



## AYLESBURY VALE DISTRICT COUNCIL Democratic Services

Please ask for: Chris Ward; [cward@aylesburyvaledc.gov.uk](mailto:cward@aylesburyvaledc.gov.uk)  
Switchboard: 01296 585858  
Text Relay Prefix your telephone number with 18001  
18 October 2018

### ENVIRONMENT AND LIVING SCRUTINY COMMITTEE

A meeting of the Environment and Living Scrutiny Committee will be held at **6.30 pm on Monday 29 October 2018** in **The Olympic Room, Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF**, when your attendance is requested.

**Membership:** Councillor S Jenkins (Chairman); Councillors B Everitt (Vice-Chairman), M Bateman, S Chapple, A Cole, S Cole, P Cooper, T Hunter-Watts, S Jarvis, R King and M Rand

Contact Officer for meeting arrangements: Chris Ward; [cward@aylesburyvaledc.gov.uk](mailto:cward@aylesburyvaledc.gov.uk)

### AGENDA

#### 1. APOLOGIES

#### 2. TEMPORARY CHANGES TO MEMBERSHIP

Any changes will be reported at the meeting.

#### 3. MINUTES (Pages 3 - 10)

To approve as a correct record the Minutes of the meeting held on DD Month 20YY.

#### 4. DECLARATIONS OF INTEREST

Members to declare any interests.

#### 5. BUCKS HOME CHOICE ALLOCATIONS POLICY (Pages 11 - 16)

For Members to consider the attached report.

Contact Officer: Julie Oliver, Principal Housing Officer 01296 585109

#### 6. PLANNING ENFORCEMENT UPDATE (Pages 17 - 20)

For Members to consider the attached report.

Contact Officer: Jacqui Bromilow, Enforcement Team Manager  
01296 585498 [jbromilow@aylesburyvaledc.gov.uk](mailto:jbromilow@aylesburyvaledc.gov.uk)



**7. CCTV (Pages 21 - 36)**

For Members to consider the attached report.

Contact Officer: Will Rysdale 01296 585561  
Helen White 01296 585151

## Environment and Living Scrutiny Committee

25 SEPTEMBER 2018

**PRESENT:** Councillor S Jenkins (Chairman); Councillors B Everitt (Vice-Chairman), A Cole, S Cole, P Cooper, S Jarvis, R Stuchbury (In place of M Bateman) and M Rand

**IN ATTENDANCE:** Councillors J Brandis and Sir Beville Stanier Bt

**APOLOGIES:** Councillors S Chapple, T Hunter-Watts and R King and M Winn

### 1. MINUTES

RESOLVED –

That the minutes of the meeting held on 24 July 2018 be approved as a correct record.

### 2. HOUSING & HOMELESSNESS STRATEGY 2018

Local authorities had a statutory requirement under the Homelessness Act 2002 to produce a Homelessness Review and Strategy outlining the main causes of homelessness in their area and the strategic plans and actions in place to tackle them. As a minimum requirement, the strategy should be revised and rewritten every five years.

The Committee received a report which contained the Housing and Homelessness Strategy 2019-2022. The Strategy had been produced following a review of the housing and homelessness needs of residents within the Vale and outlined the council's plan on addressing these needs for the next three years. The Strategy was created by a working group made up of internal officers and representatives from local partners including the Vale of Aylesbury Housing Trust (VAHT), Aylesbury Homeless Action Group (AHAG), Connection Support and Heart of Bucks.

Research and customer insight to inform the Strategy had begun in February 2018 with work including interviews with customers and a survey of providers offering services to homeless people. A consultation event was held on 19 April 2018 and was attended by 41 delegates from local partnership organisations, statutory and voluntary organisations, registered providers and local members. Following this, a full public consultation was completed in July/August 2018. Updates had been made to the draft Strategy to reflect the consultation responses and policy changes that had come into place since the draft was published.

There were four strategic priorities to ensure that those who want to make the Vale their home are supported and empowered to do so:-

- Prevent and reduce homelessness and rough sleeping
- Continue to facilitate and maximise the supply of affordable housing
- Respond to the ongoing challenges of welfare reform
- Contribute to the improvement of health and wellbeing services for people at risk of homelessness

House prices and private rents had increased in part due to the population growth in Aylesbury Vale. Conversely, the Vale had also had the third highest increase in its housing stock throughout England over the last five years and had the highest ratio of housing delivery to existing housing stock of any authority in the Cambridge-Milton Keynes-Oxford Corridor. AVDC had seen an increase of 25% in the number of

applicants found as unintentionally homeless and in priority need since 2013. The biggest rise was seen in families with dependent children with the loss of tenancy being the most common reason for someone losing their home.

Since the last Homelessness Review, changes in both local and central government legislation and policy had had a significant impact on the approach taken by local authorities to preventing and dealing with homelessness. Official statistics continued to show an upward trend with the number of homelessness acceptances and rough sleepers rising year on year since 2014. Compared to the national picture and in general, the council's homelessness figures were relatively low. However, the Aylesbury Vale 2017 rough sleeping rate (per 1,000 households) at 0.26 was marginally higher than national average of 0.20.

The Housing and Homelessness Strategy Action Plan would evolve to identify actions that would be taken to achieve the Strategy's priorities. The Plan would act as a health check on the effective delivery of the service and would be updated quarterly on the AVDC website once live.

A statement was read out by the Chairman regarding this item on behalf of the Cabinet Member who was unable to attend the meeting.

Members sought more information from officers and were advised that:-

- i. Quarterly reports would also be provided to the Assistant Director and the Cabinet Member.
- ii. The monitoring of Universal Credit's impact on residents and landlords would be ongoing throughout the Strategy. Claimants would be helped to access UC applications online and advice on AVDC's website would be correct and current with signposting to relevant services as necessary. A communications plan within AVDC was established and debt advice leaflets would be available for registered providers to distribute with their clients. Further actions would be added as necessary.
- iii. Following the gradual national roll-out, AVDC would become a Full UC Service from Autumn 2018
- iv. The Government's P1E data collection system used under previous strategies did not go into as much detail as the new HCLIC system. This allowed the new Strategy to go into further depth to identify those at risk of homelessness earlier. This outcome would be reported to Government.
- v. Residents who had difficulty with rental shortfalls as a result of LHA caps could approach AVDC for housing advice. Managing expectations early was important in this instance. Depending on the shortfall and officer investigation into affordability, discretionary housing payments could be offered.
- vi. Although the Strategy would begin in 2019, actions were still ongoing to address rough sleeping. Funding had recently been received to help with rough sleepers which had already achieved housing outcomes for 11 people and additional funding for support services, including a Band 6 Community Psychiatric Nurse. These were quick ways to ensure that rough sleeping did not become entrenched which was an underlying issue for the service. In addition, a rough sleeper count would be carried out later in the week during the early hours of the morning which would be combined with intelligence based information to agree a figure.
- vii. It was acknowledged that there was a difference between rough sleepers, individuals who had sought and been granted homelessness assistance by the local authority and those who were begging but had somewhere to stay.
- viii. Despite affordable housing numbers being in VALP, it was appreciated that some affordable rented properties might not be affordable because of welfare reforms. This would be fed back to the Strategic Team.

- ix. The impact of VALP on the delivery of new affordable housing may take years to accurately measure.

Members felt that the Strategy was comprehensive and balanced overall, however concern was expressed over the impact that UC would have on residents which would influence the effectiveness of the Strategy. The Strategy needed to be agile enough to manage this change but assurance was felt with the flexibility of the action plan and that AVDC was a Full UC Service. Although the Strategy acknowledged that responding to Welfare Reform was a priority, on balance, Members felt that their concerns about UC should be made clear to the Cabinet Member. The Committee saw merit in an update being brought back to Committee in March 2019 which would allow for the impact of the winter and UC to be understood.

Further clarity was also sought from Members regarding the outcome of the targets and actions from the previous Strategy 2014-2017; it was agreed that this should be circulated to Members in due course. A report would only come to Committee on this if deemed necessary by Members.

