

COMMITTEE REPORT

08/09/2025

POLICY AND RESOURCES COMMITTEE
08 September 2025

**AV Equipment in the Penn Chamber
(ADCCC)**

1 Summary

- 1.1 To update Members on actions taken in relation to the AV equipment refresh in the Penn Chamber. A procurement exemption was approved by the Director of Finance under exceptional circumstances as permitted by the Council's Constitution.

Following the exemption, approval is required by Policy and Resources Committee to enter into a contract with the chosen supplier, Auditel.

2 Recommendation

- 2.1 That:

Members note the action taken regarding the procurement exemption and agree to enter into a contract with Auditel.

3 Details

- 3.1.1 Members will be aware that the existing equipment in the Penn Chamber has not been effective for some time. The existing provider, Carillion, have advised that the microphones and battery packs are now end of life. They are no longer supported or being replaced by the provider. There had been numerous issues with the existing provider and so confidence in them has been lost.
- 3.1.2 Officers did review two quotes from Carillion and Auditel respectively. Officers believed that the best option was to pursue the quote from Auditel, who are a well-established company that work with many councils for this purpose, including many across Hertfordshire.
- 3.1.3 In the interest of urgency due to the ongoing issues during meetings, an exemption may be considered by the Chief Executive or a Director when there are exceptional circumstances. This applies in the case of the AV system refresh.
- 3.1.4 The exemption was given for the engagement of a supplier to provide a complete refresh to the AV system including digital wireless microphone system, control system for the Chair, 22 microphones with voting capabilities, 1 Chair microphone with voting capabilities, batteries and charging stations, hybrid meeting link, 3 follow me cameras, a new audio visual system, 3 98in trolley screens, 14 speakers and 2 amps, a wireless handheld mic, installation, delivery and training included.
- 3.1.5 The exemption was given under the Exceptional Circumstances exemption as permitted by the Council's Constitution.

- 3.1.6 The cost of the works is £83,120 therefore permission is required from Policy and Resources Committee to enter into a contract with Auditel.

4 Options and Reasons for Recommendations

- 4.1 The Constitution requires that a report is taken to the Policy and Resources Committee on the action taken in the event that an exemption to the procurement process is approved.

5 Policy/Budget Reference and Implications

- 5.1 The recommendations in this report are set out within the Councils' Constitution.

6 Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

- 6.1 None specific.

7 Financial Implications

The costs associated with signing the contract with Auditel are £83,120. These costs will be met from the Three Rivers House capital budget.

Report prepared by: (Lucy Smith Committee and Elections Manager)

Data Quality

Data sources:

Data checked by: Lucy Smith, Committee and Elections Manager

Data rating: Tick

1	Poor	
2	Sufficient	X
3	High	

Background Papers

APPENDICES / ATTACHMENTS

