

An Garda Síochána

Oifig Saoráil Faisnéise
An Garda Síochána
Teach áth Luimnigh
Lárionad Gnó Udáras Forbartha Tionscail
Baile Sheáin
An Uaimh
Contae na Mí
C15 DR90



Freedom of Information Office
An Garda Síochána
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IDA Business Park
Johnstown
Navan
Co Meath
C15 DR90

Teileafón/Tel: (046) 9036350

Bí linn/Join us  

Láithreán Gréasain/Website: www.garda.ie

Ríomh-phoist/Email: foi@garda.ie

Re: Freedom of Information Request FOI-000051-2016 Partially Granted

Dear

I refer to the appeal which you made under the Freedom of Information Act 2014 (FOI Act) dated 28th April 2016 and received on the 29th April 2016. This letter only refers to your request for the following audit:

- ***“Review of CCTV systems”***

A Principal Officer, who is a more senior member of staff of this Organisation, has conducted an Internal Review of your Freedom of Information request. His decision, on review, is an entirely new and separate decision on your request and is explained as such below.

Your request is shown below:

Under the FOI Act I wish to receive copies of the following records:

1) The following 2014 audit reports:

*Audit of NBCI
Expenditure review 2013 Vehicle Maintenance Contract
Expenditure review 2014 GoSafe Camera Contract
Audit Mayo Division
Review Audit Mayo*

2) The following 2013 audit reports

*Audit of procurement
Audit of the Serious Crime Review Team following Allegations of Financial Irregularities.
Audit of the Offices of the Regional Assistant Commissioners*

3) The following 2012 audit reports

Audit of Compensation Claims
Audit of Controls in the Fixed Charge Penalty Office
Audit of Tranman System.
Review of CCTV systems

1. Findings, particulars and reasons for decision.

In arriving at his decision, the Internal Reviewer had regard to the original request, the records which were located as part of that request and the appeal which you submitted in this regard.

Part 1(n) of Schedule 1 of the FOI Act states that An Garda Síochána is listed as a partially included agency "insofar as it relates to administrative records relating to human resources, or finance, or procurement matters". Therefore the only Garda records falling within the scope of the provisions of the FOI Act are administrative records relating to human resources, finance or procurement.

Having considered the nature and scope of the contents of "**Review of CCTV systems**", the Internal Reviewer does not consider all of the document to be akin to an administrative record or related to the administrative functions as set out in the FOI Act for An Garda Síochána as a partially included public body (Part 1(n) of Schedule 1). Therefore specific records as per Appendix 1 (Schedule of Records) are not provided. As a result, the relevant audit report will be provided in a redacted format and your request for this record after an Internal Review has been partially granted.

2. Right of appeal

You may appeal this decision by writing to the Information Commissioner at 18 Lower Leeson Street, Dublin 2. There is a fee of €50 (€15 for medical card holder) for such appeals, other than appeals against a decision to impose a fee.

If you wish to appeal, you must usually do so not later than 6 months from the date of this notification. Should you write to the Information Commissioner making an appeal, please refer to this letter.

Please be advised that An Garda Síochána replies under Freedom of Information may be released in to the public domain via our website at www.garda.ie.

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Should you have any questions or concerns regarding the above, please contact me by telephone at (046) 9036350.

