

**PROJECT PROPOSAL:**

<b>Committees:</b>		<b>Dates:</b>
Corporate Projects Board Projects Sub Markets Committee		<b>30 January 2019</b>
<b>Subject:</b> CCTV replacement – New Spitalfields Market (NSM)	<b>Gateway 2 Project Proposal</b> Light	<b>Public</b>
<b>Unique Project Identifier:</b> TBC		
<b>Report of:</b> Director of Markets and Consumer Protection <b>Report Author:</b> Ben Milligan		<b>For Information</b>

**Recommendations**

1. Next steps and Requested decisions	<p>Approval track: 3. Light</p> <table><tr><th>Cost \ Risk</th><th>Low</th><th>Medium</th><th>High</th></tr><tr><th>(£50k&lt;£250k)</th><td>Light</td><td>Light</td><td>Regular</td></tr><tr><th>(£250k~£5m)</th><td>Regular</td><td>Regular</td><td>Complex</td></tr><tr><th>(£5m+)</th><td>Regular</td><td>Complex</td><td>Complex</td></tr></table> <p>Next Gateway: Gateway 5 - Authority to Start Work (Light)</p> <p>Next Steps:</p> <p>Open competitive tender.</p> <p>Requested Decisions:</p> <p>To tender for works that would amount to an approximation of £244,000 (based on soft market test).</p>	Cost \ Risk	Low	Medium	High	(£50k<£250k)	Light	Light	Regular	(£250k~£5m)	Regular	Regular	Complex	(£5m+)	Regular	Complex	Complex
Cost \ Risk	Low	Medium	High														
(£50k<£250k)	Light	Light	Regular														
(£250k~£5m)	Regular	Regular	Complex														
(£5m+)	Regular	Complex	Complex														
2. Resource requirements to reach next Gateway	<table><tr><th>Item</th><th>Reason</th><th>Funds/ Source of Funding</th><th>Cost (£)</th></tr><tr><td>N/A</td><td></td><td></td><td></td></tr></table>	Item	Reason	Funds/ Source of Funding	Cost (£)	N/A											
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3. Governance arrangements	<ul style="list-style-type: none"><li>Markets Committee</li><li>David Smith – Director of Markets and Consumer Protection (Chief Officer)</li></ul>																

	<ul style="list-style-type: none"> <li>Project board will not be appropriate. Town Clerk advises that this is an operational matter being procured through the light pathway which requires Chief Officer approval. There will be an open tender. It is therefore compliant with procurement rules. The funds will be realised from the New Spitalfields Market Repair and Maintenance fund – a ring fenced budget that is funded by the market tenants. The balance equals £750,000 presently. The City will not fund any part of the project. The Spitalfields Market Tenant's Association (SpMTA) endorse the works. Further work is being carried out at the City's two other wholesale markets to ascertain if there could be benefits under an economy of scale.</li> </ul>
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### **Project Summary**

<b>4. Context</b>	<ol style="list-style-type: none"> <li>1) The Market Constabulary at New Spitalfields Market are responsible for safety, security, investigation and enforcement of local policies, i.e. over trading, fly-tipping, smoking, traffic, waste disposal, fork lift truck operations, accident investigation, incident co-ordination, etc.</li> <li>2) An effective CCTV system is a critical tool for the Market Constabulary across a 32 acre site. Without an effective CCTV system the Constabulary's efforts are greatly restricted and the City of London's liability risk is significantly raised.</li> <li>3) There are 86 cameras on site currently, however the existing analogue CCTV system is 14 years old and is plagued by equipment failures (at the time of writing 20 cameras and 2x Darlex were non-operational). Following enquiries the current system has been deemed obsolete and we have been advised that it cannot be repaired effectively. Also, the current system is technologically poor; the quality of footage captured is often of little use.</li> <li>4) It is recommended here that a new CCTV system is installed with minimal delay to ensure the Market Constabulary can provide the service with which it is charged.</li> </ol>
<b>5. Brief description of project</b>	<ol style="list-style-type: none"> <li>1) Full-scale design and reinstallation of current CCTV technology across the site in a phased process that will maintain CCTV coverage throughout the duration of the installation.</li> <li>2) Cameras will be of higher quality, the user interface will be more intuitive for CCTV operators, and coverage of the site will be more extensive. The system will be networked, and wireless where possible.</li> </ol>

<b>6. Consequences if project not approved</b>	1) If the project is not approved we run the very real risk that the current system will fail completely, and terminally, in the near future. This will increase risks associated with security on site, terror, fire safety, theft, assault etc. It will also decrease our abilities to enforce market rules and relevant legislation, it will increase risks associated with lone working staff, and reduce our ability to adequately report incidents or accidents. Our public liability would likely increase.
<b>7. SMART Project Objectives</b>	1) Increase in CCTV coverage of site – elimination of blind spots. 2) Increase in apprehension rate of fly tippers on site by 40%. 3) Decrease the level of waste in the car park by 50% (Currently costs approx. £40,000 per month).
<b>8. Key Benefits</b>	1) Increased security on site. 2) Elimination of waste being dumped in the car park through increased apprehension rate of flytippers/dumpers. 3) Better safeguarding of lone workers working night shifts across 32 acres. 4) Increased ability to track stolen or lost produce for tenants. 5) Better reporting of accidents and incidents. 6) Increased efficiency in the security function on site.
<b>9. Project category</b>	Choose an item. 1. Health and Safety
<b>10. Project priority</b>	Choose an item. A. Essential
<b>11. Notable exclusions</b>	None

