

Public Document Pack

Officer Decisions

Friday, 4th September, 2020

AGENDA

1. **Replacement of RFID machines in Council Libraries**
RDP-Delegated-powers-RFID **2 - 3**

Date Published: 4th September 2020
Denise Park, Chief Executive

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER DECISION TAKEN BY: Paul Fleming
PORTFOLIO AREA: Digital & Customer Services

SUBJECT: Replacement of RFID machines in Council Libraries

1. DECISION

In consultation with the Director of Finance and Customer Services to reallocate £40,000 from the earmarked ICT Capital Reserve to replace the existing RFID solution in the libraries.

2. REASON FOR DECISION

The RFID machines in the libraries enable customers to check out/in books via self-service. Due to the current solution going out of support the decision was made to replace these. A tender exercise was undertaken on the ESPO framework 350-19 for library solutions and systems. Responses were received from 3 suppliers on the framework with the scores outlined in the table below;

	Supplier A	Supplier B	Supplier C
Quality	54	34	50
Price	38	19	40
Overall Score	92	53	90

It was therefore decided to award the contract to supplier A as they had the highest overall score. Revenue costs for the new solution will be funded through the departments existing budget envelope.

3. BACKGROUND

The original RFID solution for Council libraries was implemented at the start of 2015. Due to the end of support on windows 7 and the current devices going end of support a business case was submitted to the IT departments design authority where it was decided to progress with replacing the current solution.

4. KEY ISSUES AND RISKS

The current RFID solution is on Windows 7 which is not supported and therefore can be a security risk.

The current solution is no longer being supported by the supplier.

Revenue savings were made by the department when RFID was first implemented, should the existing solution fail and the Council have to put manual processes in place it is estimated that this could cost the Council £120k per annum.

5. OPTIONS CONSIDERED AND REJECTED

Do Nothing – The risks would have to be accepted however if there are any issues with the machines then the service would have to move to a manual process which would cause large additional staffing demands.

Upgrade existing RFID equipment – The existing supply could upgrade the operating system to Windows 10 although would only support the equipment to August 2021. The department would then be at risk after that date, if there were any issues they would have to revert back to manual processes.

Given the risks involved in these options it was decided to proceed with a tender to replace the current solution.

Further information is available from the report author

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

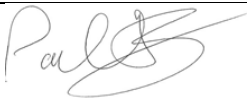
VERSION: 1

CONTACT OFFICER: Peter Hughes

DATE: 21/08/2020

BACKGROUND DOCUMENTS: None

Signed:



Director : Paul Fleming

Date: 1/9/20