Yours sincerely,

 **SUPERINTENDENT**
HELEN DEELY
FREEDOM OF INFORMATION OFFICER.

23rd MAY 2016

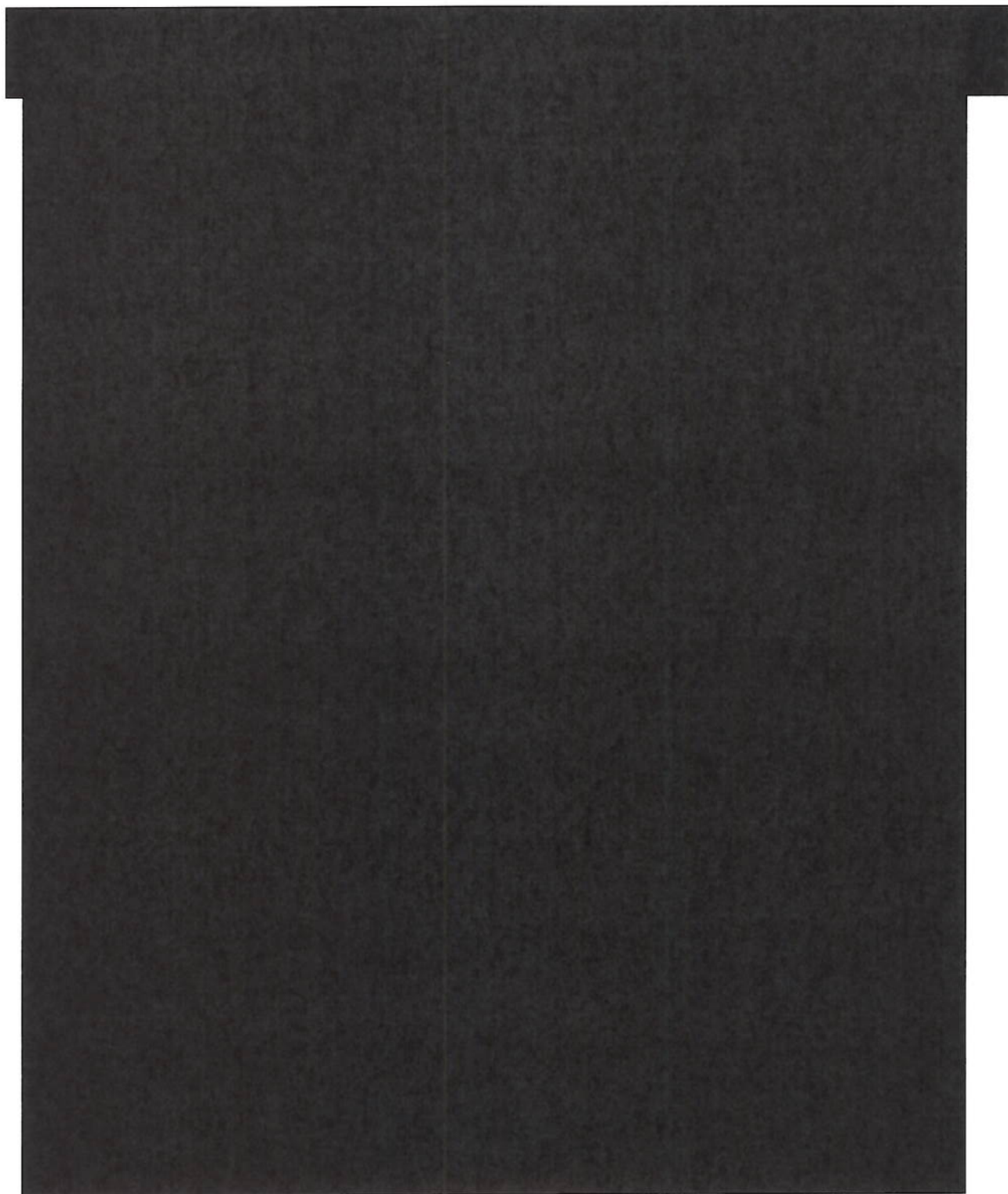
Appendix 1		Requester Name: Mr. Gavin Sheridan		File Re: FOI-00051-2016	
Page No	Description of document	Deletions	Relevant Section of FOI Acts	Reason for decision	Decision Maker's decision
1	Audit of CCTV	Nil	N/A		Grant
2 - 3	Audit of CCTV	All	Part(1)(n)Schedule (1),	Outside the Scope of the Act insofar as it pertains to An Garda Síochána	Refuse
4 - 5	Audit of CCTV	Nil	N/A		Grant
6-8	Audit of CCTV	Page 6-8	Part(1)(n)Schedule (1)	Outside the Scope of the Act insofar as it pertains to An Garda Síochána	Refuse
9	Audit of CCTV	4	Part(1)(n)Schedule (1)	Outside the Scope of the Act insofar as it pertains to An Garda Síochána	Part Grant
10	Audit of CCTV	8	Part(1)(n)Schedule (1)	Outside the Scope of the Act insofar as it pertains to An Garda Síochána	Part Grant
11-12	Audit of CCTV	Nil	N/A		Grant
		Total number of pages			12
		Total number of pages for full release			5
		Total number of pages for partial release			2
		Total number of pages being withheld			5

Review Audit Report

CCTV



February 2013





Review Audit Report

The Audit Report of May 2012 highlighted four 'medium' and three 'low' risk issues. While reasonable controls were in place with regard to payment processes and procedures, other areas required improvement. The principal findings included shortcomings in compliance with legal requirements pertaining to procurement; provision of appropriate training; and issues surrounding policy and procedures for downloading and storage of material. Overall, GIAS was in a position to provide **reasonable assurance** in relation to the internal management and controls systems in place to manage the Garda CCTV systems.

