

MAYOR'S EXECUTIVE DECISION MAKING

Tuesday, 15 November 2022

Mayor's Decision Log No. 305

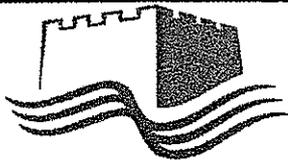
1. **DECISION TO ALLOW ADDITIONAL EXPENDITURE FOR PUBLIC-
AUDIO-VISUAL CONTRACT FOR NTH COUNCIL CHAMBER AND
COMMITTEE ROOM (Pages 3 - 12)**

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact: Joel West, Democratic Services Team Leader (Committee)

Tel: 0207 364 4207 e-mail: joel.west@towerhamlets.gov.uk

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Agenda Item 1

Individual Mayoral Decision Proforma Decision Log No: 305	 TOWER HAMLETS
Report of: Janet Fasan, Director of Legal and Monitoring Officer	Classification: Unrestricted
Decision to allow additional expenditure for Public-i Audio-Visual Contract for NTH Council Chamber and Committee Room	

Is this a Key Decision?	This report has been evaluated as not meeting the Key Decision criteria threshold
Decision Notice Publication Date:	Individual notice
General Exception or Urgency Notice published?	Not required
Restrictions:	Not applicable
Reason for seeking an Individual Mayoral Decision:	The decision to allow additional expenditure relating to a contract in excess of the RCDA threshold needs to be made swiftly to allow the new town hall to be equipped with audio-visual webcasting equipment and cannot wait for a Cabinet meeting.

EXECUTIVE SUMMARY

Previously, a Record of Corporate Directors Award (RCDA) enabled the purchase of audio-visual (AV) equipment which would be utilised in the new town hall council chamber and committee room to enable webcasting of council meetings.

The RCDA facilitated a direct award to Public-i. The contract value awarded to Public-i was £188,939.17.

The new town hall building handover to the council has been delayed and has impacted the scheduling of the AV installations in the chamber and committee room.

This has led to Public-i resources being cancelled and rearranged incurring additional costs to the project.

The initial phase of the installation in the chamber occurred in August 2022, Secondary installations in the chamber and committee room are planned early November while the building contractor is on-site. The final phase of the installation in the chamber and the committee room are now scheduled for January 2023.

The additional costs for cancelling and rescheduling specialised Public-i resources have been calculated as £6,920.

As the cancellation and rescheduling is a direct result of the delayed handover of the Town Hall building, officers will work with the town hall team to reclaim as much of the £6,920 as possible, in accordance with the terms of the main works contract and subsequent deed of variation.

DECISION

Authorise the additional expenditure of £6,920 to Public-i to continue the installation of the AV equipment in council chamber and committee room, in the new town hall.

APPROVALS

1. Corporate Director proposing the decision or his/her deputy

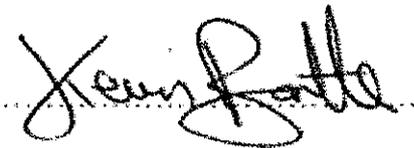
I approve the attached report and proposed decision above for submission to the Mayor. I confirm that the Mayor and/or Lead Member have agreed to this decision being taken using this process.



Signed Date 4/11/2022

2. Chief Finance Officer or his/her deputy

I have been consulted on the content of the attached report which includes my comments.



Signed Date 8/11/2022

3. Monitoring Officer or his/her deputy

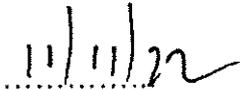
I have been consulted on the content of the attached report which includes my comments.



Signed Date 4/11/2022

4. **Mayor**

I agree the decision proposed in the recommendations above for the reasons set out in Recommendations paragraph in the attached report.

Signed  Date 

<p>Individual Mayoral Decision</p> <p>11 November 2022</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Janet Fasan, Director of Legal and Monitoring Officer</p>	<p>Classification: Unrestricted</p>
<p>Decision to allow additional expenditure for Public-i Audio-Visual Contract for NTH Council Chamber and Committee Room</p>	

Lead Member	Councillor Saied Ahmed, Cabinet Member for Resources and Cost of Living
Originating Officer(s)	Matthew Mannion, Head of Democratic Services Liz Dixon, IT Project Manager, Resources
Wards affected	All wards
Key Decision?	No
Reason for Key Decision	This report has been reviewed as not meeting the Key Decision criteria.
Forward Plan Notice Published	Not applicable
Strategic Plan Priority / Outcome	All priorities.

Executive Summary

Previously, a Record of Corporate Directors Award (RCDA) enabled the purchase of audio-visual (AV) equipment which would be utilised in the new town hall council chamber and committee room to enable webcasting of council meetings.

The RCDA facilitated a direct award to Public-i. The contract value awarded to Public-i was £188,939.17.

The new town hall building handover to the council has been delayed and has impacted the scheduling of the AV installations in the chamber and committee room.

This has led to Public-i resources being cancelled and rearranged incurring additional costs to the project.

The initial phase of the installation in the chamber occurred in August 2022, Secondary installations in the chamber and committee room are planned early November while the building contractor is on-site. The final phase of the installation in the chamber and the committee room are now scheduled for January 2023.

The additional costs for cancelling and rescheduling specialised Public-i resources have been calculated as £6,920.

