

Customer Access Review – Full Assessment

Assessment details		
Assessment area		CCTV
Date of assessment		29 th November 2016
Directorate and Service		Enforcement & Regulatory Services - CCTV
Manager		Tony Henley
Officer conducting assessment		Kit Weller
Step 1: Scoping the assessment		
1	What are the aims and objectives of the activity or proposal?	The CCTV function of Dartford Borough Council exists to create a safe environment by allowing proactive identification of known offenders or those displaying suspicious behaviour; and capturing reactive images of offences and offenders.
2	Who will be affected?	Potentially any person who enters an area of Dartford which is covered by Dartford Borough Council CCTV.
3	How does the activity or proposal contribute to: a) any key performance indicators? b) policies, values or objectives of Dartford Borough Council?	a) KPIs: CCTV Assisted Arrests; CCTV Instigated Arrests; Recorded material/data seized; Total number of crimes committed in the Borough; Number of criminal damage offences in the Borough; Number of recorded anti- social behaviour incidents in the Borough. b) Corporate Objectives: SC2: To reduce anti-social behaviour. SC3: To increase public perception of the Borough as a safe place.
4	Which aspects of the activity or proposal are dictated by legislation/regulation and where do we have discretion in how they are delivered?	Use of the CCTV system is covered by the following legislation: <ul style="list-style-type: none"> • Section 163 of the Criminal Justice and Public Order Act 1994 (as amended) creates the power for local authorities to provide closed circuit television coverage of any land within their area for the purpose of crime prevention or victim welfare. • Use of CCTV by a public body to obtain personal information is covered under the Regulation of Investigatory Powers Act 2000. • Under the Data Protection Act 1998 Dartford Borough Council is a Data Controller. The DPA places considerable responsibility on the Council to ensure secure management of footage. • Article 8 of the European Convention of Human Rights Act 1998 sets out the right to privacy, and sets the guidance that the CCTV system will only be used as a proportional response to identified problems.

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Step 2: Information collection		
Note: Equality and Diversity information for Dartford can be found at http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/equality-and-diversity-data		
5	What do you know about the groups of people who will be affected? i.e. demographic information in relation to the protected characteristic groups (age, disability, pregnancy and maternity, religion or belief, race, sex, sexual orientation, gender reassignment)	Dartford Borough Council's CCTV system has the potential to capture footage of any person in the vicinity of one of its cameras. This could include any person with a protected characteristic.
6	What consultation has taken place with affected groups? Please describe who was consulted and the key findings	Not applicable. There is no need to consult with any affected groups as this could include any person who enters the vicinity of a camera.
7	Are there any gaps in information? If so, what additional research and/or consultation is needed to ensure that affected groups needs and views are taken into account?	No. As above, the potential groups affected are so diverse in their constitution that there are no specific ways in which the CCTV service needs to be tailored, and therefore no objectives to be obtained from consulting with anyone.

Step 3: Assessing the equality impact

8	<p>Consider whether the activity or proposal has or will have any positive or negative equality impacts on the protected characteristic groups in relation to the following aims of the General Equality Duty:</p> <p>a) tackling unlawful discrimination b) promoting equality of opportunity c) promoting good relations</p> <p><u>NOTES:</u></p> <ul style="list-style-type: none"> • The Initial Screening will have identified which aims of the Public Sector Equality Duty are relevant to the activity or proposal for consideration • For existing activities, consider how they are working in practice for each relevant protected group • For new proposals, consider whether there is anything that could give rise to positive and negative equality impacts for each relevant protected group • If there is no identified equality impact, please tick the 'No Impact' box and explain why in question 9 • If the equality impact is unclear, please tick the 'Unknown' box and explain why in question 9 				
		POSITIVE IMPACTS	NEGATIVE IMPACTS	NO IMPACT	UNKNOWN
a	Age			<input checked="" type="checkbox"/>	<input type="checkbox"/>
b	Disability			<input checked="" type="checkbox"/>	<input type="checkbox"/>

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c	Gender (including reassignment)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
d	Race		<input checked="" type="checkbox"/>	<input type="checkbox"/>
e	Religion/Belief		<input checked="" type="checkbox"/>	<input type="checkbox"/>
f	Sexual Orientation		<input checked="" type="checkbox"/>	<input type="checkbox"/>
g	Pregnancy/Maternity		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	If 'no impact' or 'unknown' was selected, please explain	<p>Any person within one of the groups listed above could be viewed by Dartford Borough Council's CCTV network if they pass through an area covered by the cameras. The presence of cameras is publicised through signage, therefore the decision to proceed into an area and expose themselves to the possibility of being viewed and captured by CCTV is an informed choice made by that individual.</p> <p>All of the groups above have the potential to become victims or perpetrators of crime. This crime may be motivated by membership (or perceived membership) of a protected group. CCTV may prove useful in obtaining evidence of any offences which may assist in prosecuting perpetrators of such crimes and therefore tackle any the discriminatory factor of hate crime. It should also be noted that the same procedure would apply to all victims of crime rather than those specifically in the aforementioned groups.</p>		
10	If Dartford Borough Council works with partners to deliver the activity or proposal, please describe any circumstances that could give rise to positive or negative equality impacts between different groups	Not applicable.		
11	Any other comments	None.		

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Step 4: Action plan

11. Based on the information in Steps 1 to 3, please list the actions that will be taken to address:

- a) any gaps in information and consultation
- b) how any negative impacts on equality will be mitigated or eradicated

a) If additional information and/or consultation is required or the impact is still unclear, what actions will you put in place to gather the information you need?

Information needs	Action	Intended outcome	Date for completion	How this will be monitored	Responsible officer
N/A					

b) If any negative impacts on equality were found, what actions will you put in place to mitigate or eradicate these impacts?

Identified impacts (and who is affected)	Action	Intended outcome	Date for completion	How this will be monitored	Responsible officer
N/A					

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Step 5: Decision making and future monitoring		
13	Which decision making process does this Customer Access Review need to go through? i.e. who does this need to be approved by?	EARS Manager; Strategic Director (External Services)
14	How will you continue to monitor the impact of the activity or proposal on the equality groups?	Through daily liaison with Kent Police to establish overnight crimes and any specific hate-crime trends. Regular meetings between the Community Safety Manager and CCTV Supervisor will also establish any opportunities to alter service delivery.
15	When will you review this Customer Access Review?	In 2020.
Step 6: Final steps		
16	Once this Customer Access Review has been approved, send this assessment to the Policy & Projects Officer	
17	If the subject of the Customer Access Review is going to committee, summarise your findings in the committee report	
18	Implement the actions identified from this Customer Access Review and ensure progress is monitored and recorded	