

POLICY AND RESOURCES COMMITTEE – 6 DECEMBER 2021

PART 1 - DELEGATED

11. EXEMPTION FROM PROCUREMENT PROCEDURE RULES – LIVESTREAMING/HYBRID MEETINGS (CED)

1 Summary

- 1.1 To advise Members that an exemption to the Procurement process was approved by the Shared Director of Finance under the Exceptional Circumstances exemption as permitted by the Council's Constitution.

2 Details

- 2.1 An exemption may be considered by the Chief Executive or a Director in exceptional circumstances. This applies in the case of the Livestreaming/Hybrid meetings.
- 2.2 Once approved, a report to the Policy and Resources Committee must detail the actions taken. This report is for information only to comply with the requirements of the Constitution.
- 2.3 The exemption was given to award the contract to Carillion. The cost of the work to be able to livestream/hold hybrid meetings will be met from a Grant of £60k which was successfully obtained from the Hertfordshire Health Protection Board.
- 2.4 Carillion submitted a quote as required by the Council's Contracts Procedures Rules, along with two other companies. The company were identified as the best choice for the work as they already supply the sound system and associated services within the Penn Chamber. As these systems link together it makes sense for a single supplier to carry out all the support and maintenance. From an officer perspective there is a single point of contact and one contract to manage. Training and a comprehensive support package are included.
- 2.5 The Committee should note that two other quotes were obtained which were comparable to the Carillion quote. On examination of them, it became apparent that the benefit of using the existing supplier was a strong option given the need for the new system to link into existing systems and would be extremely beneficial. It would also reduce the risks of managing the systems in the future. The feedback from officers who attended the presentations on the quotes was very positive about the proposals hence it became clear that this was by far the most advantageous route to a supplier contract and that all the circumstances justified this exemption.
- 2.6 Officers are progressing the work in order that the Council can livestream/hold hybrid meetings as soon as possible although it is not legally possible at the current time for Councillors making a decision at a public meeting to attend the meeting remotely.

3 Options and Reasons for Recommendations

- 3.1 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.

4 Policy/Budget Reference and Implications

4.1 The recommendations in this report are set out in Part 4 of the Council's Constitution.

5 Financial Implications

5.1 There are no costs to the Council in installing the required equipment as the cost is being met by the grant from the Hertfordshire Health Protection Board

5.2 The yearly maintenance cost of £2,000 will be met within existing budgets

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 Recommendation

7.1 That the Policy and Resources Committee note the action taken.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

Data Quality

Data sources: not applicable

Data checked by James Baldwin, Solicitor to the Council, Tracy Langley, Facilities Manager and Emma Tiernan Head of ICT.

Background Papers

The Council's Constitution: Part 4 – Contracts Procedure Rules

APPENDICES / ATTACHMENTS

None