

### Record of Officer's Decision

#### The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Date of Decision:</b>	22 <sup>nd</sup> October 2021
<b>Decision Maker (Officer):</b>	Lisa Hastings, Deputy Chief Executive
<b>Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):</b>	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39).
<b>Identify which Portfolio Holder(s)/Committee Chairman consulted?</b>	Cllr. C Guglielmi (Portfolio Holder)
<b>Ward Member(s) consulted?</b>	N/A – equipment being purchased for the benefit of all elected members.
<b>Is it a Key Decision?</b>	No
<b>Is it subject to call-in?</b>	No
<b>Decision Made:</b>	<p>To use NHS Shared Business Services IT Solutions 2 (Digital Workplace Solutions) Framework (Reference SBS/19/AB/WAB/9411) to engage TET Limited (and Auditel as sub-contractor) for the supply and installation of:</p> <ul style="list-style-type: none"> <li>• Auditel Digital Microphone System Chamber (Quote No. 305107)</li> <li>• Hard of Hearing/Translation (Quote No. 305130)</li> <li>• Trolley mounts and fitting of screens (Quote No. 305129)</li> </ul>

<p><b>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</b></p>	<p>Prior to deciding which product to use on a temporary basis different solutions were explored and tested for VFM and suitability requirements. The Auditel products have been tested through several hiring arrangements throughout the pandemic to ensure that democracy was both audible and visually accessible by the public. Surveys were undertaken with elected members and the result were positive. The equipment is available to purchase through a Framework Agreement, with a direct award to the Supplier and fulfils the requirements of the Council's Procurement Procedure Rules.</p>								
<p><b>Highlight any associated risks/finance/legal/equality considerations:</b></p>	<p>Procurement Procedure Rules complied with and the products being purchased are within the various budgets relevant to the equipment.</p> <p>Good quality microphones and the hearing loop enables the Council to comply with its equality duties for the hard of hearing.</p> <p>To enable the use of the Framework Agreement, a call off contract will be used.</p>								
<p><b>Details of any Alternative Options Considered and rejected (together with reasons):</b></p>	<p>Other products demonstrated did not meet the needs of the Council within the budgets available. The existing microphone system is no longer functioning at full capacity and the quality is poor. Recordings have to be manually monitored increasing staff resources.</p>								
<p><b>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</b></p> <p><b>If relevant, a note of the dispensation granted by the Monitoring Officer:</b></p>	<p>N/A</p>								
<p><b>Reason Decision, or supporting Report, is not published:</b></p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><b><u>and</u></b></p>	<table border="1"> <tr> <td data-bbox="584 1697 632 1776"> <input checked="" type="checkbox"/> </td> <td data-bbox="632 1697 1385 1776"> <p>Not applicable – Decision [and report] to be published</p> </td> </tr> <tr> <td colspan="2" data-bbox="584 1776 1385 1854"> <p><b>If Report is not to be published – tick one of the following boxes:</b></p> </td> </tr> <tr> <td data-bbox="584 1854 632 1921"> <input type="checkbox"/> </td> <td data-bbox="632 1854 1385 1921"> <p>The report supporting the Decision contains confidential information</p> </td> </tr> <tr> <td data-bbox="584 1921 632 2031"> <input type="checkbox"/> </td> <td data-bbox="632 1921 1385 2031"> <p>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</p> </td> </tr> </table>	<input checked="" type="checkbox"/>	<p>Not applicable – Decision [and report] to be published</p>	<p><b>If Report is not to be published – tick one of the following boxes:</b></p>		<input type="checkbox"/>	<p>The report supporting the Decision contains confidential information</p>	<input type="checkbox"/>	<p>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</p>
<input checked="" type="checkbox"/>	<p>Not applicable – Decision [and report] to be published</p>								
<p><b>If Report is not to be published – tick one of the following boxes:</b></p>									
<input type="checkbox"/>	<p>The report supporting the Decision contains confidential information</p>								
<input type="checkbox"/>	<p>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</p>								

<p><i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i></p>	<ul style="list-style-type: none"> <li>• Relates to an individual</li> </ul>
	<ul style="list-style-type: none"> <li>• Likely to reveal the identity of an individual</li> </ul>
	<ul style="list-style-type: none"> <li>• Relating to financial or business affairs of a person or organisation</li> </ul>
	<ul style="list-style-type: none"> <li>• Relates to a claim for legal professional privilege in legal proceedings</li> </ul>
	<ul style="list-style-type: none"> <li>• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment</li> </ul>
	<ul style="list-style-type: none"> <li>• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</li> </ul>
<p><u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons: <span style="color: red;">[insert]</span></p>	

**Officer**

Signed: Lisa Hastings

Title: Deputy Chief Executive

Consultation has been undertaken with Democratic, IT, Finance and Property Services.

**Dated: 22<sup>nd</sup> October 2021**