

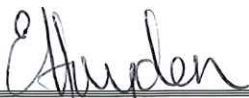
Individual Cabinet Member Report – transfer of capital scheme from provisional to approved programme


(If any background papers attached to this request are exempt please add the following paragraph here: The attached background papers are NOT FOR PUBLICATION in accordance with paragraphs.....of Schedule 12A of Part 1 of the Local Government Act 1972. PLEASE DO NOT INCLUDE ANY EXEMPT INFORMATION ON THIS FORM).

Name of Cabinet Member	David Rouane
Delegations Checked and certified by	Financial procedure rule 92: Schemes within the provisional part of the capital programme can be transferred into the approved programme by a decision of a Cabinet member. Steve Culliford
Name of officer requesting the decision	Diane Foster, Licensing and Community Safety Manager
Contact details of officer	<u>Diane.foster@southoxfordshire.gov.uk</u> 01235 422116
Details of decision required	To transfer £90,500 from the provisional capital programme to the approved capital budget to fund the procurement of new CCTV recording and monitoring equipment for the CCTV control room, 15 CCTV cameras in Thame and upgrading the CCTV cables in the South Oxfordshire CCTV scheme.
Recommended Action	As above

<p>Reasons for recommending decision</p>	<p>The existing control room equipment was installed in 2011/12 and has now reached its end of life and is no longer supported by the manufacturer who released an obsolescence notice for the analogue matrix in 2017. This is making it increasingly difficult to source replacement parts when equipment failures occur. In addition, Microsoft are withdrawing support for Windows 7 in 2020 which is the operating system for control room equipment, and the software is now approximately six years out of date and is no longer supported by the provider.</p> <p>The CCTV cameras in Thame are over 15 years old, the manufacturer went into receivership in 2013 and ceased trading and it is no longer possible to get these units replaced when they fail. Our maintenance contractor has stated that these cameras should be considered to be 'end of life' and that they have been a constant source of failure in the past three to five years. The contractor has stated that they strongly recommend replacing these cameras as a matter of urgency.</p> <p>The existing cameras in Thame are analogue cameras which is now considered to be old technology. Replacement cameras would be modern high definition digital cameras. These provide much greater image quality than the current analogue cameras. Additionally, there are very few manufacturers who still manufacture analogue cameras and production of analogue equipment is likely to cease within the next two to three years.</p> <p>Due to the age of the existing equipment in the CCTV control room and the developments in technology over recent years, the equipment does not support digital cameras. Therefore, the control room equipment will need to be replaced before any new cameras can be installed. New control room equipment will be able to support both digital and analogue cameras so the current cameras in Didcot, Henley on Thames, and Wallingford will continue to be supported. These cameras can then be replaced at a later date as required.</p> <p>The cost of the new control room equipment will be shared with Vale of White Horse District Council based on the number of CCTV cameras per council.</p>
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Financial details	<p>Indicative costs from an independent CCTV consultant are as follows:</p> <p>Procurement of new CCTV recording and monitoring equipment for the CCTV control room will be £65,000 in total, with £43,000 cost for South Oxfordshire District Council when split by camera ratio. Fifteen replacement CCTV cameras in Thame will be £32,000. Upgrading all the CCTV cables in Didcot, Henley, Thame and Wallingford to enable digital cameras to be installed as required will cost £26,000 and will provide revenue savings of £28,679 per annum.</p> <p>£10,500 can be met from within existing budgets. The remaining costs would be met from the capital we have in the provisional programme (cost centre A271)</p>
Alternative options considered and rejected	An alternative option would be to not replace the CCTV cameras and control room equipment and cease to provide a CCTV public space town centre scheme when the equipment fails.
Details of background documents	CCTV System Condition Report June 2019
Declarations / conflict of interest	Declarations of any other Cabinet Members consulted by the Cabinet Member making the decision.