RESOLVED –

That:-

1. The approach to the development of the Strategy 2019-2022 be endorsed and that Cabinet and the Cabinet Member take consideration to the discussion and concerns raised by the Committee in relation to UC and the Strategy.
2. A note be distributed to the Chairman and Vice-Chairman regarding the outcome of the 2014-2017 Strategy.
3. An update be scheduled to come back to the Committee on the Strategy in March 2019.

### **3. GAMBLING POLICY 2019-2022**

The Committee received a report which outlined the proposed Gambling Policy 2019-2022. Section 349 of the Gambling Act 2005 required all licensing authorities to prepare and publish a statement of principles that they propose to apply in exercising their functions under the Act. The statement of principles or licensing policy must be reviewed and republished every three years. The council's policy was now due for revision and a new version must be published in January 2019.

The Licensing Committee had met on 2 July 2018 to discuss the new draft policy. Following their discussions, the main changes made related to the preparation and publication of a Local Area Profile and expansion of the sections referring to risk assessments and licensing objectives. There had also been some minor changes to other sections within the policy.

There had been a legal requirement for the new draft policy to be distributed for consultation which had taken place between 9 July and 31 August 2018. The policy had been available on AVDC's website and a wide range of potential stakeholders were consulted which included:-

- Responsible authorities under the Gambling Act
- Local organisations working with those potentially vulnerable to gambling related harm
- Premises licence and permit holders within the District
- Organisations representative of gambling businesses
- District and Borough Councillors

- Parish Councils and neighbouring Districts

AVDC received one response throughout the consultation from GamCare. The Licensing Committee met again on 10 September 2018 to consider the policy further and made no further changes. The Chairman of the Licensing Committee was present for this item and answered any questions raised by Members regarding the Gambling Policy.

A separate document alongside the policy would also be published entitled Local Area Profiles. This was a statistical document with its contents governed by the policy. The Licensing Committee had agreed that this document should be fluid in nature to allow timely changes to be made without the requirement for full consultation and Council approval.

The Committee asked officers for further information and were advised that:-

- i. There was an understandable concern that AVDC could not impose limits on the number of gambling establishments in an area particularly if it was an area of residential growth.
- ii. Applications could be challenged through the proposed Local Area Profile as this provided context as to the risk of particular locations. The applicant would have a legal obligation to show the methods to mitigate the risk for the area.
- iii. The number of gambling establishments had appeared to plateau and it was expected that the introduction of legislation that capped the stakes on fixed odd betting terminals might reduce the number of establishments on the high street.
- iv. The Chairman of Licensing Committee had written to the Government regarding concerns that the council was powerless to control the proliferation and clustering of betting shops. The letter asked Government to consider giving local authorities the ability to introduce Cumulative Impact Policies in relation to gambling establishments.
- v. Online gambling was a growing concern as its concerns may not be seen in town centres but its impacts were felt socially.
- vi. Restrictions of gambling establishments in the VALP and neighbourhood plans would be communicated to Members separately.

RESOLVED –

That the comments of the Committee on the Licensing Policy be noted.

#### **4. EMPTY HOMES POLICY**

The Empty Homes Agency (EHA) estimated that there were over 200,000 long term empty homes in England in 2017. This represented 0.85% of the total number of homes in England and was considered a substantial wasted resource. As of April 2017, Aylesbury Vale had 239 private homes which were unoccupied from a total housing stock of 78,850; this represented 0.3% of the housing stock. Although this was below the national and regional average, it was still a cause for concern.

The council was committed to tackling the problems that empty properties caused and was keen to adopt a more proactive approach in supporting owners to help to return their property to use. Empty properties constituted a wasted housing resource, both for individual owners and the local community. Long-term empty properties could fall into a state of disrepair and become dangerous as well as having a negative impact on neighbours and the wider community. It was felt that a coordinated and sustainable

approach to empty properties could contribute towards improving standards as well as reducing the number of empty homes.

Between 2011 and 2017 the number of empty properties in Aylesbury Vale was reduced by 45%. This was achieved through a combination of measures which included:

- Property inspections
- Provision of help and advice to owners
- Publicity through mailings and the Vale Times magazine

There were broadly two types of empty residential properties: transactional empty properties and long-term empty properties. Transactional empty properties were generally empty for up to six months. This was usually due to a change in tenant or ownership and was part of the normal cycle of moving house. The vast majority of all empty properties were empty for less than six months though they may be empty longer should they be subject to renovation works.

Empty properties could have a negative impact upon the lives of people in the vicinity and could attract anti-social behaviour. Tackling empty properties not only helped provide additional much-needed homes but also contributed to the improvement of the local environment and benefits communities. The policy outlined in the report would focus on 'long term empty properties' which were those houses that had been empty for over two years and those that were situated in or close to the larger towns within the Vale. The policy allowed flexibility with regard to the criteria used to prioritise empty properties for action and to ensure that any new guidance, legislation or funding that becomes available could be made full use of in future. The policy described AVDC's 'graduated' approach to enforcement whereby advice and incentives were offered to landlords to assist them in bringing properties back into use prior to considering formal measures.

The Committee also heard that it was recognised that there were a number of challenges associated with returning empty properties back into use. These could include ownership disputes, personal circumstances of the owner, disappearance of the owner and properties left intentionally empty. Enforcement Officers already had the skills required to trace property ownership, inspect houses and identify hazards under the Housing Health and Safety Rating System.

A statement was read out by the Chairman regarding this item on behalf of the Cabinet Member who was unable to attend the meeting.

Members sought more information and were advised that:-

- i. The use of compulsory purchase powers to purchase empty commercial properties for conversion into residential dwellings was outside the scope of the policy. Conversions were already happening in the Vale through private companies if there was the market for it.
- ii. An office in Aylesbury town centre was currently going through the Planning process for conversion into dwellings.
- iii. The service received monthly reports from Council Tax on properties that were newly declared empty and tracked how long they had been empty for. Information on empty properties was supplemented by intelligence from complaints made by local residents and other officers when carrying out inspections and complaint investigations.
- iv. Empty properties were exempt from Council Tax for the first month then charged at the full amount. Properties empty for longer than 24 months were subject to a 150% Council Tax rate. False claims had severe penalties.

- v. If a property was empty due to structural issues then the Council Tax exemption was for six months to allow for works to be carried out. After that time normal charges would be incurred.

RESOLVED –

That the empty homes update be noted and Committee's comments referred to Cabinet when they consider the item.

## **5. CONCESSIONARY TRANSPORT REVIEW**

In 2011 Buckinghamshire County Council replaced AVDC as the Travel Concession Authority (TCA) and took over responsibility for the administration of concessionary travel. Also, AVDC and BCC entered into a delegation agreement which allowed AVDC to administer a discretionary concessionary travel token scheme on behalf of the County. The discretionary concessionary transport scheme, in the form of taxi tokens originally operated alongside Aylesbury Vale Dial-a-Ride service, which closed in March 2016. The discretionary concessionary taxi token scheme was an alternative option for people that qualify for a free bus pass, do not have access to their own private transport and meet the following eligibility criteria:

- in receipt of the state pension and cannot use buses because of disability or frailty
- have a disability as defined by the Disability Discrimination Act

AVDC purchased the tokens from an external specialist company, National Transport Tokens Ltd. Those qualifying could apply for up to £90 of tokens per year which they spent with a participating local taxi firm on essential journeys. The tokens could be used to fully or partly fund a journey in a taxi up to the cost of £15. The taxi firm then had to exchange the tokens for payment through the specialist company from which the council sourced the tokens.

There had been a significant decline in the number of participating taxi operators involved in the scheme (from 21 operators in 2011 to 5 in 2017). This was due to it not being financially viable for operators to do so because the minimum value of tokens that they could exchange with the company was £100 and the number of journeys that they were being asked to provide was not high enough to make this worthwhile. Operators would continue to accept the tokens up until 30 September 2018; after this date the tokens would not be valid. This was an optional service that taxi companies could choose to offer their customers and they were under no obligation to provide it. Current taxi operators were from Aylesbury, Wing and Winslow, and only two offered wheelchair accessible vehicles. There were no operators who supported the scheme in Buckingham.

