



EXECUTIVE MEMBER DECISION

REPORT OF:	Executive Member for Digital and Customer Services, Executive Member for Environment & Operations
LEAD OFFICERS:	Assistant Director CE, Strategic Director of Environment & Operations
DATE:	31 March 2023

PORTFOLIO/S AFFECTED: Departments

WARD/S AFFECTED: (All Wards);

SUBJECT: Replacement Door Access System

1. EXECUTIVE SUMMARY

This report seeks approval to replace the current door access system used across the Council with the associated capital funding.

2. RECOMMENDATIONS

That the Executive Member:

In consultation with Executive Member for Finance and Governance and the Director of Finance approves the procurement of a new door access system and agrees a capital estimate for the works of up to £120k to be funded through the capital programme budget allocation for Office Accommodation.

3. BACKGROUND

The current building access management solution has been in place for approximately 20 years; apart from routine upgrades it has never been considered for replacement. The current access tags that are used by Council staff are no longer manufactured meaning that new staff may shortly no longer be able to be issued with these.

It is proposed that the tender will be an open process through the Chest portal and advertised through Contracts Finder which will be split 50% price and 50% quality.

The tender will look to replace the access system on the following equipment;

- 13 External doors
- 55 Internal doors
- 4 gates (One gate includes underfloor sensor to detect tags on the underside of fleet vehicles (approx. 150))
- 2 Intercoms
- Replacement of circa 2,000 existing access fobs

The new solution will also be required to integrate and interact with the Council's CCTV control room software system which will be able to alert operators of any forced doors. A site survey will be carried out by prospective bidders in order to ascertain whether any of the existing equipment can be reused. An option to replace the maglocks on external facing doors will be included for more secure options such as grab locks and solenoid locks with a decision being made once final pricing is known.

The new solution will provide increased building security, help us retain PSN compliance, allow better remote management and provide better management information.

The implementation of this solution will coincide with the broader review of the Council's Office Accommodation Strategy hence the proposal to fund it from the capital budget set aside for Office Accommodation.

4. KEY ISSUES & RISKS

- The Council is required to have secure buildings both for the safety of its staff and also as part of its insurance arrangements.
- There is a risk the Council will not meet the standard required for PSN security.
- Replacement equipment is unavailable, or delayed, leaving our buildings less secure.
- We are unable to add any new access points to the existing solution or procure access tags.

5. POLICY IMPLICATIONS

None with this report.

6. FINANCIAL IMPLICATIONS

From market research it is estimated that there will be a requirement for capital funding of up to £120k depending on what equipment will need to be replaced.

There will be an annual revenue cost for the new solution however this is expected to be low and in line with current expenditure of £3,300 per annum.

7. LEGAL IMPLICATIONS

The procurement process complies with the regulations of the Council's Contract and Procurement rules and the Public Contract Regulations 2015. All contracts and contract variations will be in a form approved by legal officers in the Commissioning and Procurement team.

8. RESOURCE IMPLICATIONS

There will be a resource implication for putting the new solution place and the replacement of all existing access cards across the sites including setting them up on the system which will be factored into existing work plans.

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

Consultations have taken place with various stakeholders in the Council including facilities, customer services, fleet, building services and the CCTV hub.

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:	1
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CONTACT OFFICER:	Peter Hughes
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DATE:	24/01/2023
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BACKGROUND PAPER:	None
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