

**MANCHESTER CITY COUNCIL**  
**REPORT FOR RESOLUTION**

**REPORT TO:** Licensing and Appeals Committee  
**DATE:** 19 January 2009  
**SUBJECT:** CCTV Cameras in Hackney Carriage and Private Hire Vehicles  
**REPORT OF:** Head of Street Management and Enforcement

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**Purpose of Report**

At the Licensing and Appeals Committee on 27 October 2008, Committee approved a formal 6-week consultation on the proposed policy, application process, minimum specification and private hire and hackney carriage vehicle licence conditions. This report provides the feedback from the consultation exercise

**Recommendations**

That the Committee approve the policy, application process, minimum specification and private hire and hackney carriage vehicle licence conditions attached to the report at Appendix A.

**Financial Consequences for the Revenue Budget**

None.

**Financial Consequences for the Capital Budget**

None.

**Contact Officers**

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**Background Documents**

Local Government (Miscellaneous Provisions) Act 1976  
Contact Officer for retrieval of background documents – Ann Marku 234 4366

**Wards Affected**

All

**Implications for:**

**Anti-Poverty**  
No

**Equal Opportunities**  
Yes

**Environment**  
No

**Employment**  
Yes

**Implications for Employment**

The fitting of CCTV in vehicles may increase hackney carriage / private hire driver applications from applicants who may previously have been deterred from working as a private hire or hackney carriage driver because of personal safety issues.

## **1. Introduction**

- 1.1 Manchester City Council does not currently allow the use of CCTV cameras in hackney carriage or private hire vehicles.
- 1.2 At the meeting of Licensing and Appeals Committee on 2 June 2008, officers agreed to bring before the Committee policy reports which addressed key issues identified in the Halcrow taxi survey report titled "Manchester City Council, Hackney Carriage Demand Survey", published in February 2008.
- 1.3 The safety of drivers and passengers was identified in the survey and the proposed action was for officers to develop an appropriate policy in relation to CCTV in licensed vehicles.
- 1.4 A report was brought before the Committee on 27 October 2008 with a draft proposed policy, application process, minimum specification and private hire and hackney carriage vehicle licence conditions. The report proposed a 6-week consultation period. This report provides the results of that consultation.

## **2. Results of Consultation**

- 2.1 During the consultation period a copy of the proposed policy, application process, minimum specification and private hire and hackney carriage vehicle licence conditions were sent to GMB and UNITE Unions, Taxi Owners and Drivers Association (TODA), Mantax, Manchester Owner Driver Association, Radio Cars and Manchester Cars. Copies were also sent to a number of suppliers/ manufacturers of CCTV equipment, namely CCTV surveillance Solutions, CSI Manchester, Screen Media Group, Vehicle Integrated CCTV Systems, Verifeye Technologies and Look CCTV.
- 2.2 The consultation process closed on the 8 December 2008. The following comments were received:  
  

Vehicle Integrated CCTV systems – Confirmed that their system meets the proposed minimum specification.

CSI Manchester –Confirmed that their product on the whole meets the proposed minimum specification.

Screen Media Group - Confirmed that their system met the minimum specification in parts and exceeded it in others. Their system costs less than £1000.
- 2.3 There have been no adverse comments in relation to the proposed policy, application process, minimum specification and private hire and hackney carriage vehicle licence conditions.
- 2.4 The issue was discussed at the taxi trade liaison meeting on Thursday 4 December and, in general terms, the trade representatives present (GMB,

TODA, Mantax, Radio cars, and Taxi Owners and Drivers Association) were supportive of the proposals.

### **3. Policy & Guidance**

- 3.1 Attached at Appendix A are the proposed policy, application process, minimum specification and private hire and hackney carriage licence conditions.

### **4. Conclusion**

- 4.1 No objections or suggested amendments have been received from the private hire or hackney carriage trade. The Committee are asked to support the recommendation outlined at the beginning of this report.
- 4.2 The report also provides the Committee with a proposed policy, application process, minimum specification and private hire and hackney carriage vehicle licence conditions.