There had also been a decline in the number of users of the scheme from 314 in 2012, 184 in 2017 and 116 so far in 2018. The scheme was fully funded by AVDC and the budget was £33,400 per annum. The current cost to provide the scheme was £7,200 per annum which covered staffing and recharge costs. The remainder of the budget was available to source the provision of tokens. A review had been conducted on the service which included the following:

- Mapping of current community transport in the Vale.
- A survey of current users.
- Consultation with the Transport Hub.
- National research on older people and transport needs.
- Conversations with community and statutory partners.

- Review of scheme as it currently stands.
- Research on what other options are available in other areas of the county.
- Commissioning of Community Impact Bucks to signpost existing users to alternative provision.

Officers noted that review had highlighted that the majority of service users were from Aylesbury Town Centre and that no suitable alternatives had been found. The report the Committee received outlined the outcome of the review and proposed two viable options: cease the service and/or retain current funding for a limited period to fund new or existing community transport schemes. Members were asked to comment on these two options. A statement was read out by the Chairman regarding this item on behalf of the Cabinet Member who was unable to attend the meeting.

The Committee considered that those most affected by the scheme's removal in Aylesbury Town Centre already had alternative transport such as bus routes. On the other hand, Members saw merit in ring fencing the current funding for future consideration if a comparable scheme could be found. The Committee also emphasised that if the service was to cease then it should be made clear that this was separate to the survey and review being carried out by Buckinghamshire County Council in relation to council supported rural bus services.

RESOLVED –

That the Committee's comments be noted and that Cabinet give consideration to retaining some of the current funding within the budget for a time limited period for the purpose of funding new or existing community transport schemes. If none can be found then the provision of the concessionary transport scheme should be ceased.

## **6. FOOD SERVICE PLAN**

Under European food law the Food Standards Agency (FSA) was deemed to be the competent authority. To ensure these powers were exercised consistently across the country by local authorities, the FSA had developed a framework agreement, part of which included the production by each local authority of a food service plan.

Service plans were seen as an important part of the process to ensure that national priorities and standards were addressed and delivered locally. The details to be contained in the plan were specified by the FSA. Plans had to contain the following information:-

- Service Aims and Objectives
- Background
- Service Delivery
- Resources
- Quality Assessment
- Review

The Committee received a report which contained the Food Service Plan for 2018/19. Key features of the plan included:-

- There were 1798 registered food businesses in Aylesbury Vale.
- Premises were given a risk rating from A to E. Resources were targeted to ensure higher risk premises (A, B, Non-compliant C and Unrated) are inspected in accordance with the FSA Code of Practice.
- The number of premises which were deemed to be 'broadly compliant' with the law was 98%.

- In 2017/18 AVDC achieved 87% of programmed interventions with 99.3% of premises inspections rated A- non compliant C were completed.
- The backlog of unrated inspections from the previous year had been reduced by 84.

The report also highlighted areas of improvement or exploration to improve efficiency and to ensure AVDC was offering the best service to customers. The Cabinet Member was in attendance and endorsed the work carried out to formulate the plan.

Following the report's introduction, Members had further questions and were advised that:-

- Primary and secondary schools and academies were inspected if they were preparing, supplying and/or serving food with a risk score based on factors. William Harding was used as an example of this.
- A recent inspection had been carried out at Bucks College and Bourton Meadow Academy had received a 5-rating at its last inspection.
- It was only compulsory for premises to show their 'Scores on the Doors' in Wales. Plans to mandatorily show 'Scores on the Doors' in England were not likely in the foreseeable future. However, ratings for all premises could be found on the FSA website.
- 'Broadly Compliant' was an FSA prescribed term. It was appreciated that this terminology was not particularly clear.

RESOLVED –

That the contents of the 2018-19 Food Service Plan be noted and comments be referred to the Cabinet Member.

## **7. WORK PROGRAMME**

The upcoming work programme for the next three meetings was discussed with particular note to the debate had on the Housing and Homelessness Strategy 2018.

RESOLVED –

That the current work programme be noted.

## BUCKS HOME CHOICE POLICY CHANGES

Tracey Aldworth

### 1 Purpose

- 1.1 To seek the views of the Scrutiny Committee on a revised draft Bucks Home Choice Allocations Policy.

### 2 Recommendations

- 2.1 That the Scrutiny Committee consider proposed changes to the Council's Allocations policy and additionally;
- Approve formal consultation on these changes
  - Determine comments on the changes for consideration by Cabinet

### 3 Executive summary

- 3.1 The Council is a member of the 'Bucks Home Choice' Partnership which consists of four district council's; Aylesbury Vale District Council, Chiltern District Council, South Bucks District Council and Wycombe District Council, who manage the allocation of affordable and social rented accommodation with their districts. The partnership operates a common Allocations Policy which is being reviewed in response to changes made by recent case law following the Localism Act 2011 and the Homeless Reduction Act 2017.
- 3.2 As a Local Housing Authority the Council has a statutory duty to consult the Public and housing providers about the allocation of social housing in the county. The proposed policy changes will be consulted upon and this report provides information for members of the scrutiny committee on the changes.
- 3.3 Broadly speaking these changes have a material effect on who does and who does not qualify for Bucks Home Choice. The proposed changes will also effect the relative priority band awarded to certain types of applicant and introduce a new priority band E. In doing so the Council seeks to achieve the following policy objectives;
- To respond to recent case law and government guidance, so that the Allocations Policy is lawful.
  - To better utilise the Allocations Policy as a homelessness prevention tool.
  - To continue to make best use of housing stock, by allocating the largest properties to the largest families who need it most.
- 3.4 Proposed changes to the Allocations Policy have no effect on existing Local Lettings Policies. In particular, the local policy which fences a quota of properties to applicants with a connection to one of four sub groups in Aylesbury Vale will be unaffected.

### 4 Supporting information

- 4.1 The Council has a common allocation policy with other members of the Bucks Home Choice Partnership who are Chiltern District Council, South Bucks District Council and Wycombe District Council. We are proposing a number of amendments to the policy to provide greater clarification as to how we currently allocate housing. We are also reacting to changes in legislation and recent case law.

- 4.2 The Localism Act made changes to the Housing Act 1996 and offered much greater freedom to local authorities, allowing them to manage their waiting lists, by considering the needs within their local area. In effect this allowed allocation schemes the flexibility to set classes of qualifying persons. Statutory guidance accompanying these changes suggested that local authorities set a qualifying local connection period of at least two years. Further statutory guidance was also issued to;
- Help members of the Armed Forces obtain social housing if they need it
  - Ensure those Social Tenants who need to move for employment are not disqualified by local connection rules
  - To make the best use of housing stock by letting properties to those that need a particular size and type of property to avoid over/under occupying.
- 4.3 Further to the Localism Act, there remained a conflict between the Housing Act 1996, which sets out that priority must be given to households falling into 'reasonable preference' categories (such as those who live in overcrowded or insanitary conditions), and the Localism Act, which allowed authorities to set qualification criteria locally, that would prevent 'reasonable preference' applicants from qualifying. Recent case law has resolved the position, setting out that those 'reasonable preference' applicants must not be disqualified by an allocation scheme, but can however, be awarded a lower priority.
- 4.4 Since 2012, a range of welfare reforms have had a cumulative effect on the numbers of applicants seeking and requiring homelessness assistance. This has placed pressure on the supply of and cost of temporary accommodation in Aylesbury Vale.
- 4.5 More recently, the Homeless Reduction Act 2017 substantially amends the Homelessness legislation increasing statutory duties to prevent and relieve homelessness.
- 4.6 There is now a greater expectation that local authorities frame their allocation policies to house those living in unsuitable housing circumstances, in order to prevent them from becoming homeless. This is an approach increasingly taken by other local authorities.
- 4.7 The Bucks Home Choice partnership have considered new legislation and case law/ guidance and the likely impact of the governments reforms, alongside a lack of social housing (particularly larger properties). The two year residence or employment qualification will remain, but there be further exceptions and changes, which are summarised below.

