

Terms of Reference for the Surveillance Camera Standards Group

Status

1. The Surveillance Camera Standards Group (hereafter referred to as the group) is a standing group established to advise the Surveillance Camera Commissioner (the Commissioner) and the Surveillance Camera Advisory Council (the Council) on matters within its remit.

Remit

2. The group will support the Commissioner and the Council by providing advice on all matters related to the preparation, implementation and monitoring of surveillance camera standards within the remit of the surveillance camera systems codes of practice (the codes)¹. The group will:
 - i). Advise the Commissioner and Council on the standards to be applied to the manufacture, design, installation, testing, management and use of surveillance camera systems. The standards are to cover technical requirements as well as the competence of organisations and individuals.
 - ii). Undertake an analysis of current standards against a recommended set of standards with a gap analysis to inform the development of new standards.
 - iii). Work with the BSI on the development of British, European and international standards.
 - iv). Review the processes employed by the Commissioner to develop and implement standards.
 - v). Review the format for standards prepared by the Commissioner.
 - vi). Receive, in draft, standards developed elsewhere (including British, European or international standards) and advise the Commissioner on comments and feedback.

¹ Issued pursuant to section 29 of the Protection of Freedoms Act 2012.

- vii). Propose means of remedying any shortcomings in standards, distinguishing between measures which fall within the remit of the Commissioner and those which do not.
 - viii). Make such other recommendations as appear appropriate.
3. The group will, following a request from the Commissioner, develop standards, processes or policies for consideration by the Council and Commissioner.

Composition

4. The following organisations will each be invited to nominate a suitable person to membership of the group:

Surveillance Camera Commissioner

Home Office

Home Office Centre for Applied Science and Technology (CAST)

Police

British Standards Institution (BSI)

Security Industry Authority (SIA)

Skills for Security

British Security Industry Association (BSIA)

Representative user groups (Public CCTV Managers Association, CCTV User Group, CCTV National Standards Forum)

Local Government Association

Scottish Government (to facilitate cross-border collaboration)

5. The nominations can be reviewed on a regular basis to ensure representation from those best placed to advise (see also paragraph 7 below).
6. The chair, deputy chair and members of the group will be appointed by the Commissioner initially after consultation with the Home Office steering group

overseeing the development of the codes and thereafter by the Council once it is in existence.

7. The Commissioner may at the request of, or following consultation with, the chair of the group, add to the membership of the group or invite other individuals to serve on the group for limited periods of time where additional skills, knowledge or experience are required.

Operation

8. The group will operate in accordance with a plan presented by the chair and approved by the Commissioner, who will be advised by the Council once it is in existence.
9. The group will conduct its business out of committee as far as possible, but will meet as and when required in order to discharge its remit.
10. In the interests of public accountability, the group will carry out its work as openly as possible, within the terms of the Code of Practice on Access to Government Information, subject to any necessary confidentiality requirements and any conditions set by Ministers or agreed by the Commissioner.
11. No budget is delegated to the group but such assistance as is reasonably required to enable the group to undertake its duties will be provided, within available resources.
12. Membership of the group is unremunerated. The Commissioner may approve repayment of travel and subsistence costs necessarily incurred on group business by any members who are unable to obtain reimbursement from their employers. Repayment will only be made where the Commissioner has specifically agreed, in writing and in advance of the expenditure, to entertain claims from a named individual under this provision.
13. Where the business of the group gives rise to the need for expenditure from the Commissioner's budget (including any claims under paragraph 12 above), the Commissioner's written approval must be obtained in advance of any commitment to the expenditure.

14. The chair of the group may establish such other procedures as s/he considers appropriate for the operation of the group, providing that these are not inconsistent with the above.

Working Groups

15. The group may, with the approval of the Commissioner, establish such working groups as it considers necessary for the efficient and effective conduct of its business. Such working groups will be constituted with clear written terms of reference and will report to the group.

Conduct

16. Members of the group are required to observe the Seven Principles of Public Life endorsed by the Nolan Committee on Standards in Public Life. Each member must at all times act in good faith and observe the highest standards of impartiality, integrity and objectivity in relation to the conduct of the group's business.

17. Any group member has the right to bring to the attention of the Commissioner any matter, which he or she believes raises important issues relating to his or her duties as a member. In such cases the member should, before approaching the Commissioner, raise their concerns with the group chair to establish whether they might be resolved within the group.

Confidentiality

18. In accepting appointment to the group, members are required to accept that they will not disclose any information or documents presented to the group without the approval of the Commissioner. This includes any documents marked with any GPMS security classification (including RESTRICTED) and the content of any discussions relating to such information. Members undertake not to make copies of any such documents, and to follow the advice provided by the Commissioner about the handling of such documents.

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