

Title of report: Capital Investment in CCTV equipment upgrades

Decision maker: Corporate Director – Economy & Environment

Decision date: 28 March 2025

Report by: Michelle Price, Senior Project Manager

Classification

Open

Decision type

Non-key

Wards affected

(All Wards);

Purpose

To authorise the spend/investment of new CCTV equipment upgrades required at the time of the service relocation from Hereford Shirehall to Maylord Orchards, with the service required to relocation due to the Shirehall Refurbishment & Library and Learning Centre project. This decision follows the Council's resolution at its meeting on 7 February 2025 to approve the Capital Programme for 2025/26.

Recommendation(s)

That:

- a) **The Capital Investment of £89,100 in 2025/26 be drawn down from the capital programme and utilised in the upgrading of CCTV cameras and screens to support the county in the prevention and detection of crime in public places;**
- b) **Authority be delegated to Head of Regulation and Technical Services to take all operational decisions in delivering recommendation (a).**

Alternative options

1. Not to invest in the upgrading of CCTV equipment. This is not recommended because not allowing for the service to relocate would have consequences for the Shirehall Refurbishment & Library and Learning Centre project

Key considerations

2. The Shirehall Refurbishment & Library and Learning Centre project is a council priority.
3. When the CCTV service relocates from Hereford Shirehall to Maylord Orchards the Windows 11 upgrade has to be completed as Hoople are unable to reinstate outgoing / unsupported software.
4. The upgrade to Windows 11 has an impact on 25 of the county's CCTV cameras as they will not be compatible with the software. This would affect all the cameras in the market towns as well as eight in Hereford.
5. Due to the size of the operations room at Maylord Orchards the upgrading of screens is essential for health and safety ergonomic reasons.
6. To facilitate consolidation of the CCTV monitoring console, CCTV cameras in the Maylord Orchards need to be replaced.

Community impact

7. The decision supports The Herefordshire Council Plan 2024-2028:
 - a) People objective: Support people to feel safe and respected in their communities
 - b) Place objective: Support people to feel safe and respected in their communities

Environmental Impact

8. The decision supports the council's [environmental policy commitments](#) and aligns to the following success measures in the County Plan:
 - a) Reduce the council's carbon emissions
9. Whilst this is a decision on back-office functions and will have minimal environmental impacts, consideration has been made to minimise waste and resource use in line with the Council's Environmental Policy

Equality duty

10. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to –

 - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

11. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. As this is a decision on back-office functions, we do not believe that it will have an impact on our equality duty.

Resource implications

12. The funding for the CCTV equipment upgrades is Capital Funding and was agreed at full council on 7 February 2025. If further funding is required, this would be dependent on budget allocations or budget bids.
13. Capital Funding Table

Capital cost of project	2025/26	2026/27	2027/28	Total
CCTV screens upgrade	£3,000	0	0	£ 3,000
CCTV Camera upgrades (due to Windows 11)	£33,000	0	0	£ 33,000
Maylord CCTV camera upgrade	£45,000	0	0	£ 45,000
10% contingency	£8,100	0	0	£ 8,100
TOTAL	£89,100	0	0	£ 89,100

Legal implications

14. There are no legal implications in this report.

Risk management

15. The risks / opportunities and associated mitigations into the table below and will be managed at service level;

Risk / opportunity	Mitigation
Upgrading of CCTV cameras – if the decision is not approved this would impact 25 CCTV cameras, 8 in Hereford and all of those in the market towns as they would not be compatible with the software upgrade.	Upgrade CCTV cameras in line with the software upgrade.
Cost – the cost of the equipment has increased.	Quotes were obtained and a contingency added to the capital funding.
Timeframe – the obtaining and installing the equipment is not within the timeframe of the Shirehall Refurbishment & Library and Learning Centre project.	A supplier has provided quotation for supply well within timescales for the wider project development
Supplier and procurement delays – potential delays in equipment availability or unforeseen supply chain disruptions could impact the project timeline.	Engage with suppliers early, establish contingency plans, and explore alternative procurement options if delays arise.
Ensuring minimal service disruption during the transition and that staff are adequately trained to operate the upgraded system effectively.	Provide staff with the necessary training and conduct system testing before full deployment.

The risks identified in this report have been appropriately recorded on the relevant risk register and escalated in line with the Council's Risk Management Strategy. Governance and monitoring arrangements are in place to ensure these risks are actively managed throughout the programme's delivery.

Consultees

16. None

Appendices

Appendix 1: Outline Strategic Business Cases for Capital Investment Proposals

Background papers

None

Report Reviewers Used for appraising this report:

Please note this section must be completed before the report can be published		
Governance	John Coleman	Date 19/03/2025
Finance	Karen Morris	Date 17/03/2025
Legal	Sean O'Connor	Date 19/03/2025
Communications	Luenne Featherstone	Date 10/03/2025
Equality Duty	Harriet Yellin	Date 11/03/2025
Procurement	Claire Powell	Date 10/03/2025
Risk	Paige McInerney	Date 19/03/2025

Approved by	Click or tap here to enter text.	Date	Click or tap to enter a date.
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