## **5 Proposed amendments to the scheme**

- 5.1 Those applicants who will now qualify for Bucks Home Choice:
- Applicants who have left the local authority area for a period of up to 4 months, where they are staying with family to search for alternative accommodation in the area.
  - Applicants placed in supported accommodation out of the area will retain a local connection with the area they were living in.
  - Applicants owed prevention and relief duties within the Council's statutory homeless duties (Part VII of the Housing Act 1996) to reflect the changes made by The Homelessness Reduction Act 2017.

- Applicants who meet the criteria set out in the Right To Move Regulations 2015.
- Prisoners who have been released from prison and had a local connection to the district immediately prior to going to prison.
- Applicants in the statutory 'Reasonable Preference categories' (even if they do not have a local connection or would normally be non qualifying as required by the Housing Act 1996).

#### 5.2 Those applicants who will no longer qualify Bucks Home Choice:

- Applicants aged 16 or 17 (unless there is an adult who can hold the tenancy as a trustee until they are 18).
- Applicants who have income, (unless they fall within the statutory reasonable preference category). Decisions on these cases will be taken on a case by case basis, as opposed to a income or savings threshold being set.
- Applicant who formerly owned a property within the last five years and have disposed of capital without making reasonable housing arrangements. Evidence as to the circumstances will be required.
- Applicants who have previously purchased a Right to Buy or Right to Acquire property (unless they are owed a main homelessness duty)
- Applicants subjected to an Anti-Social Behaviour Order and those breaking the terms of their tenancy, where a notice to quit has been issued.
- Applicants aged over 55 (who would previously qualify as an exception where they are seeking accommodation designated for over 55's) who have suitable owner occupier accommodation, or who have assets or savings sufficient to enable them to source accommodation in the private sector. Decisions on these cases will be taken on a case by case basis, as opposed to a income or savings threshold being set.

#### 5.3 Other Policy Changes

- Where a change of circumstances results in the award of a higher priority band the priority date of the banding will be amended to the date of notification of the change. Where a change of circumstances results in the award of a lower band the application date will remain the same.
- Include an amendment to allow same sex siblings to share a bedroom up to the age of 21 and encourage those over 21 to apply separately to make the best use of accommodation
- To place applicants who owe rent arrears to a landlord to be placed in a new Band E until they have cleared the arrears to ensure that applicants owing rent arrears are not offered accommodation. There will still be the opportunity for exceptional circumstances to be considered.
- Include three further examples as to where an applicant could be deemed to have worsened their circumstances to include the refusal of an offer of private rented accommodation, where a statutory homeless applicant refuses a suitable final offer and where an

applicant colludes with a landlord or family member to obtain a notice to quit.

- To amend verification procedures to ensure that where an applicant cannot be contacted within the next working day following a home visit the applicant will not be nominated for the property. This is to ensure we meet our legal time frames set out in nominations agreements.

#### 5.4 Changes to Priority Banding:

- To move from Priority Band D to E those applicants who have applied for assistance to one of the four district Councils belonging to the Bucks Home Choice Partnership under Part VII where the Council has reached a decision that the applicant is eligible, homeless in priority need but intentionally homeless to ensure they do not have priority over those not found intentionally homeless.
- To move from Priority Band D to Priority Band E those whom have applied for assistance to one of the four district Councils belonging to the Bucks Home Choice Partnership under Part VII of the Housing Act 1996 where the Council has reached a decision that they are eligible, homeless but not in priority need. This would mean that these applicants are not placed above those whom the Council have accepted a full homelessness duty towards.
- To increase priority Banding from Band B to Band A those whom are assessed as under occupying social rented accommodation. This gives the highest priority to those applicants who would leave a larger family home for re allocation and places the best use of housing stock our high priority objective.
- Applicants that are living in severely overcrowded rented, either social housing or private sector, accommodation and assessed as lacking two bedrooms or more, would be awarded Band A. Under the current policy these applicants would be awarded a Band B. This change is with a view to reducing homelessness as re-housing time would be reduced in recognition of unsuitable housing circumstances.
- Applicants who are living in accommodation that has been assessed as insanitary and or evidenced as being in a state of significant disrepair which cannot be repaired or rectified, would be awarded Band B. Under the current policy these applicants may be awarded a Band C and so this change ensures that applicants who meet this criteria all are placed in a Band B. This change is again with a view to reducing homelessness as re-housing time would be reduced in recognition of unsuitable housing circumstances
- Reduce Priority Band C to Band D those applicants who are eligible, homeless, in priority need and not intentionally homeless and have a local connection to the area (full duty). This is an important change to align the Homelessness Reduction Act's emphasis on preventing homelessness.
- To place those applicants owed a Prevention/Relief duty into Band E to ensure they are given reasonable preference in accordance with our statutory duties.
- In order to meet the Council's statutory duties under the Right To Move Regulations 2015, applicants who are social housing tenants

who need to move due to their place of work being in an area in which they do not hold a local connection, must be permitted to join the housing register to avoid hardship to the applicant. Local authorities must be satisfied that the tenant needs, rather than wishes, to move for work reasons. Amend from Band D to Band E so to not prioritise higher than those with a local connection.

## **6 Options Considered**

- 6.1 To not proceed with any of the above changes. This is not a preferred option as it would prevent the Bucks Home Choice Partnership as a whole, bringing forward changes. The current policy would remain unlawful in some areas.
- 6.2 To proceed only with a selection of the above changes, including updates to make the policy lawful. This may however compromise the ongoing viability of the Bucks Home Choice partnership if we cannot agree as a whole to bring forward changes identified by all Districts.

## **7 Resource Implications**

- 7.1 A number of system enhancements will be required to incorporate the changes to the existing Bucks Home Choice software. The cost such changes have not yet been confirmed but are expected to be met from an existing modest software improvement budget.
- 7.2 Existing applicants will not need to reapply to be re-assessed under new arrangements. Instead, applicants will be automatically re-assessed and placed into new priority bands and notified in writing, with the usual statutory recourse to review proceedings. There will be an uplift in officer time required for associated reviews and enquiries, but this is expected to be met from existing resources.

Contact Officer	Mrs J Oliver , Principal Housing Officer, 01296 585109.
Background Documents	Allocation of accommodation: guidance for local housing authorities in England 2012. Housing Allocation & Homelessness, Law & Practice, Jan Luba QC, Liz Davies and Connor Johnston 2016.

This page is intentionally left blank

## PLANNING ENFORCEMENT UPDATE OCT 2018

Tracey Aldworth

### 1 Purpose

- 1.1 At the Environment & Living Scrutiny Committee on the 13 February 2018 an update was given regarding both Development Management and Planning Enforcement activities. It was resolved that the Committee would be updated with respect to the Enforcement activities. This report provides an interim update, ahead of a more fundamental review in the New Year.

### 2 Recommendations

- |   |
|---|
| <ol style="list-style-type: none"><li>2.1 That the Committee note the content of this report.</li><li>2.2 That the Committee identify any concerns or suggestions for service improvements that can be considered in the imminent review of the planning enforcement service identified in 1.1 above.</li></ol> |
|---|

### 3 Supporting information

- 3.1 At a previous committee it was outlined that a number of measures were to be implemented to enable improvements within the delivery of planning enforcement; namely the introduction of a new computer database system and the recruitment of a enforcement officer to replace a long-term contractor thus increasing capacity long term.
- 3.2 The implementation of the new database is not currently live but will be in the “test” phase during December and January for implementation in February 2019. The introduction of this system will assist the integration of the environmental health and planning enforcement parts of the team as their work is currently held in different systems. The use of the new database will assist with the cross-referencing of information between teams. It should however, be noted that some joint working has already been undertaken particularly around the area of Houses in Multiple Occupation.
- 3.3 It is also recognised that planning enforcement has historically focused primarily upon reactive cases (i.e. those where potential breaches are reported to us). We are reviewing at the delivery of the service in order to understand where improvements can be made, with a view to some resource for proactive enforcement.

