

Bilbrook Parish Council

CCTV Working Party Terms of Reference

The CCTV Working Party has been established to manage the running of the CCTV at Bilbrook Village Hall and make recommendations relating to the CCTV to the Parish Council. Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the full council or suitably authorised committees or members of staff.

Membership of the working party

- a) Membership of the working party will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) Any changes to the membership of the working party after the Annual Parish Council Meeting should be brought to the next Parish Council meeting for approval.
- c) A lead person of the working party shall be nominated at the Annual Parish Council meeting.
- d) Non-Councillors are entitled to attend and contribute to meetings.

Powers of the committee

The working party shall be responsible for:

- Day-to-day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed.
- Day-to-day operational responsibility for CCTV cameras and the storage of data recorded is the responsibility of the Parish Council CCTV Working Party.
- Deciding on response to requests for disclosure of CCTV data.
- Bringing recommendations for improvement/replacement of the CCTV to the Parish Council.
- Ensure that Parish Council complies with the CCTV Policy and bring recommendations for changes to the CCTV Policy to the Parish Council.