As the cancellation and rescheduling is a direct result of the delayed handover of the Town Hall building, officers will work with the town hall team to reclaim as much of the £6,920 as possible, in accordance with the terms of the main works contract and subsequent deed of variation.

Recommendations:

The Mayor is recommended to:

1. Authorise the additional expenditure of £6,920 to Public-i to continue the installation of the AV equipment in council chamber and committee room, in the new town hall.

1 REASONS FOR THE DECISIONS

- 1.1 The additional expenditure takes this project over the RCDA threshold of £189,000.
- 1.2 The council chamber and committee room in the new town hall needs to be equipped with audio visual equipment for webcasting council meetings to the public.
- 1.3 Additional costs have been incurred because of the delays of the new town hall contractor and the need to reschedule specialised resources that will install and configure the AV equipment in the chamber and the committee room.

2 ALTERNATIVE OPTIONS

- 2.1 If a decision to spend an additional £6,920 is not agreed, the council will not be able to complete the installation of the AV equipment in the chamber and committee room.

3 DETAILS OF THE REPORT

- 3.1 In June 2022, a Record of Corporate Directors Award (RCDA) permitted the purchase of audio-visual (AV) equipment as a direct award to Public-i.
- 3.2 The AV equipment in the new town hall council chamber and committee room would enable live webcasting of council meetings.

- 3.3 The contract value awarded to Public-i was £188,939.17.
- 3.4 The reason for the RCDA was to allow the council to meet a tight deadline for purchasing, scheduling, and delivering and installing the AV equipment.
- 3.5 The deadline at the time of purchase was August 2022, to allow the town hall contractor (Bouygues UK) to carry-out the building works in the chamber and committee room before and after the initial installation phase of AV equipment. Additional constraints, such as supplier chain issues, meant that the equipment needed to be ordered by June, for delivery in August 2022.
- 3.6 The implementation plan agreed with the council and Public-i was to install all the AV equipment and hand-over to council officers by the end of October 2022, and for the chamber and committee room to be ready for the full council meeting in November 2022.
- 3.7 The initial phases of the installation of basic AV equipment in the chamber and committee room were dependent on Bouygues UK preparing cable containment and relocating power points in the committee room.
- 3.8 The initial phase of cabling the chamber went to plan in August 2022.
- 3.9 However, Bouygues UK had not prepared the committee room as requested, and the committee room initial phase was rescheduled to October 2022.
- 3.10 The secondary phase to complete the install of the AV equipment in the chamber, and to fit the initial equipment in the committee room was planned for October and November 2022, with the subsequent phase of the committee room installation completed in January 2023.
- 3.11 Council staff and Public-i representatives visited the new town hall site on 13 October 2022. It was evident that the chamber would not be ready for expensive and dust-sensitive AV equipment to be fitted at the end of October to mid-November.
- 3.12 Public-i and council staff considered the risks and timelines of the handover of the building from Bouygues UK and expected additional costs for rescheduling the specialist Public-i resources, and an updated plan was proposed.
- 3.13 Public-i would fit cables and brackets in the chamber and committee room that will not be adversely affected by the dust and continuing work-in-progress by Bouygues UK, in October and early November 2022.
- 3.14 The final installation phase, where the AV kit will be installed, configured and tested, for the chamber could not be completed before January 2023, due to the unavailability of Public-i resources between late November and December 2022.

- 3.15 The final phase of the installations in both the chamber and the committee room will be completed together in January 2023. Training to council staff is scheduled for February 2023.
- 3.16 The additional costs to be paid to Public-i are for cancelling and rescheduling their specialist resources and are calculated as £6,920.
- 3.17 It is anticipated the council will seek to recoup these additional costs from Bouygues UK.

4 EQUALITIES IMPLICATIONS

- 4.1 The webcasting of the council's meetings enables the public to see how the council makes decisions that may affect them.
- 4.2 Webcasting of the meetings promotes openness and accountability and supports greater participation in local democracy.

5 OTHER STATUTORY IMPLICATIONS

- 5.1 There is a significant risk the accessibility to the public to view webcasted meetings from the new town hall.

6 COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 This Individual Mayoral Decision relates to a project funded within the capital programme. The extra expenditure of £6,920 will be sought to be recouped through the main Town Hall works contract due to the delayed handover of the Town Hall building.

7 COMMENTS OF LEGAL SERVICES

- 7.1 The original legal validation of the RCDA was that regulation 32 of the Public Contracts Regulations 2015 allows the Council to use the negotiated procedure without an advert where there are technical reasons relating to the subject matter of the contract and or matters outside of the Council's control that mean the time limits for the open or restricted procedures cannot be followed. This is still the case and therefore the Corporate Director was entitled to make the decision to waive the contract procedure rules as it was clearly in the Council's best interests to do so.
- 7.2 This is still the case. However, the Council is now required to spend a small sum further due to further changes in the works programme. The Procurement Procedures provide that in any RCDA threshold decision, the value of any previous RCDAs relating to the scheme will be taken into account. This means the overall expenditure is greater than the value for which the Corporate Director may make an RCDA decision. Therefore, the further expenditure may only be committed following specific delegation from the executive as the previous RCDA all but exhausted the delegated limit.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- NONE

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

Not applicable

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