### 4 Current position

- 4.1 Since June 2018 there have been a number of challenges around planning enforcement. These have included a significant turnover of staff and a sustained increase in the number of incoming cases. In particular, three of the four employed members of staff have either left AVDC or moved to new roles in the organisation. Despite undertaking two recruitment campaigns we have not been able to recruit an experienced planning enforcement officer. There is a known national shortage of planning officers.
- 4.2 Two officers from within AVDC have since joined the team and are now obtaining training and support and in time will gain their own caseload as their experience and competence increases.
- 4.3 As only the Principal Enforcement Officer has enforcement experience, we have taken action to address this issue and three experienced contractors have joined the team on a short to medium term basis. Two are focusing on the training and development of the new enforcement officers as well as

carrying a caseload, whilst the other is focused on activity to classify, progress and close historic cases.

- 4.4 There has been a 29% increase in the number of open complaints between the 1 September 2017 and 1 September 2018. This is predominantly as a consequence of the staff turnover referenced in para 4.1. Appendix 1 shows that on the 30 September 2018 there were 523 open enforcement cases. However, of these, 45 cases are resolved and will be closed (pending a final review by Principal Officer), with a further 58 cases pending a decision for retrospective planning permission. A further 70 cases are recently opened, leaving a backlog of around 350 cases.
- 4.5 The overall number of complaints received to date in 2018 is comparable to 2017, but it is anticipated that demand will continue to grow from historic levels. It is recognised that the backlog needs to be reduced and resources have now been put in place to do so. Our priority is to reduce the number of historic open cases so that the caseload is representative of the officers' actual active cases. Contractors have been set specific targets and it is anticipated that there will be a demonstrable reduction in the number of open and backlog cases by the end of November 2018.
- 4.6 A further update report will be brought to the Environment and Living Scrutiny Committee in February 2019, to update on;
- The performance of planning enforcement (including backlog cases)
  - The structure of the team, including a resource for proactive planning enforcement work.

## **5 Reasons for Recommendation**

- 5.1 Given the above, any changes to the authority's approach to enforcement (including proactive enforcement), will be held until the new year to allow a reduction in the number of open and backlog cases, further recruitment of a Senior Officer, training of the new team members and the implementation of the new IT system.

## **6 Resource implications**

- 6.1 There have been additional resources required in the form of contracted officers. These costs have been broadly in line with the savings from the posts which were (or remain) vacant. Additionally, much of the sustained increase in complaints is likely to be linked the increase in development activity in the Vale. It has therefore been agreed that additional planning fee income can offset the additional cost of a further planning enforcement contractor for the remainder of this financial year.

Contact Officer	Jacqui Bromilow Enforcement Team Manager 01296 585498 jbromilow@aylesburyvaledc.gov.uk
Background Documents	Nil

## Appendix 1

**Table 1 – Number of complaints and cases closed in 2017 and 2018**

	<b>2017</b>	<b>2018 (to 30/9/18)</b>
Complaints received	586	438
Cases closed	496	289
Notices/Injunctions	11	4

**Table 2 – Number of cases open on the 1 September 2017 and 2018**

	<b>2017</b>	<b>2018</b>	<b>% change</b>
Number of cases open on 1 Sept	406	523	+29%

**Table 3 – Number of cases opened and closed during a 12 month period**

	<b>Received</b>	<b>Closed</b>
Number of cases 1/9/ 2017-31/8/18	546	429
Average number of cases per month 1/9/17-31/8/18	45.5	35.75

This page is intentionally left blank

## **PROPOSAL OF A SINGLE CCTV CONTROL ROOM SERVICE FOR BUCKINGHAMSHIRE AND MILTON KEYNES & UPGRADE OF CURRENT AVDC CCTV EQUIPMENT**

### **1. Purpose**

- 1.1. This report sets out the proposals and recommendations for a single CCTV control room service for Buckinghamshire and Milton Keynes and costs to upgrade our current CCTV cameras (note that not all cameras may need upgrading).

### **2. Recommendations**

Committee is asked to recommend Cabinet to approve in principle:

- 2.1. the merging of the council's CCTV control room monitoring services at the location set out in para. 3.2
- 2.2. the entering into a partnership agreement with Thames Valley Police for the delivery of CCTV monitoring services and subject to further details of the estimated costs in 5.1 being provided and subject to them being satisfied with the costings and business case, to delegate to the Assistant Director for Community Fulfilment, after consultation with the relevant Cabinet Member, the power to negotiate and confirm final terms of the agreement.
- 2.3. the upgrading of AVDC CCTV cameras in Aylesbury town centre and AVDC car parks (where required) subject to agreed costings.

The Committee is asked to note:

- 2.4. the possibility that additional capital expenditure in connection with new cameras and costs associated with the relocation and provision of CCTV may be necessary .

### **3. Supporting information**

- 3.1. The council has had a long-term aspiration to deliver cost effective and efficient CCTV monitoring services by joining up its CCTV suite with others across Buckinghamshire. This project brings together three control suites into one to deliver an improved service for less cost. Early indications show that this could save the council approximately £121,000. This is subject to more information on final costs for the hub as the partnership progresses.
- 3.2. There has been the intention for many years to consolidate CCTV control rooms to maintain service standards while generating efficiencies, either across Thames Valley, within Buckinghamshire or a number of variations. The latest project has been running for about five years and has made significant progress since being handed to Thames Valley Police (TVP) policy staff to implement early last year. A consultant was appointed by the Project's Partnership Board, comprising: Aylesbury Vale District Council, Chiltern District Council, Wycombe District Council, Milton Keynes Council and Thames Valley Police to refresh the business case for a Buckinghamshire and Milton Keynes combined control room. The service would be based at the existing control room suite at Milton Keynes Police Station, which has ample space to expand, and would replace both the TVP control room at Aylesbury

Police Station, which is co-funded by AVDC, and Wycombe's control room, which has also provided a service to Chiltern DC and Beaconsfield Town Council.

- 3.3. A business case has been prepared for the project by TVP in collaboration with partners. In summary, AVDC has the following reasons to agree to merge and relocate:
- Financially, AVDC will save money by entering into the merger as outlined in the summary table in section 5.1
  - There will be a return to 24/7 monitoring, which has not been able to happen in Aylesbury due to staffing levels.
  - The resilience and long term prospects of the service will be better, as outlined in para 4.2 than that provided at present and savings can be made while improving the service.
  - Seamless linking with incident reporting and incident management.

The system is nearing the end of its useful life and with our maintenance contract expiring in February 2019, it is likely to cost the council a significant amount of money if parts in the monitoring facility need replacing. CCTV technology has advanced considerably in recent years and therefore, it is recommended that we upgrade all of our current cameras to be compatible with High Definition (HD) technology.

#### **4. Implications**

- 4.1. Legislative powers and regulatory provisions for the police service and local authorities are in place to operate CCTV, collaborate in its provision and process data for authorised purposes. Any partnership agreement will need to make appropriate provisions to secure compliance with legislative provisions, including GDPR and Data Protection Act 2018 and legal advice upon the agreement will need to be sought and provided in due course.
- 4.2. The savings set out in the report are consistent with the need to make efficiencies across all sectors. The potential costs for upgrading the CCTV cameras and all relating monitoring and infrastructure needs could be met by introducing a rolling programme to replace equipment from the CCTV reserves. Any additional one-off capital funding required for the implementation will need to be submitted as capital bids in the 2019/20 budget setting exercise or funded from other sources such as S106 or New Homes Bonus funds
- 4.3. The provision of CCTV monitoring services enables people to be protected from crime and anti-social behaviour (ASB) in public spaces covered by cameras. There is evidence to demonstrate that CCTV has enabled prosecutions. A return to 24/7 monitoring aims to improve crime and ASB prevention and detection. 24/7 proactive CCTV monitoring enables the police dispatchers to send out the appropriate immediate response to 999 and 101 calls and proactive CCTV monitoring plays a large part in finding missing people and wanted suspects.
- 4.4. Safe town centres are more welcoming to residents and visitors. TVP will be able to take a call and direct officers or most appropriate service to the scene

of an incident without delay. Moving the monitoring of CCTV to a Milton Keynes hub will not impact upon local police response time to incidents.

4.5. Potential drawbacks and possible mitigation:

- Loss of local knowledge when the hub is set up. It will take staff time to get to know Aylesbury town centre. Existing staff will have the opportunity to move to the new hub and this will enable retention of local knowledge. New staff members will be given the opportunity to visit the towns that they are monitoring to support their familiarity with the locations. Trained staff are very quick to pick up local knowledge.

