



TERMS OF REFERENCE FOR THE CCTV LIAISON MEETING OF ASHINGTON TOWN COUNCIL

1. Purpose

The CCTV Liaison Meeting is established to monitor, evaluate, and report on the Council's investment in public space CCTV, specifically the system installed in the Station Road, Woodhorn Road, and Station Road West areas. The group will ensure transparent oversight, support effective collaboration with partners, and provide strategic recommendations to the Finance and General Services Committee.

2. Objectives

- To assess the effectiveness of the CCTV system using the established Monitoring and Evaluation Framework.
- To facilitate collaboration with partners including Asset Watch and the Neighbourhood Policing Team.
- To ensure regular reporting on key metrics, including crime reduction, incident resolution, public perception, response times, police collaboration, and system performance.
- To identify areas for system improvement, additional investment, or policy development.

3. Membership

The Liaison Meeting shall comprise:

- At least three elected members of the Council.
- The Executive Officer or delegated officer.
- Representatives from Asset Watch Ltd (by invitation).
- A representative from Northumbria Police's Neighbourhood Policing Team (by invitation).

4. Chair and Vice-Chair

- The Chair and Vice-Chair shall be elected from among the ATC Councillors on the Liaison Group.
- The Chair and Vice Chair shall serve for a period of one year.
- The election of Chair shall be the first item of business. The outgoing Chair shall preside over that election if they have been elected to serve on the Liaison Group for the new term. If the outgoing Chair has not been elected to serve, and where the vote for Chair results in a tie, the Chair shall be determined by draw of straws between the candidates nominated.

5. Responsibilities

- **Data Review:** Receive and review monitoring data including:
 - Crime and incident statistics.
 - Incident resolution through CCTV footage.
 - Public perception evidence (e.g. surveys, feedback).
 - Response time performance.
 - System reliability and uptime.
- **Partner Liaison:** Maintain open communication with:



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- **Neighbourhood Policing Team** to obtain regular crime and resolution statistics.
- **Asset Watch** for system performance, incident logs, and footage handling protocols.
- **Evaluation and Reporting:** Submit quarterly reports to the Finance and General Services Committee summarising:
 - Performance against each element of the Monitoring and Evaluation Framework.
 - Any issues encountered or risks identified.
 - Recommendations for action, investment, or policy change.

6. Frequency of Meetings

The group shall meet at least quarterly, aligned with the reporting cycle to the Finance and General Services Committee, and more frequently if needed due to emerging issues or concerns.

7. Authority

The group acts in an advisory capacity, reporting to and making recommendations through the Finance and General Services Committee. It does not have delegated decision-making powers.

8. Review

These Terms of Reference will be reviewed annually, and agreed by Full Council, or as required in response to major changes in the CCTV system or its evaluation framework.