

# EXECUTIVE MEMBER DECISION



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

<b>PORTFOLIO/S AFFECTED:</b>	Finance and Governance	Digital and Customer Services
<b>WARD/S AFFECTED:</b>	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The existing microphone system in the Council Chamber is out of date and no longer viable.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

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