5 **Resource implications**

5.1 The costs detailed in the business case cover central costs of the hub. It is understood that the current control room will remain in place if local access is required.

Current CCTV costs for the council for the town centre public realm are as follows:

<b>Current Direct Costs</b>	<b>Full Year Budget</b>	
<b>Salaries</b>	<b>£111,056.53</b>	
<b>Repairs &amp; Maintenance</b>	<b>£13,222.44</b>	
<b>Electricity</b>	<b>£597.42</b>	
<b>BT Line Rental</b>	<b>£19,516.56</b>	
<b>Business Insurance</b>	<b>£193.35</b>	
<b>Monitoring</b>	<b>£2,529.60</b>	
<b>Telephones</b>	<b>£127.02</b>	
<b>Total</b>	<b>£147,242.92</b>	

From the Business Case, one off and revenue costs will be as follows:

One off Capital costs	£35,200
Estimated revenue costs for data transmission to the hub	£2,400
Ongoing costs	£25,864.50

*Summary table*

New Model	Net/Cost Saving
<b>Data line for transmission to the hub</b>	<b>£2,400</b>
<b>Ongoing Hub Costs</b>	<b>£25,864.50</b>
Old Model	
<b>Saving on current costs</b>	<b>£121,378.42</b>

Costs of upgrading the current cameras are as follows:

To replace all of our current CCTV cameras (within the town centre public realm) with more up to date versions will cost approx. £3,000 - 4,000 per camera. For the 28 cameras moving to the hub this would be a total cost of £84,000 - £112,000.

AVDC holds a CCTV reserve fund that for capital which would be used for this project.

#### Options

The council could opt for the status quo; this would involve foregoing the financial savings and service improvements detailed above, and therefore this option is not recommended.

The council could opt to approve the merger and upgrade to the equipment included in the public realm only, not upgrading the remainder of the CCTV equipment. This option is recommended.

The council could opt to approve the merger and upgrade to the equipment required and also to upgrade the remainder of equipment on a rolling basis to spread costs.

Contact Officer

Will Rysdale, on 01296 585561 or Helen White on 01296 585151

# Appendix 1

## 5. CCTV Hub for Buckinghamshire

### Contents:

Background.....	1
Drivers for change.....	1
Current outputs .....	2
Current objectives .....	3
Proposed objectives encompassing Community Safety Plans and Police and Crime Plan priorities .....	4
Improvements and future outputs .....	4
Risks of failure to invest.....	4
Current and proposed systems compared.....	5
Costs analysis – capital costs .....	6
Costs analysis – revenue costs .....	7
Public protection strategy example.....	9
Cost to society of crimes which could be reduced by proactive CCTV monitoring .....	11

### Background

Following a review of the current state of public space CCTV in Thames Valley, it was found that current systems are not fit-for-purpose and do not effectively support criminal prosecutions.

As a result, the Chief Constable commissioned a report that was published in 2016 and secured engagement to progress a county-wide CCTV system.

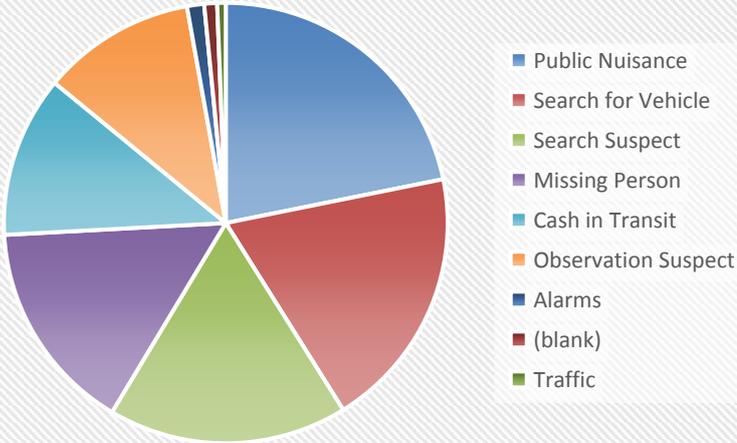
Buckinghamshire is well placed to move forward with this to develop the first county hub with an impressive CCTV control room in Milton Keynes and opportunities to capitalise on the benefits. Currently the Buckinghamshire cameras are monitored in three locations: Milton Keynes, Aylesbury, and Wycombe. A single control room with modern equipment and greater resilience could provide 24/7 monitoring and a more effective service.

### Drivers for change

- Current CCTV systems not fit for purpose and do not effectively impact on public protection through supporting criminal prosecutions or a command and control strategy - need for investment.
- Report commissioned by the Chief Constable and published 2016 secured engagement with local authorities to progress a Thames Valley-wide CCTV system.
- Proposal to move to a CCTV hub model to increase efficiencies and develop a common IT infrastructure
- The need to establish a police-local authority partnership to rationalise CCTV by centralising CCTV governance and establishing a Thames Valley-wide strategy
- The need for a migration path to deal with the ultimate obsolescence of analogue PSS CCTV cameras and maximise use and benefit of more technologically advanced systems.

### Current outputs as logged by the CCTV control rooms

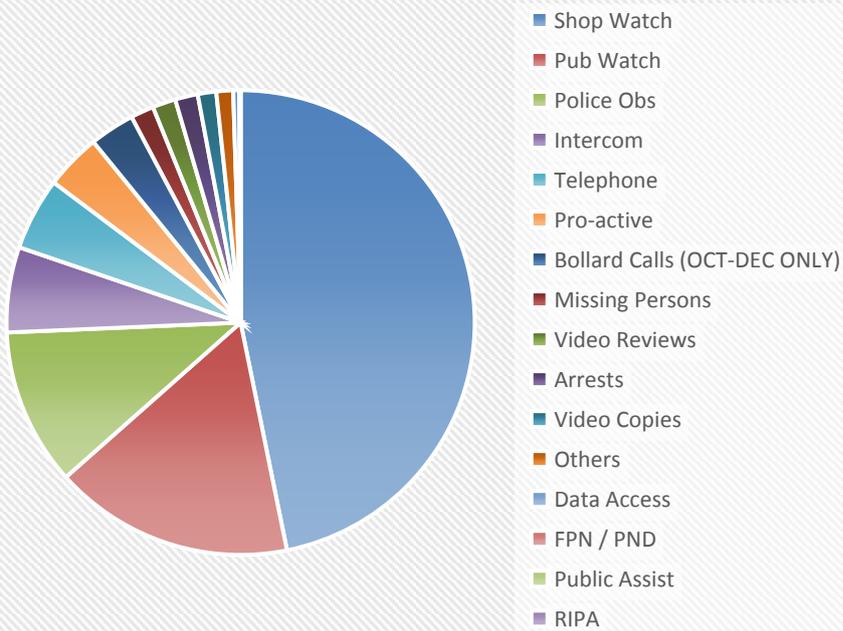
### Chiltern incident data



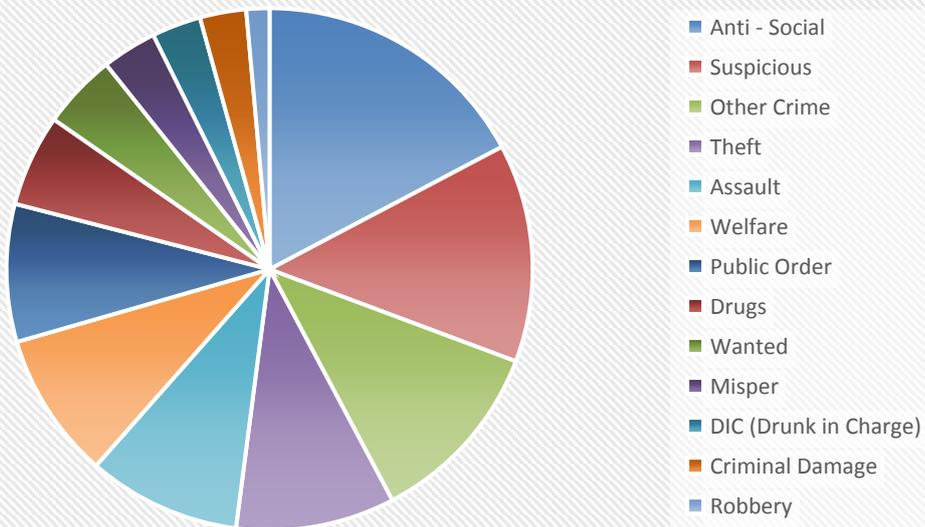
### Aylesbury activity data



## Wycombe incident data



## Milton Keynes incident data



### Current objectives:

- Assist in the prevention and detection of crime
- Deter anti-social behaviour
- Reduce the fear of crime.

