

Terms of Reference for the Surveillance Camera Advisory Council

Remit

1. The Surveillance Camera Advisory Council (SCAC) will support the Surveillance Camera Commissioner (the Commissioner) by considering and offering advice on matters related to the Commissioner's functions to:

- i). Encourage compliance with the Surveillance Camera Code (the code)
- ii). Review the operation of the code
- iii). Provide advice about the code (and breaches of it), and
- iv). Prepare reports about the functions of the Commissioner

The SCAC will also consider and advise on issues concerning surveillance camera systems which are referred to the Council by the Commissioner.

2. The responsibilities of the Council will include the following:

- i). Contributing to the encouragement of others to achieve compliance with the code
- ii). Advising on prioritisation of activities by the Commissioner
- iii). Creating, tasking and overseeing the work of groups established to advise on or develop aspects of the Commissioner's functions
- iv). Assessing the recommendations of groups (or other sources) and advising the Commissioner on how to respond to them
- v). Assisting the Commissioner in responding to requests for advice from Home Office Ministers and others
- vi). Advising on, and monitoring the operation of, the process for reviewing the code and recommending amendments, and
- vii). Monitoring international developments and fostering co-operative links with relevant international fora

3. The remit of the Council may from time to time be modified by the Commissioner following consultation with the Council.

Composition

4. The Council will be chaired by the Commissioner.
5. Membership of the Council will comprise of people in each of the following categories. Where stated, the relevant organisation will be invited to nominate a suitable person to the post.

Area of expertise	Person description	Nominating authority	Places
Accreditation and certification	A person experienced in accrediting to recognised international and domestic standards	UKAS	1
	A person with experience in certification against standards relevant to surveillance camera systems	Accredited certification bodies	2
Surveillance camera manufacture and installation	A senior manager experienced in the commissioning, design, maintenance and monitoring as well as manufacture and installation of surveillance cameras and surveillance camera systems.	British Security Industry Association	1
Surveillance camera management and use (public and private sectors)	A senior manager experienced in either the design, installation or use of surveillance camera systems.	CCTV User Group, the CCTV National Standards Forum and the Public CCTV Managers Association	3

Data Protection	A senior member of the Information Commissioner's Office	Information Commissioner	1
Human Rights	A senior member of the Equality and Human Rights Commission	Equality and Human Rights Commission	1
Civil Liberties	A representative from bodies that can express concerns around privacy and community concerns	Liberty Big Brother Watch	2
Police	The police leads on surveillance camera systems and ANPR.	ACPO	2
Local Authority	A senior manager experienced in the oversight of surveillance camera systems.	Local Government Association	1
Scotland	A government official involved in surveillance camera policy.	Scottish Government	1
Wales	A government official involved in surveillance camera policy.	Welsh Assembly	
Covert surveillance	A senior representative from the Office of Surveillance Commissioners	Chief Surveillance Commissioner	1

6. The organisations invited to nominate representatives to the Council may, from time to time, be amended by the Commissioner following consultation with the Council.
7. Each organisation shall submit its proposed nomination for approval by the Commissioner before appointment is confirmed.
8. Each organisation will be invited to appoint an additional person to deputise for their nominee in his or her absence.

9. The terms of reference and membership of the Council will be subject to a review every three years. With the consent of the Commissioner and the appointee the appointing body may renew the appointment for a subsequent three year term.
10. The Commissioner may, following consultation with the Council, add to the membership of the Council or invite other individuals to serve on the Council for limited periods of time where additional skills, knowledge or experience are required.
11. The Commissioner may appoint (a) one of the members of the Council or (b) a senior member of his or her staff to deputise for him or her as chair of the Council in his or her absence.

Operation

12. The Council shall meet at least three times per year and otherwise as required.
13. The Commissioner, following consultation with the Council, may establish such other procedures as s/he considers appropriate for the operation of the Council.
14. In the interests of public accountability, the Council 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 conditions set by Ministers or agreed by the Council. Council meetings will not be open to members of the public but minutes of the meetings may be published, subject to any redactions considered to be necessary. Reports produced by the Council will be published at the discretion of the Commissioner who will, where appropriate, seek Ministerial approval.
15. Membership of the Council is unremunerated, but members will be entitled to claim travel and subsistence allowances in reimbursement for expenses actually and necessarily incurred in the course of Council business. The relevant rates will be determined by the Home Secretary and notified to the Council from time to time.
16. Support for the Council will be provided by the Commissioner's office. No budget is delegated to the Council but such assistance as is reasonably required to

enable the Council to undertake its duties will be provided, within available resources.

Committees and Working Groups

17. The Council may, with the approval of the Commissioner, institute such committees and working groups as it considers from time to time necessary for the efficient and effective conduct of its business. Such working groups and committees may be standing or ad-hoc. Each will be constituted with clear written terms of reference and will report to the Council.

18. The membership of working groups and committees shall not be limited to members of the Council.

Conduct

19. Members of the Council 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 Council's business.

20. Members of the Council will be required to sign a declaration of interests form in accordance with current departmental practice.

21. Any Council member has the right to bring to the attention of Chief Scientific Adviser to the Home Office 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 Chief Scientific Adviser, raise their concerns with the Commissioner to establish whether they might be resolved within the Council.

Confidentiality

22. In accepting appointment to the Council, members are required to accept that they will not disclose any information or documents presented to the Council 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 and Secretariat about the handling of such documents.