

Public Document Pack

Executive Member Decisions

Friday, 17th July, 2020

AGENDA

1. **Replacement Audio Visual System for the Council Chamber**
EMD- AVS Council Chamber **2 - 5**
EIA-Checklist audio visual

Date Published: 17th July 2020
Denise Park, Chief Executive

Agenda Item 1

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Finance and Governance Executive Member for Digital and Customer Services
LEAD OFFICERS:	Chief Executive Director of HR, Legal and Governance
DATE:	26th June 2020

PORTFOLIO/S AFFECTED:	Finance and Governance	Digital and Customer Services
WARD/S AFFECTED:	All	(Please Select...)

SUBJECT: Replacement Audio Visual System for the Council Chamber

1. EXECUTIVE SUMMARY

The existing microphone system in the Council Chamber is out of date and no longer viable. A procurement exercise has been undertaken to find a suitable contractor to install a new system in the Council chamber.

2. RECOMMENDATIONS

That the Executive Member:

Approves to award the contract for the replacement of the Audio Visual System in the Council Chamber to Auditel Systems.

3. BACKGROUND

The Authority's existing microphone system in the Council Chamber is around 30 years old and is no longer a viable system due to the amount of broken parts for which replacements are no longer available and members of the public and Councillors have fed back about the inadequacies of the system generally. Additionally, it is considered an appropriate time to look at improving the related voting system as well as considering webcasting

Given the restrictions of working in a listed building and the requirements of different local authority meetings specialist contractors are needed to meet the Council requirements. Quotations were invited from specialist contractors identified. The quotation specification was advertised on the Chest e-procurement system and one submission was received in response to the Invitation to Quote.

4. KEY ISSUES & RISKS

The bid has been evaluated and it fully meets the Council's needs. The replacement audio/visual system will include microphone/voting units integrated into the existing holes in the desks, new speakers and screens for the Council Chamber, units to control meetings and functions of the system,

and a webcasting camera system which will track who is speaking. Training will be provided on the system and an ongoing support and maintenance package provided.

The company has had significant experience of providing similar systems to Council's across the country. As the Council's approach to meetings has changed following the Covid-19 pandemic we have revised our requirements slightly to better suit our needs going forward. It is still envisaged that the Council Chamber will be utilised in the future once public health guidance permits however there is likely to be a need for hybrid style meetings and so we have now included requirements for integration with MS Teams.

The Covid-19 pandemic has delayed the project slightly however the bidder has identified that the timeline for upgrading the changes to the Council Chamber will take approximately 6 weeks and could be ready to start work early/mid-July 2020 to have the system up and running for early September 2020.

The bidder is aware that as part of contract implementation, discussions will need to be held with the Authority's ICT and Corporate Building teams as well as the conservation officer as part of due diligence checks.

5. POLICY IMPLICATIONS

Procurement has been in accordance with a waiver under the Council's Contract Procurement Procedure Rules.

6. FINANCIAL IMPLICATIONS

The aggregated cost for the work will be in the region of £127k (including 5 years maintenance), which will be funded from the Corporate Accommodation Strategy budget. There is also an optional additional cost to upgrade the touch screens and handheld microphones.

7. LEGAL IMPLICATIONS

Procurement process has been in accordance with a waiver granted under the Council's Contract Procurement Procedure Rules and the resulting contract will be in a form agreed by legal officers in the Contracts and Procurement Team.

8. RESOURCE IMPLICATIONS

Implementing these changes will require time from officers in Democratic Services, IT and Corporate Buildings teams.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

Corporate Building Team, ICT Team, Democratic Services, BwDBC Conservation Officer

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION: 0.1

CONTACT OFFICER:	Chris Bradley, Head of Contracts and Procurement
DATE:	26 June 2020
BACKGROUND PAPER:	n/a

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Finance – Contracts and Procurement	Date the activity will be implemented	20/07/2020
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Brief description of activity	Replacement Audio Visual System for the Council Chamber
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Budget changes - Change to existing Council policy/strategy	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =7

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Chris Bradley
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>N Master</i>
Date	26/06/2020