## **Proposed objectives encompassing Community Safety Plans and Police and Crime Plan Priorities**

- Community safety
- Protecting the vulnerable
- Cutting crime
- Emergency response
- Maintaining order
- Bringing offenders to justice

## **Improvements and future outputs**

- A targeted approach to the use of CCTV as a crime prevention tool, focusing on crime/ incident hotspots;
- Better protect the public through proactive monitoring of CCTV in line with incident heat maps;
- Better protect the public through proactive monitoring as part of a command and control strategy to improve use of public resources across partner agencies through sending the appropriate response to reported incidents;
- Better protect the public through proactive monitoring in line with crime heat maps to reduce crime, particularly violent crime, theft, robbery;
- Support the investigative process through effective and efficient evidence management, bringing offenders to justice;
- Secure digital transfer of images replacing use of removable DVDs, memory sticks etc (depending upon the option chosen for improvement);
- Provide 24/7 cover with increased monitoring at times of peak demand;
- Improved resilient CCTV monitoring for private business schemes giving a better service to our private partners, eg., pubwatch, shopwatch;
- Provide more resilience and a better working environment for staff reducing sickness levels;
- Ensure compliance with regulatory requirements, eg., the Surveillance Camera Commissioner's Code of Practice, secure transfer of confidential data, secure access to data managed by permissions, privacy impact assessment (data protection) and other legislative requirements and best practice;
- Demonstrate an ethical approach to data management
- Provide ongoing evidence regarding the value and use of CCTV cameras to manage crime, anti-social behavior, vulnerable people, missing persons and public protection to inform camera placement and use;
- Link cameras by mapping, ensuring that local access to footage is available

## **Risks of not investing:**

### **Community Safety**

- Security and safety of the local community adversely impacted
- Violent offences are on the increase – difficult to combat violence without CCTV – need to embed CCTV in plans to combat violence
- Difficulty in tracking missing persons
- Less effective response to anti-social behaviour

- Failure to protect vulnerable people
- Exploitation through child sexual abuse, modern slavery and gangs more difficult to detect
- Response to emergency calls more difficult to allocate to the most appropriate service
- Difficult to manage public order situations and critical incidents
- Difficulty in meeting data protection requirements to transfer, access and store data securely

### Crime and disorder

- Increase in crime
- Community safety adversely impacted
- Difficulty in identifying suspects in all crimes
- Serious impact on identifying suspects in murder and sexual offences cases
- Difficulty in securing evidence of offences
  - Labour intensive investigation process with many offences going undetected
  - Not meeting public expectations that the police will have CCTV evidence of offences
  - Loss of successful court outcomes through lack of CCTV evidence

Current system	Proposed system
Diverse IT infrastructure, most systems end of life	Common IT infrastructure providing a reliable and sustainable service which is economical to maintain for a minimum of 7 years
3 CCTV control rooms	1 CCTV control room + local viewing
Cameras viewed at multiple locations	176 cameras viewed in one place (+ private partner cameras, eg., shopwatch and pubwatch)
Process and practice differs across control rooms	Consistent process and practice
Several maintenance contracts for equipment and cameras	One maintenance contract for all CCTV equipment and cameras
Limited proactive monitoring of CCTV	24/7 control room coverage
Lack of resilience in staffing and high sickness levels	Resilient staffing model including one week in six for each operator building evidence packs and statements leading to improved health and

	wellbeing and more productive monitoring of CCTV
Shifts not aligned to public protection through incident or crime data	Shifts aligned to incident heat maps
Proactive monitoring in isolation from any coherent strategy	Proactive monitoring strategy providing better outcomes for the public such as protecting vulnerable people, swifter justice and intervention through: <ul style="list-style-type: none"> <li>• Professionally trained operators working within the police command and control structure</li> <li>• Intelligence led and targeted use of CCTV, including covert operations</li> </ul>
Cameras failing and not well maintained with multiple service and maintenance contracts	Single maintenance and service contract – more efficient and effective
Camera location rarely evidence based at present	Camera locations targeted in line with crime hotspots, incidents and evidential usage <sup>1</sup>
Complex financial arrangements causing difficult partner relations and expensive to manage	Simple financial formula
No consistent message to the public about the uses of CCTV	Use of an evidence-based model combined with appropriate communication will enhance public perceptions of police legitimacy
No performance monitoring at the present time	Performance monitoring framework enabling transparent measurement of policing outcomes such as arrests and interventions attributable to each camera – a real understanding of the value of CCTV
All systems currently operate in isolation by location	Plug in plug out system to enable compatibility with the rest of the force and other partner agencies, for example: <ul style="list-style-type: none"> <li>• Highways,</li> <li>• shopping centres/markets</li> <li>• counter terrorism systems</li> <li>• public service buildings such as hospitals</li> <li>• police mobile CCTV units</li> <li>• temporary covert targeted situations</li> </ul>

Would require upgrade for digital first compatibility

Match fit for Digital First Programme/ DEMS/ DETS digital evidence management

## 6. COSTS ANALYSIS

### CAPITAL COSTS

Capital investment for moving to a hub model with upgraded equipment but excluding new CCTV cameras: TVP match funding local authority contributions attributed on size of camera estate:

Aylesbury: 22; Beaconsfield: 12; Chiltern: 16; MK: 52; Wycombe: 64.

The Model 1 costs are the estimated capital costs of moving to a Bucks CCTV hub using fibre optic cabling transmission. The assessment of costs was made by expert CCTV consultancy from Derek Maltby originally contained within the 2016 report "TVP CCTV Final Report v1.1" and updated for a partnership meeting in May 2018. The costing does not cover the cost of new cameras.

The Model 2 costs are based on the recent tender process conducted by the Royal Borough of Windsor and Maidenhead to replace and upgrade their CCTV equipment, the detailed breakdown of costs is not publicly available at this time but this figure covers the central infrastructure which is a wireless digital system. It does not cover new cameras.

	Model 1 £ – cheaper option but will incur ongoing transmission costs - based on quotation from Global MSC (May 2018)	Model 2 £ based on RBWM recent agreed solution – wireless system saving on ongoing transmission costs (August 2018)
<b>Police capital cost (50%)</b>		
<b>Thames Valley Police</b>	<b>265,750.00</b>	<b>314,000.00</b>
<b>Local authority capital cost (50%), attributed on size of camera estate</b>		
<b>Aylesbury</b>	<b>35,200.00</b>	<b>41,610.00</b>
<b>Chiltern and South Bucks incl Beaconsfield</b>	<b>44,800.00</b>	<b>52,960.00</b>
<b>Milton Keynes</b>	<b>83,200.00</b>	<b>98,350.00</b>
<b>Wycombe</b>	<b>102,000.00</b>	<b>121,000.00</b>
<b>Grand total</b>	<b>531,500.00</b>	<b>598,500.00</b>

### Breakdown of costs, model 1:

COST ITEM	AMOUNT
-----------	--------

CCTV System	£225k
DVR Recorders	£ 99.5k
IP Encoders	£14k
Telemetry Control	£9k
Installation & Training	£ 81.4k
Switches	£15k
Network	£87.6k
<b>TOTAL</b>	<b>£531.5k</b>

**Model 2 breakdown of costs unavailable at this time – breakdown of RBWM costs from recent tender process not publicly available.**

#### **Potential redundancy costs**

	Potential redundancy costs £	Potential travel transfer costs £
Wycombe (local authority)	67,153.41 (LA)	8,212.00 pp, pa.
Thames Valley Police (for Aylesbury)	36,217.66 (TVP)	Awaiting costs
Thames Valley Police (for Milton Keynes)	12,744.90 + pension (TVP)	N/A

#### **REVENUE COSTS**

Costs for staffing and maintenance for the new model it is proposed to be split 50/50 between TVP and local authorities. The figures below compare current revenue costs with revenue costs of the new model. The new model is based on 7 operators plus one supervisor, working shifts, for the number of cameras being viewed. The proposed costs assume a local authority split based on a revised RAF formula at 31 August 2018 (in brackets are the figures for local authorities if the split were made on the basis of camera estate instead).