1. Overview of Expenditure and Procurement (Medium Risk)

[originally considered 'medium' risk and remains 'medium' (Priority 2)]

Summary findings from original audit

The audit reviewed expenditure in 2011 and found that 9 (out of 27) stations had no maintenance contracts; in some instances imprest accounts were used to purchase USB/hard drives/CD's from private suppliers for downloading and storage of footage from CCTV cameras and this represented poor value and did not comply with instructions from the Director of ICT.

Summary recommendations from original audit

GIAS recommended that

- Legal requirements in relation to Public Procurement must be adhered to.
- Contracts for the maintenance and repairs of Garda CCTV systems be put in place.
- Related areas of telecoms expenditure should be examined to identify whether procurement thresholds are exceeded and whether contracts should be established.
- Oracle reports should be used to regularly review expenditure costed against the CCTV subhead.
- CCTV spending through imprest accounts should be investigated.
- Directives should issue to District Offices to ensure compliance with Procurement guidelines, HQ Directive 118/09 and appropriate storage of data on secure systems.

Update in relation to the issues

GIAS is informed as follows:-

- (a) The (9) pre-existing systems mentioned were installed by a company who controls the system by virtue of the fact that they will not provide the access codes for the matrix which is the core of the system and so they are the only company in a position to maintain the systems. To address this issue will incur costs in the order of €500,000 and these funds did not exist in the ICT budget for 2012, and will depend on budgetary circumstances in estimates for 2013.
- (b) Some progress has been made to convert Tralee into an open-sourced system to allow it to be offered for contract.
- (c) All ICT expenditure including CCTV is reviewed on a twice monthly basis by the Executive Director of ICT, the Finance Directorate along with the ICT Financial Management Team.
- (d) Oracle reports are supplied and reviewed by the ICT Financial Management Team with the Finance Directorate at a meeting every two weeks. When necessary these expenditure profiles are reviewed over a shorter period.
- (e) All ICT expenditure is reviewed to ensure compliance with the instruction of the Executive Director of ICT. In emergency and exceptional situations a District may apply directly for an item from either IT or Telecommunications and if not centrally available provision could be made to procure it locally once approved by either superintendent.

GIAS is also aware from our continued programme of Divisional audits that offices continue to purchase USB/hard drives/CD-R's from private suppliers for downloading and storage of footage from CCTV cameras. Evidence of IT/Telecoms approval is not always available to audit.

While overall financial management is tightly controlled by senior management in the organisation, GIAS recommends that local managers be reminded periodically from Headquarters of the need to adhere to the necessary Statutory Instruments, HQ Directives and policy in relation to procurement, finances and the storage of data on laptops/mobile devices/USB's etc. Security, reputational and financial risks may result.

[REDACTED]

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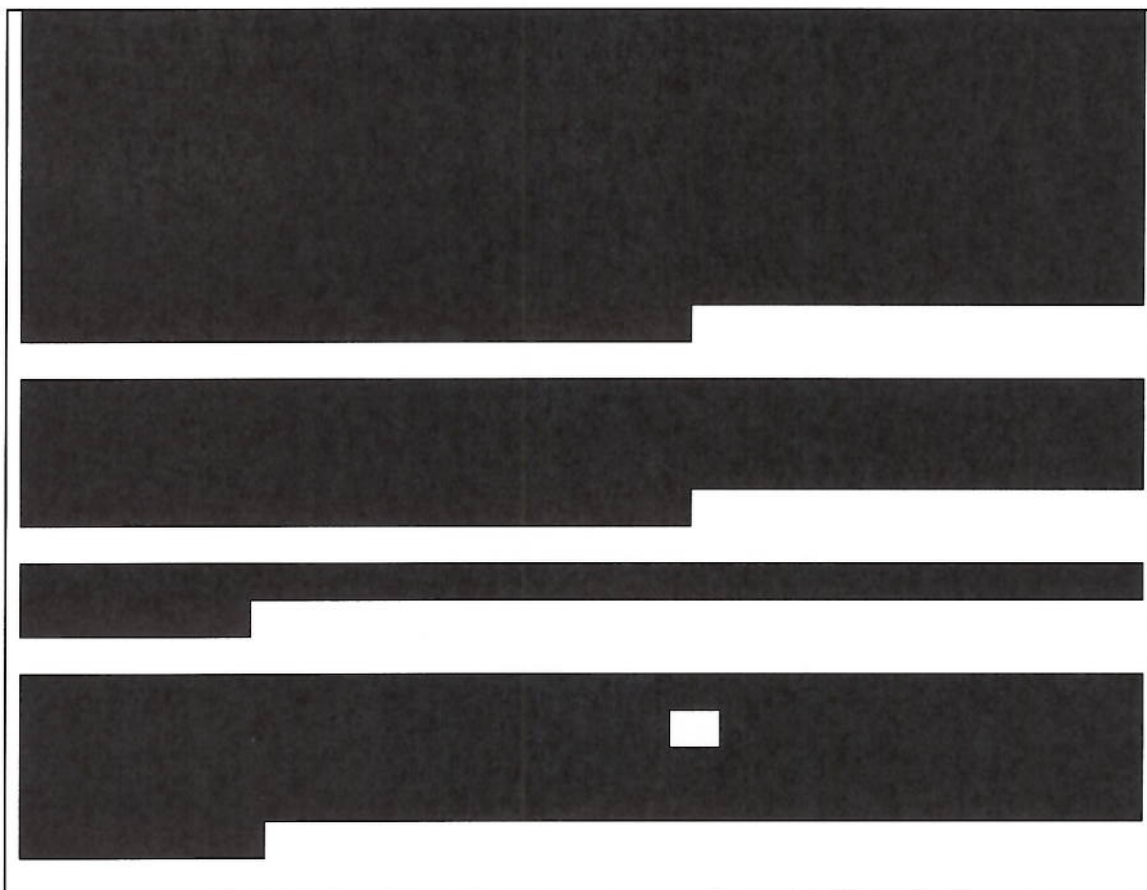
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5. Prompt Payments of Accounts Act 1997 (Low Risk)

Summary findings from original audit

GIAS noted that received date stamping was not consistently used and also identified opportunities for streamlining processes.

Summary recommendations from original audit

GIAS recommend that

- Invoices be 'date stamped' at the point of first receipt in the organisation and processed in accordance with the Prompt Payment of Accounts Act 1997 (PPA).
- GIAS also proposed that improved compliance could be achieved through the streamlining of the verification/certification process by:
 - a) Requiring suppliers to submit invoices directly to the Regional Telecoms Officers for certification.
 - b) Forwarding all certified invoices directly to the Executive Director of Finance for payment approval and processing to FSSC.

- c) Confirmation of compliance with works required should be forwarded to Telecommunications for completion of records.

Update in relation to the issues

GIAS is informed that invoices are now stamped 'date received' at the point of first receipt and a direction was sent to all Telecommunications members.

All invoices are received centrally by Telecommunications Stores and managed there. A single form is attached to the certified invoice and signed by Superintendent Telecommunications and sent directly to the Executive Director of Finance.

Local telecommunications technicians and the respective Regional telecommunications Sgt are emailed and requested to certify the repair as outlined in the contractor's original quotation.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7. Payment Process (Low Risk)

Summary findings from original audit

GIAS was generally satisfied that the controls around the payment process were strong.

Summary recommendations from original audit

GIAS advised that improvements could be made in the Payment Process through the streamlining of the verification/certification process.

It was recommended that Regional Telecoms officers examine proposed repairs in advance of Telecommunications issuing a purchase order number.

Verification for completed works must be a matter for Regional Telecoms officers and not the suppliers of the service.

Update in relation to the issues

GIAS is advised that all expenditure is tested by Telecommunications to ensure that it is necessary and provides value for money.

Additionally all work must be certified by the closest Telecommunications functional unit as being completed satisfactorily in advance of any invoice being paid.

Conclusion

The original Audit Report made findings in relation to four medium risk areas and three low risk areas. Improvements were recommended to support the management in achieving efficiencies and improved compliance with regard to CCTV best practice and value, rules and guidelines. Following review, three areas remain Medium/Priority 2 and the remainder considered Low/Priority 3.

This Review Audit has provided GIAS with reasonable assurance that progress is being made in the areas commented on, specifically with regard to appropriate training of operators and access to and management of CCTV footage.

We are pleased to be updated in relation to the progress that has been achieved with regard to development of the new CCTV Policy and Code of Practice by the CCTV Working Group. We note the recommendations regarding training and concur with the need to address legislative as well as policy and practice issues. We also understand that the forthcoming Policy will include recommendations in relation to access and control of data and we will verify matters in practice on the ground in due course as part of future audits. These important areas remain classified as **Priority 2**.

Acknowledgement

GIAS would like to express our gratitude to the staff of the Telecommunications and Community Policing offices and Telecommunications staff in Districts consulted for their courtesy, co-operation and assistance during the course of this audit.

Niall Kelly

Niall Kelly
Head of Internal Audit

Date: 6/3/13