential conduct investigations

The system will be provided and operated in a way that is consistent with an individual's right to privacy. The system will not be used to record sound or undertake covert surveillance

Where there is a request to share images for communication reasons, including news stories, images will only be shared in exceptional circumstances and subject to the approval of the Head of Environmental Service.

Requests for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 will be dealt with in accordance with those pieces of legislation and Data Subject Access requests will be dealt with in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016.

3. RESPONSIBILITY FOR THE CCTV SYSTEM

- The CCTV surveillance system is owned by TVBC.
- The Transport, Compliance & Procurement Manager is responsible for the day-to-day operation of the system and ensuring compliance with this policy.

4. OVERVIEW OF THE SYSTEM

- 360° cameras, normally four, will be positioned to record images of the immediate area surrounding the vehicle, these are fitted to our larger vehicles eg 15t and larger. We do not currently have any fleet between 7.5t and 15t.
- Forward facing cameras are fitted to light commercial vans and up to and including 7.5t. They will give a wide-angle view forward from the centre of the windscreen.
- The footage does not cover the inside of any Council vehicles.
- Footage will be automatically overwritten on a time basis (approx.194 hours of footage for 360 degree cameras and approx. 776 hours of footage for forward facing cameras) .
- Sound will not be recorded by any system.
- Footage will be embedded with information including the registration number of the vehicle to which it is fitted, date and time.
- Notices will be placed on the vehicles informing the public that CCTV is being recorded for the purposes of health and safety.

5. RECORDED DATA

- If an incident is identified, the footage will be viewed by an authorised manager or supervisor in accordance with this policy.
- Files not required for evidence will be deleted by being automatically overwritten on a time basis (194 hours of footage for 360-degree cameras and 776 hours of footage for forward facing cameras).
- Files used for evidence may be kept in line with retention Policy

6. DATA PROTECTION ACT 2018

- For the purpose of the Data Protection Act 2018, TVBC is the Data Controller.
- If CCTV digital images show a recognisable person, they are personal data and are covered by the Data Protection Act 2018.
- This policy should be reviewed in association with the Council's Data Protection Policy, the provisions of which will be adhered to at all times.
- The Council is required to register its processing of personal data (including CCTV) with the Information Commissioner's Office (ICO). TVBC's ICO notification registration number is Z5449999.

- The appropriateness of and reasons for using CCTV will be assessed and documented using the Viewing Log [Appendix A].
- A Data Privacy Impact Assessment has been carried out in respect of these cameras

7. ACCESS TO IMAGES/OPERATIONAL GUIDANCE

Access to images and data images will be restricted to those that need to have access in accordance with the purposes of the system, which may include the Environmental Service Managers, the Building Maintenance Manager, and the Transport, Compliance & Procurement Manager or those who have a legitimate request under the Freedom of Information Act or Environmental Information Regulations. A log is kept of all those viewing. Data is stored in the locked black box of each vehicle (a key is needed to remove the black box from each vehicle, and this is undertaken by a vehicle technician). Viewing takes place in a private office using a USB cable which is again stored securely by the Transport, Compliance & Procurement Manager. No unauthorised persons are to be present. If an employee does interrupt, viewing must cease immediately.

The viewing log (insert link) must be completed after viewing, with the signatures of all officers present, and kept in the CCTV usage file. If the data needs to be viewed at a later date, then a viewing log must be completed again.

Files that are downloaded from the system must be kept in a password protected folder within the Environmental Service electronic filing system.

Files that are not required should be deleted as per the retention schedule (if removed from the system, the files must be kept for the duration of the investigation. For a conviction, the files must be kept for 6 years in line with the retention schedule)

8. DISCLOSURE / INFORMATION RIGHTS

Disclosure of recorded material can be made to third parties but not limited to the following: -

- Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder.
- Prosecution agencies.
- TVBC managers and HR (in the course of an employee relations matter, for example a disciplinary matter) to ensure compliance with TVBC policies and procedures.
- People whose images have been recorded and retained if they request access (unless disclosure to the individual would prejudice criminal enquiries).
- Third parties who make a request for access under the Freedom of Information Act or the Environmental Information Regulations, where an exemption or exception from disclosure does not apply.

9. INDIVIDUAL (EMPLOYEE) ACCESS RIGHTS

The Data Protection Act 2018 gives individuals the right to access personal information about themselves, including CCTV images.

All requests for access to a copy of CCTV footage by individuals should be made in writing via a subject access email address freedomofinformation@testvalley.gov.uk

Requests for access to CCTV images must include: -

- a) The date and time the images were recorded
- b) Information to identify the individual, if necessary
- c) Proof of identity

10. ACCESS TO IMAGES BY THIRD PARTIES

Third parties have a right to make a request for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. 'Information' in this context includes images or footage. Any request for information will be dealt with in accordance with the processes set out in the Act and Regulations. There are a number of exemptions and exceptions which may apply, meaning that request may or may not be granted, but each case must be assessed on its own merits.

All third-party requests for access to a copy of CCTV footage should be made in writing to the Transport, Compliance & Procurement Manager. If a law enforcement or prosecution agency is requesting access, they should make a request under Schedule 2, Part 1, Section 2(1)(a) the prevention and detection of crime or 2(1)(b) the apprehension or prosecution of offenders of the Data Protection Act 2018. Any other third-party requesting access to CCTV footage should use the Subject Access Request form.

11. REQUEST TO PREVENT PROCESSING

In addition to rights of access, Data Subjects also have rights under the Data Protection Act 2018 to request restriction of use of their personal data (i.e. monitoring and recording CCTV images).

Should any person have any concerns regarding the operation of the CCTV systems, they can make contact with the Transport, Compliance & Procurement Manager

12. RETENTION AND DISPOSAL

Unless required for evidence purposes or the investigation of criminal activity or otherwise required by law, recorded images will be retained for no longer than 194 hours for 360-degree cameras and 776 hours for forward facing cameras from the date of recording, at which point images are deleted by being recorded over.

At the end of their useful life all images on discs will be erased and securely disposed of as confidential waste. All still photographs and hard copy prints will also be securely disposed of as confidential waste

13. MAINTENANCE AND REVIEW

This policy will be reviewed 12 months after it is approved, and thereafter not less than every two years or when the law changes.

14. RESPONSIBILITIES

The Transport, Compliance & Procurement Manager is responsible for ensuring it remains up to date and compliant with relevant legislation and processes.

15. COMPLAINTS

Complaints regarding the CCTV system and its operation must be made in writing to the Transport, Compliance & Procurement Manager, and will be dealt with in accordance with the Council’s complaints procedure.

Revision History

Version	Effective Date	Principal Changes	Author
1.0	May 2024	First version of policy	Emma Logan/Alison Cottrell

Appendix A Viewing Log Sheet

Viewing Log Sheet – CCTV	
Date data viewed:	
Time data viewed:	
Reason for Viewing:	
Officer(s) viewing:	
Signature(s):	Date:
Authorised viewing by:	
Signature:	Date: