

SAFFRON WALDEN TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT

BASELINE SERVICES STATEMENT

BASELINE ACTIVITY FOR:	CCTV
EXISTING SERVICE PROVIDER:	Saffron Walden Town Council
RESPONSIBLE OFFICER:	Lisa Courtney
JOB TITLE OF RESPONSIBLE OFFICER:	Town Clerk
DATE COMPLETED:	5 th May 2023

Summary of service provided:	<p>The Town Council have a network of CCTV cameras across the town, and some are located in the town centre.</p> <p>All cameras work on a wi-fi basis with the primary recording device held at the Town Hall.</p>
Associated services provided:	CCTV cameras are recorded but not monitored. Following a Police request footage will be downloaded and provided to the Police.
Extent of BID geography covered:	Listed cameras are within the Saffron Walden BID area.
Service specification:	List of cameras – held at SWTC and not available at this juncture for public review and further noting that the specification of many is being updated
No. staff required to deliver the service:	The Town Council office administration staff manage the CCTV and provide footage to the Police as required.
Equipment required to deliver the service:	Cameras Poles Wifi links Fibre optic links Recording boxes
Performance measures:	Daily visual check and review of system Service and maintenance contract held with 3 rd party Annual review of system Subject to and complies with appropriate legislation

Non-compliance – mitigation procedure:	In the event of non-compliance, a review would be carried out to ascertain if the non-compliance was isolated or across the system. The outcome of that review would dictate any future course of action
Current costs of service provided within the BID area:	Circa £20,000 (this is an estimate based on the total annual cost of the CCTV budget)
Statement completed by:	Lisa Courtney, Town Clerk, Saffron Walden Town Council
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