Maintenance costs in the new model would include the central infrastructure and only cameras if the cameras were replaced as part of the Model 2 deal. Maintenance of cameras not replaced would fall to individual local authorities.

Current revenue costs		Future revenue costs		
	Staff £	Maintenance £	Staff £	Maintenance £
Police revenue costs (50%)				
TVP	174,496.00 (Bucks RAF formula payments for staffing costs)	00:00	140,225.10	£5,000.00 (year 1)  (doubling in years 2 and 3)
Local Authority costs (50%)				
Milton Keynes	£59,692.00	60,000.00	54,082.00 (43,680.00)	1,093.15  (doubling in years 2 and 3)
Aylesbury	£102,517.00	18,000.00 – 20,000.00	30,114.00 (18,480.00)	1,075.50  (doubling in years 2 and 3)
Wycombe	£245,700.00	£30,000.00	29,106.00 (53,760.00)	1,039.50  (doubling in years 2 and 3)
Chiltern and South Bucks incl Beaconsfield	00:00	£60,000.00 (less transmission costs)	26,690.00 (23,520.00)	953.50  (doubling in years 2 and 3)

Additional costs for **sickness and overtime** may be incurred and may add up to an additional £30,000 but note these costs are not included in the current costs and therefore not represented in the future costs. It is also anticipated that with improved resilience and an improved shift pattern staff wellbeing would improve.

Where funding is available for **shop watch and pub watch type schemes** for monitoring the relevant cameras that funding shall be used to pay for CCTV control room staff and in accordance with the terms of the specific requirements.

#### **DATA TRANSMISSION REVENUE COST ESTIMATES – applicable to model 1 only**

**Model 1:** These are the estimated revenue costs for data transmission to the Bucks CCTV hub. The assessment of costs was made by expert consultancy from Derek Maltby and contained within the 2016 report “*TVP CCTV Final Report v1.1*” and updated for a partnership meeting in May 2018.

AUTHORITY	COSTS
MK	£4.8k
Aylesbury	£2.4k
Wycombe	£6.1k
Chiltern	£4k
Beaconsfield	£1.2k
Bucks CC	£0.1k
<b>TOTAL</b>	<b>£18.6k</b>

**Model 2:** No data transmission costs as the system would be wireless and fully digital

#### **PUBLIC PROTECTION STRATEGY**

The new model will incorporate CCTV into a strategy to protect the public. Looking at incident data helps us to understand when to ensure that the CCTV control room is staffed and the cameras monitored, here is an example from Milton Keynes:

Where CCTV operators may be required at the time of the event, urgent and immediate responses are the most useful to look at as the operators help the control room to manage the event and protect the public. The average numbers of urgent and immediate incidents, per hour, for the 12 month period December 2016 to December 2017, are shown below.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
00:00 - 00:59	2.5	2.8	2.8	2.4	3.1	4.3	4.3
01:00 - 01:59	1.9	1.7	1.8	1.8	1.9	3.6	4.3
02:00 - 02:59	1.4	1	1.2	1.6	1.4	3	3.6
03:00 - 03:59	1.1	0.8	1.2	1.2	1.3	2.7	3
04:00 - 04:59	0.6	0.5	1	1.1	1.1	2	2.1
05:00 - 05:59	1	0.9	0.9	0.7	0.8	1.1	1.3
06:00 - 06:59	1.1	1.4	1.5	1.6	1.4	1.5	1.3
07:00 - 07:59	2.3	2.7	2.5	2.6	2.8	1.6	1.5
08:00 - 08:59	4.1	4.2	4.6	4.4	4.2	2.8	2
09:00 - 09:59	4.8	5.5	5.6	6.5	5.8	4.1	3.4
10:00 - 10:59	5.3	5.5	5.6	5.7	5.9	4.2	4.3
11:00 - 11:59	6.8	6.4	6.7	6.4	6.8	5	4.5
12:00 - 12:59	7	7	7.2	6.7	6.6	5.4	5.1
13:00 - 13:59	7.3	6.4	6.5	6.9	7	6	5.5
14:00 - 14:59	6.8	7.1	6.8	7.4	7.6	6.4	5.6
15:00 - 15:59	7.9	7.6	7.5	7.7	7.9	6.6	6
16:00 - 16:59	8	8.3	8.4	7.1	8.2	6.2	6.1
17:00 - 17:59	8	7.5	8.3	7.9	7.1	7.3	5.6
18:00 - 18:59	7.5	7.3	7.3	7	7.2	6.3	6

19:00 - 19:59	7.4	6.4	6.4	7	6.8	5.3	6
20:00 - 20:59	6.3	5.6	6.1	6.8	5.6	5.3	5.7
21:00 - 21:59	5.5	5.6	5.6	5.6	6	5.7	5.3
22:00 - 22:59	5.1	5	4.5	4.8	5.2	5.7	4.4
23:00 - 23:59	3.4	3.9	3.5	4.1	4.7	5.8	3.7

The typical busy periods are 9am-9pm, which peaks 12-6pm. The weekends have fewer incidents, particularly on a Sunday. However, the weekends have the night time economy, with incidents continuing until 3am. The partnership board under the proposed new collaborated system would review this kind of information on a regular basis to ensure that CCTV supports a public protection strategy.

7. **Offences typically supported by CCTV monitoring: cost TO SERVICES in Buckinghamshire 2016–17**

Violence without injury		
Location	No. of Offences	Total Cost
Aylesbury Vale	1,326	£7,863,180
Chiltern and South Bucks	951	£5,639,430
Milton Keynes	2,672	£15,844,960
Wycombe	1,187	£7,038,910
<b>Total</b>	<b>6,136</b>	<b>£36,386,480</b>

Violence with injury		
Location	No. of Offences	Total Cost
Aylesbury Vale	1,111	£15,609,550
Chiltern and South Bucks	704	£9,891,200
Milton Keynes	2,141	£30,081,050
Wycombe	831	£11,675,550
<b>Total</b>	<b>4,787</b>	<b>£67,257,350</b>

Theft from a person		
Location	No. of Offences	Total Cost
Aylesbury Vale	162	£223,560
Chiltern and South Bucks	140	£193,200
Milton Keynes	386	£532,680
Wycombe	198	£273,240
<b>Total</b>	<b>886</b>	<b>£1,222,680</b>

Theft from a vehicle		
Location	No. of Offences	Total Cost
Aylesbury Vale	878	£763,860
Chiltern and South Bucks	800	£696,000
Milton Keynes	1,865	£1,622,550
Wycombe	599	£521,130
<b>Total</b>	<b>4,142</b>	<b>£3,603,540</b>

Child sexual exploitation		
Location	No. of Offences	Total Cost
Aylesbury Vale	9	£796,203
Chiltern and South Bucks	2	£176,934
Milton Keynes	2	£176,934
Wycombe	4	£353,868
<b>Total</b>	<b>17</b>	<b>£1,503,939</b>

Rape		
Location	No. of Offences	Total Cost
Aylesbury Vale	121	£4,762,560
Chiltern and South Bucks	81	£3,188,160
Milton Keynes	243	£9,564,480
Wycombe	124	£4,880,640
<b>Total</b>	<b>569</b>	<b>£22,395,840</b>

**Improved CCTV resource could help reduce the impact and cost of these offences in Buckinghamshire**

Criminal damage/ other		
Location	No. of Offences	Total Cost
Aylesbury Vale	1,347	£1,818,450
Chiltern and South Bucks	1,208	£1,630,800
Milton Keynes	2,496	£3,369,600
Wycombe	1,160	£1,566,000
<b>Total</b>	<b>6,211</b>	<b>£8,384,850</b>