Consultation (officers/ward councillors) <i>Legal, HR, Agenda 21 and finance should be consulted regarding the proposals. Ward Councillors, other Cabinet Members and officers should be consulted if the proposals will have an impact on their service area/ward.</i>	Section	Name	Outcome	Date
	Ward Councillors	Pieter-Paul Barker	No comments received	28 October 2019
		David Bretherton	The scheme that has been outlined would appear to be logical and sensible. It will ultimately provide a better service and receives my support. Your report hints that there will be a maintenance saving and I hope that that is shared with the towns.	
		Kate Gregory	No comments received	
	Legal	Sarah Salotra	The procurement will need to be carried out pursuant to the council's contracts procedure rules.	20 August 2019
	Finance	Emma Creed	The capital cost of this scheme is £90,500 which will be funded from the council's reserves. The council will lose interest of £679 a year (assuming an average rate of return of 0.75%) by spending this money rather than investing it as it does at the moment. If the council wished to replenish the reserves over the estimated life of the scheme (5 years), then the revenue cost of this scheme will increase to £18,510 per annum	6 August 2019
	Human Resources		N/A	
	Sustainability		N/A	
	Diversity and Equality		N/A	
	Press Officer		N/A	
	Other Officers		N/A	
Head of Service approval				Date 15-11-19

Cabinet Member's approval		Date 15/11/19
Reasons for making decision	Transfer of funds from provisional to approved capital budget	

Appendix 1: Detailed capital scheme appraisal report

Ownership of report/ scheme	<i>Cllr David Rouane</i> <i>Diane Foster, Licensing and Community Safety Manager</i>
Details of the scheme	<p>To fund the supply and installation of new CCTV recording and monitoring equipment for the CCTV control room and 15 replacement CCTV cameras in Thame. To also upgrade all the CCTV cables in Didcot, Henley, Thame and Wallingford to enable digital cameras to be installed as required, this will provide revenue savings of £28,679 per annum.</p> <p>The project will be managed by the Licensing and Community Safety Manager</p> <p>We are keen to undertake this project as soon as the ICDM has been approved and anticipate it being completed by the end of March 2020.</p>
Strategic objectives	This work contributes to the council's objectives of investing in the district's future and building thriving communities.
Purpose of the scheme	<p>The objective of the project is to replace the CCTV equipment. The existing equipment has reached its end of life and is becoming more difficult to repair. The project will provide efficient reliable equipment that will support high definition digital cameras.</p> <p>This project will help to maintain the integrity of and confidence in the CCTV service for the council.</p> <p>If the budget is not available to replace the CCTV control room equipment and the cameras in Thame, there is a risk of increase revenue costs to pay for repairs as the equipment becomes increasing older and less reliable. In addition if the equipment fails and is not repairable the council will not be able to provide CCTV in our town centre public spaces. This will create an operational risk for all those who rely on CCTV. It is also a reputational risk for the council.</p>
Benefits of the Scheme	Efficient reliable equipment
Measuring the success of the scheme	<p>Reduced number of call outs under the CCTV maintenance contract.</p> <p>Reduced BT line rental costs</p>

Financial details	Financial details are shown in appendix 2
Hurdles to be overcome	None

Appendix 2: Financial details

The capital cost of the scheme	£90,500
The profile of that expenditure	Immediate
The revenue consequences of the scheme (expenditure and income)	<p>The capital cost of this scheme is £90,500 which will be funded from the council's reserves. The council will lose interest of £679 a year (assuming an average rate of return of 0.75%) by spending this money rather than investing it as it does at the moment. If the council wished to replenish the reserves over the estimated life of the scheme (5 years), then the revenue cost of this scheme will increase to £18,510 per annum.</p> <p>Any decision that has financial implications must be made with the knowledge of the council's overarching financial position. This is as reflected in the council's medium term financial plan (MTFP) as reported to Full Council each February as part of the budget setting report. The February 2019 MTFP and the budget report showed that the council was due to receive £3.3 million less in revenue funding than it planned to spend in 2019/20 (with the balance coming from reserves and accumulated New Homes Bonus). This funding gap is predicted to increase to over £6 million per annum by 2023/24. Every decision should be made in cognisance of the need to substantially reduce this funding gap over the medium term and to eliminate it after five years.</p>
Details of any specific sources of external finance available for this scheme	N/A
Any VAT implications of the scheme	The costs given exclude VAT
Any financial risks associated with the scheme	N/A
Details of any financial return on the investment	N/A

