

# HR Policy and Procedure Revisions

Report of the Human Resources Manager

## **Recommended:**

**That the Vehicle Mounted CCTV Usage Policy, attached as Annex 1 to the report, be approved.**

### **SUMMARY:**

A new Vehicle Mounted CCTV Usage Policy, attached at Annex 1, has been drafted. This is a new policy.

## **1 Introduction**

- 1.1 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. This report considers a new Vehicle Mounted CCTV Usage Policy.

## **2 Background**

- 2.1 The Vehicle Mounted CCTV Usage Policy is a new policy. This policy has been introduced to set out how CCTV mounted on council vehicles will be viewed and managed in an acceptable way and ensures this complies with Data Protection and Human Rights regulations and legislation. The policy sets out a number of advantages for the use of CCTV in the provision of a safe and secure working environment within the vicinity of council vehicles, it protects council property and enables prompt investigation of matters raised. The new policy can be found at Annex 1.

## **3 Corporate Objectives and Priorities**

- 3.1 Council policies and procedures are an important part of the managers' toolkit, ensuring safe and healthy workplaces and transparent and equitable working practices. It is important these are kept under periodic review and updated accordingly to reflect current working and best practice and legislative changes.

## **4 Consultations/Communications**

- 4.1 The proposed new policy was discussed with the unions at a recent Policy and Procedure Review Group meeting and they supported the introduction of this new policy in accordance with the recommendation in this report.

## **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
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Report to:	General Purposes Committee	Date:	18 November 2024