

**PROJECT DOCUMENTATION**

**OUTLINE BUSINESS CASE**

*Warden Patrol Vans and CCTV Digital Recorders*

Release: 1.1

Date: 07/11/05

**This Project Utilises Chorley Borough Councils Project Management Methodology**

Project Manager: Jim Wild

Programme Board: Capital Programme Board

## Outline Business Case

### Document Location

The source of the document will be found on the **loop** {insert link here}

### Revision History

Date of this revision:

Revision Date	Summary of Changes	Version
07/11/05	First draft	1.0
16/11/05	Update /amendment	1.1

### Approvals

This document requires the following approvals:

Name	Date Approved	Link to Approval Minutes	Version
Capital Programme Board			

### Distribution

This document has been distributed to:

Name	Title
Rebecca Huddleston	Project Support Office

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## 1 OUTLINE BUSINESS CASE

### 1.1 Project Background

At the present time the Neighbourhood Warden service operate three high profile vehicles which are used on patrol addressing the problems of anti-social behaviour and targeting areas know as 'Hot Spots'.

The main problem 'Hot Spot' areas are Chorley East, Chorley South West, Clayton Brook and Coppull. The Community Safety Strategy highlights these four areas as priority areas.

Three vehicles, including the CCTV vehicle are fitted with VHS recording CCTV equipment presently using obsolescent video technology. These are used in gathering evidence of anti-social behaviour and capturing corroborative evidence of interactions with Wardens and identifying offenders who may already have anti-social behaviour orders restricting their activities. Our intention is to up-grade both Neighbourhood vehicles and the large mobile CCTV van, replacing the video recording technology with digital recording equipment. All the cameras themselves will be retained to maximise this investment.

Our vehicles will be operational between 0900 - 2300hrs each day of the week. If staff witness anti-social behaviour or a crime whilst out on mobile patrol they can switch on the CCTV unit immediately to record evidence without it being a pre-planned operation. The digital up-grade will improve the picture quality, vital to produce evidence of identity and reduce the amount of storage required for video, up-date all the equipment to modern day standards making the systems compatible with the Borough Council CCTV Control Room. The video recording system is now obsolete the up-grade is evolving technology ready to accept future 'Bolt On's' as technology advances, such as GPS and GSM Connection to mobile phone.

### 1.2 Project Objectives

- To install digital CCTV up-grade in three Neighbourhood Wardens vehicles.
- To obtain evidence of anti-social behaviour and crime, which will be used to secure or enforce existing anti-social behaviour orders or conviction at court.
- To provide a visible deterrent and improve community safety.
- To capture and retain evidence of interactions with Wardens to promote their safety.
- To monitor problem areas and provide recorded evidence as and when necessary.

Outline Business Case

### 1.3 Scope

The scope of the project is simply the purchase and installation of a digital CCTV upgrade to 3 neighbourhood warden vehicles.

### 1.4 Assumptions

- That the Neighbourhood Warden Service will continue to be supported.
- That the service will continue to both operate in essentially present form and continue to develop its capability further.
- The continued delivery of joint Police/Warden operations as over recent years.
- Continuation of support from Housing Services and other enforcement functions.

### 1.5 Overview of the Business Case and Benefits

This project links to the community strategy in the following ways:

- To secure sustainable reductions in crime and the fear of crime in local communities, reducing crime on the streets.
- Crime reduction - to reduce the number of domestic burglaries, anti social behaviour, youth issues and racially motivated crime.
- To assist in obtaining evidence of environmental crime – flyposting, graffiti and dumping.
- To make Chorley the place of choice to live, work and invest in the North West.
- The Crime and Disorder strategy states that consideration will be given to CCTV and other integrated crime prevention measures in residential areas. These mobile systems reach residential areas not yet covered by static CCTV.

This project also aligns with our:

- continuous improvement obligations;
- crime and disorder partnership obligations;
- desire to offer an improved CCTV facility to outlying areas; and our
- obligation to maximise the utility of existing equipment.

#### 1.5.1 Benefits Plan

Improved digital images are less likely to be challenged in court.

Improved feeling of community safety within the target areas measured by:

- Number of recorded incidents.
- Reduction of crime and anti-social behaviour.
- Improvement in the quantity and quality of the intelligence obtained regarding those responsible.

- Improvement in feelings of safety as recorded by the General Satisfaction surveys.

### 1.5.2 Gershon Efficiencies

	<b>Efficiencies</b>
<b>Corporate Services</b>	There are likely to be savings in maintenance for the digital recording equipment.
<b>Procurement</b>	The “future proof” nature of the equipment and its commonality with the technology used in other CCTV applications has the potential for effectiveness gains from links to mobile ‘phone networks for improved surveillance and response.
<b>Productive Time</b>	Capturing, sorting, reviewing and copying digitised recordings is much less labour intensive with resultant operational efficiencies.
<b>Transactions</b>	CCTV activities operate in a partnership environment within the enforcement/Police family. Extended recording times with digital equipment means that vehicles can be “on record” permanently whilst patrolling gathering evidence for many agencies.

### 1.5.3 The Do Nothing Scenario

The Neighbourhood Warden service will continue to be provided however restrictions would be placed on evidence gathering for anti-social behaviour orders and convictions for crime related incidents.

Video technology is rapidly becoming obsolete and there will be increasing problems of downtime and inoperability due to breakdowns.

The courts will always accept the 'Best Evidence' and digital is accepted as such.

## 2 ESTIMATED PROJECT COSTS

This is an ideal opportunity to provide partial funding to enhance an existing community funded initiative.

Chorley Borough Council will provide staff, vehicles and all running costs.

A DVD/CD reader/writer will be required in the Neighbourhood Warden Office – this will be funded through the existing revenue budget.

Description	Capital Cost Estimate	Revenue Cost Estimate
Purchase, fitting and up grade of equipment to digital in each of the three vehicles.	£13,100	
Running Costs		+ve revenue effect over existing equipment
<b>Total</b>	<b>£13,100</b>	<b>£500 (existing)</b>

### 3 RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS

Position	Name	Title
Project Sponsor	John Lechmere	Head of Environmental Services
Senior User	Jim Wild/Audrey Harrison	Senior Neighbourhood Warden/Community Safety Co-ordinator
Senior Supplier	Potentially Quadrant Video Systems plc subject to the procurement process.	
Project Manager	Jim Wild	Senior Neighbourhood Warden