## **Proposed policy in connection with applications for Installation of CCTV systems in Private Hire and Hackney Carriage Vehicles**

### **General policy**

1. This policy applies to private hire, non-standard private hire vehicles, Limousines and hackney carriage vehicles (referred to in this policy as “vehicles”).
2. The City Council will maintain a list of CCTV systems, which it has approved for installation in vehicles in accordance with this policy. Any individual may apply for any system to be placed on the approved list, however only those systems which meet the Minimum System Specification [see below] would normally be approved.
3. With effect from 19 January 2009 vehicle proprietors may, upon application for a new licence or for renewal of a current licence, as part of that application, request to install in the vehicle a CCTV system which appears on the City Council’s approved list.
4. Upon successful application for installation, such vehicle licences will be subject to additional conditions to ensure that such CCTV systems are appropriately installed and maintained so as not to interfere with the safety and comfort of passengers, as well as ensuring the integrity of any images captured.
5. This policy details the minimum standards that will normally be expected to be met before a CCTV system will be placed on the City Council’s approved list.
6. This policy should be read in conjunction with the attached guidance notes, which outline the application procedure, to be followed by an individual or organisation who wishes to obtain approval for a CCTV system, as well as from proprietors who wish to install such systems in their vehicles.
7. Whilst each case will be determined on its own merits the Council will normally only place on its approved list CCTV systems which meet or exceed the Minimum Specification contained in this policy.

### **Minimum System Specification**

The following are the minimum criteria that the City Council would normally expect a CCTV system to meet in order for the system to be placed on the list of CCTV systems approved to be installed in vehicles.

The system shall, as a minimum:

- Meet the current Information Commissioner data protection requirements.

- Be capable of date & time system identification stamping.
- Be capable of recording and storing images for a minimum period of seven days.
- Be capable of capturing images that, in low light conditions, must be of sufficient quality to enable identification of any person travelling in the vehicle and be of such quality that they can be used for prosecution purposes.
- Be capable of storing images in a manner, which prevents them being removed, downloaded or viewed by the driver or any other person travelling in the vehicle.
- Provide that images are only capable of being downloaded by a system administrator.
- Provide that images are digitally encrypted. De-encryption software required to view the recorded images must be supplied to the Council free of charge before the system is installed in the vehicle.
- Provide that the hard disk or data card is not able to be accessed by the driver or any other person travelling in the vehicle.
- Provide that the data unit is stored separately from the camera(s) and out of view of person travelling in the vehicle.
- Provide that cameras are capable of being fitted in locations that do not affect the safety of any person travelling in the vehicle, and located as securely and discreetly as possible to avoid passengers travelling in the vehicle from tampering with them.
- Provide that, where the system uses a DVD recorder, the system is protected from shock.
- Ensure that the area recorded by the camera does not extend outside of the vehicle.
- Any system must be marked with the EMC [Electro Magnetic Certification], which signifies that it meets the European Industry Standard.

### **Application Process for a CCTV system to be approved by the Council**

1. Any individual who wishes to apply to the City Council for the approval of a CCTV system must apply in writing to the Council for a particular make and model of CCTV system to be placed on the approved list.
2. The applicant must provide evidence that the product complies with the Council's minimum recommended specification.
3. Once the system has been approved the Council will issue the applicant and the manufacturer (where the manufacturer is not also the applicant) written confirmation, and place the system on the approved list. If the system is not

approved the Council will issue the applicant notification of the same and the reasons for the decisions.

4. Each approved system will be given a unique identification number, which must be quoted on an application for permission to install CCTV in a vehicle.
5. System approval will be required for each new product or any modification to an existing approved product.

**Conditions to be attached to Hackney Carriage, Non-Standard Private Hire, Limousine and Private Hire Vehicles**

1. No CCTV system shall be installed in a vehicle unless it has previously been approved by the City Council.
2. No CCTV system shall be installed in a vehicle without the prior written consent of the Council.
3. No cameras shall be installed in the vehicle without prior written consent from the Council as to the number and location of such cameras. The number and location of cameras shall not be varied without the prior written consent of the Council.
4. An advisory notice, provided by the Council, shall be displayed inside the vehicle on each of the rear side passenger windows. The notices shall be positioned in a prominent position where they can be easily read by persons both inside and outside of the vehicle. The proprietor shall ensure that the notices are maintained in a clean and legible condition.
5. The proprietor shall ensure that the system is properly and regularly maintained and serviced in accordance with the manufacturer's instructions by a suitably qualified person. Written records of all maintenance and servicing shall be made and retained by the proprietor for a minimum of 12 months. Such written records shall be made available on demand by an authorised officer of the Council or a Police officer.
6. Upon request for image retrieval by an officer of the Council or a police officer the proprietor shall ensure that the CCTV system is made available to the system administrator, as soon as reasonably practicable, and in any event within 7 days of the request.
7. The proprietor of the vehicle shall take all reasonable steps to ensure that any driver of the vehicle is made aware of every condition in relation to any installed CCTV system and has been given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within 7 days of any authorised request for any image retrieval.
8. The proprietor shall ensure that notification is lodged with the Information Commissioner to cover the purposes for which the CCTV system is used.