### **Options Appraisal**

<b>12. Overview of options</b>	1) Direct call-off from Tyco under current COL contracts – current contracts are for replacement of cameras only, not for replacement of the back-office solution or viewing deck. This option is not viable. 2) Competitive tender of ESPO contractors – This will be similar to an open tender in terms of time and will not necessarily aid in reducing costs as all tenderers will be held to framework prices. This will also reduce the number of potential tenderers. It is deemed that this option is not viable. 3) Open tender. This is deemed to be the most suitable option.
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## Project Planning

<b>13. Delivery Period and Key dates</b>	<p><b>Overall project:</b> 5 months, completion before May 2019</p> <p><b>Key dates:</b></p> <p>19<sup>th</sup> December 2018 – Chief Officer sign off.</p> <p>7<sup>th</sup> January 2019 – Publishing of open tender.</p> <p>11<sup>th</sup> February 2019 – Closing date of tender.</p> <p>25<sup>th</sup> February – Appointment of Contractor.</p> <p>11<sup>th</sup> March – Installation.</p> <p>12<sup>th</sup> April – Expected completion.</p> <p><b>Other works dates to coordinate:</b></p> <p>None</p>
<b>14. Risk implications</b>	<p><b>Overall project risk:</b> Red</p> <p>Failure of the current system is a real possibility. Should it fail it would now no longer be repairable.</p>
<b>15. Stakeholders and consultees</b>	<ol style="list-style-type: none"> <li>1) Spitalfields Market Tenants Association</li> <li>2) Procurement</li> <li>3) Market and Departmental staff</li> <li>4) City Surveyor</li> <li>5) Chamberlain</li> </ol> <p>There will be no equalities impact assessment required</p>

## Resource Implications

<b>16. Total estimated cost</b>	<p><b>Likely cost range:</b></p> <p>£244,000 approximate installation cost.</p> <p>Year 2 maintenance cost £6,000 – to continue annually up to year 6. (Projected costs come from TYCO soft market project).</p>	
<b>17. Funding strategy</b>	<p>Choose 1:</p> <p>All funding fully guaranteed</p>	<p>Choose 1:</p> <p>External - Funded wholly by contributions from external third parties</p>

	<b>Funds/Sources of Funding</b>	<b>Cost (£)</b>
	New Spitalfields Market Repairs and Maintenance fund	£244,000
	Yr 2 maintenance	£10,800
	Yr 3 maintenance	£10,800
	Yr 4 maintenance	£10,800
	Yr 5 maintenance	£10,800
	Yr 6 maintenance	£10,800
	<b>Total</b>	<b>£298,000</b>
	The fund contains £750,000 at the moment. The fund was specifically set up for this type of procurement.	
<b>18. Investment appraisal</b>	This is a critical spend. Many of the CCTV cameras are non-operational or of such a poor picture quality that images are indistinguishable. Coverage is sub-optimal and events are commonly off camera as many cameras are pan/tilt/zoom rather than 360°. There is a reliance on tenant cameras for useable imagery for incidents. A recent near-fatal accident where a freight driver is thought to have fallen out of his HGV was not visible on camera and subsequent CID investigations closed off this area of the market for a prolonged period of time. Reductions in fly tipping will reduce service charges by thousands of pounds every month. The Tenants Association have been consulted on the proposal, and they support the spend. It is expected that any system will have a 5-year shelf life due to tech advances and wear and tear which would align with any Market Consolidation timeline.	
<b>19. Procurement strategy/Route to Market</b>	The City of London has already reviewed CCTV provision in the square mile. A variation to the current City contract was not deemed possible. A direct ESPO call off with the company that installed the City's CCTV systems across the square mile (TYCO) was also not possible. As such there will be a full open procurement.	
<b>20. Legal implications</b>	<b>None</b>	
<b>21. Corporate property implications</b>	<ol style="list-style-type: none"> <li>1) There are no overlaps with what is currently underway with City surveyors.</li> <li>2) The Department intends any contractor to carry out a similar exercise with the other two wholesale markets with a view to ensuring all markets meet operational needs, and to ensure economies of scale are made use of.</li> </ol>	
<b>22. Traffic implications</b>	<b>None</b>	

<b>23. Sustainability and energy implications</b>	<b>None</b>
<b>24. IS implications</b>	This will be a networked IP system that works as a New Spitalfields Market Network only. It will not feed into the CCTV systems across the square mile, but the option would be there for the future should we wish to pursue it.
<b>25. Equality Impact Assessment</b>	An equality impact assessment will not be undertaken
<b>26. Data Protection Impact Assessment</b>	1) The risk to personal data is high and a data protection impact assessment will be undertaken

### **Contact**

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