

Title of Report:	Proposal for a review – CCTV
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	1 March 2011

Purpose of Report: To allow Members to consider a proposal for a review into the recent transfer of the West Berkshire Council CCTV control room to the Royal Borough of Windsor and Maidenhead.

Recommended Action: To determine whether to conduct the review and, if so, agree the proposed Terms of Reference.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
E-mail Address:	bbedwell@westberks.gov.uk

Contact Officer Details	
Name:	David Lowe
Job Title:	Scrutiny and Partnerships Manager
Tel. No.:	01635 519817
E-mail Address:	dlowe@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 Councillor Roger Hunneman has requested that an urgent review of the project to transfer the Council's CCTV system to the Royal Borough of Windsor and Maidenhead (RBWM) be undertaken. He would like to have the Three Towns CCTV project subject to examination at the same time as he states that has also caused concern.
- 1.2 This report outlines proposed Terms of Reference and presents a suggested methodology.

2. Proposed Terms of Reference

- 2.1 It is proposed that the Overview and Scrutiny Management Commission conducts a review into the project to transfer the Council's CCTV system to RBWM, and specifically to examine:
 - (1) the project plan
 - (2) the way procurement was handled
 - (3) the public communications plan
 - (4) what level of uptime was expected/planned for during transition
 - (5) whether the Council's standard project methodology was used for the project.
- 2.2 On completion, the Commission will report to the Executive with recommendations.

3. Methodology

- 3.1 It is proposed that the review is carried out by the Overview and Scrutiny Management Commission either through examination at a scheduled meeting or by the establishment of a task group.

4. Recommendation

- 4.1 It is recommended that the Commission considers the acceptance of the CCTV transfer project for review and, if so, agrees the Terms of Reference.

Appendices

There are no Appendices to this report.
