

NOTICE OF MEETING

CABINET MEMBER SIGNING

**Wednesday, 25th October, 2023, 2.30 pm - George Meehan House,
294 High Road, N22 8JZ (watch the live meeting [Here](#))**

Councillor: Dana Carlin – Cabinet Member for Finance and Local Investment

1. **FILMING AT MEETINGS**

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making depositions, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

3. **DECLARATIONS OF INTEREST**

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

4. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear.

5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

To consider any requests received in accordance with Part 4, Section B, paragraph 29 of the Council's constitution.

6. EXPANSION OF AV SOLUTION (PAGES 1 - 6)

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Tuesday, 17 October 2023

Report for Cabinet Member Signing – 16th October 2023

Title: Audio Visual Contract Variation

Report authorised by: Jess Crowe, Director of Culture, Strategy & Engagement

Lead Officer: Glenn Mason, Head of Technology

Ward affected: All

Report for key/non key decision: Key Decision

1. Describe the issue under consideration

1.1 This report seeks approval to vary a call-off contract entered between the London Borough of Haringey and Snelling Business Systems Ltd dated 1 December 2022 from the Audio-Visual Supplies, System Design Integration and Maintenance Framework, Lot 9A AVI2005 NE. The proposed variation will give the Council a mechanism to meet additional demand that has been identified across the Councils estate. The original contract was for the Alexandra House and 48 Station Road offices, the variation will allow Audio Visual solutions to be implemented across other sites in the Haringey borough.

2. Cabinet Member Introduction

This report seeks to vary the existing contract with Snelling Business Systems Ltd as set out in paragraph 1.1 above.

3. Recommendations

It is recommended that the Cabinet Member for Finance and Local Investment approve the variation of the current contract (as detailed in paragraph 1.1) by a value up to 50% of the total contract price which amounts to £393,000 and accordingly to align the original contract end date to 20th November 2026, in accordance with the authority provided to the Cabinet and its members under the Contract Standing Order 10.02.1.b.

4. Reasons for decision

- 4.1 To enable the continued adoption of flexible working, so that officers can work in and for the borough. The Audio-Visual equipment will continue to modernise office meeting spaces and will enable greater cross-service collaboration and partnership working in variety of work settings.
- 4.2 The contract seeks to allow an extension of the flexible AV solution and meeting spaces to accommodate the council's short-term requirements aligned to the redevelopment of the Civic Centre for a modern workspace and accommodation strategy.

5. Alternative options considered

5.1 Do Nothing – Prohibits people from adopting flexible working

- 5.1.2 This would mean the Council would be left without suitable office workspace for its staff, and significant operational difficulties in achieving plans for more flexible working.

5.2 Ad-Hoc Audio-Visual Rollouts

- 5.2.2 A piecemeal approach from various suppliers is not realistic or appropriate in a context where the Council has set a core AV standard that aligns with the Council's technology e.g. Microsoft Teams.

6. Background Information

6.1 Context

- 6.1.1 The original Cabinet report was approved on the 29th July 2022. The contract was to supply Alexandra House and 48 Station Road with AV Equipment under the Station Road Programme with view of setting AV standards for the Civic Centre and the Council as a whole.
- 6.1.2 The contract for the Station Road Programme had a total value of £786,013.52
- 6.1.3 The current program is coming to an end. This variation is to support additional immediate demand from the organisation based on the success of the current adoption of the original program where stakeholders have fully engaged with the technology and require the same experience in other Council offices.
- 6.1.4 The proposed budget will be identified by service owners this will be a call off contract and funding will be on a case-by-case basis. A process will be defined which will require approval from Facilities Management via Halo and the requesting Head of Service to confirm funds are available.
- 6.1.5 The Council has not invested in Audio-Visual equipment across the wider estate for a long period of time.

6.1.6 Increased partnership working with external organisations has been a positive experience.

7. Contribution to Strategic Outcomes

7.1 **Your Council** – the way the Council works

Objective 19.7: Design smarter working environments to endorse modern and agile working

7.2 Statutory Officers comments (Chief Finance Officer, Procurement, Assistant Director of Corporate Governance, Equalities).

7.2.1 Finance -

The £393,000 cost of this call-off contract extension for AV equipment will be funded from the requesting Service's capital and revenue budgets. Projects will be assessed on a case-by-case basis with installations only proceeding once the scheme has been approved from a technological perspective and budgets have been identified.

7.2.2 Strategic Procurement

CSO 10.02.1b) permits Cabinet to approve contract variations where the value is £500,000 or more and compliant with the Public Contract Regulations.

As described in section 1, the decision to vary the contract is due to the unforeseen requirement to roll out the AV solution to other Council offices while maintain integration to the current solution.

Strategic Procurement support the recommendations in section 3 of this report.

7.2.3 Legal / Head of Legal and Governance (Monitoring Officer) comments:

The Head of Legal and Governance (Monitoring Officer) has been consulted in the preparation of this report.

On 1 December 2022, the services were called-off from the Audio Visual Supplies, System Design Integration and Maintenance Framework, Lot 9A AVI2005 NE – London Borough of Haringey dated 7 August 2022 and a call-off contract was awarded to Snelling Business Systems Ltd.

The reports now seeks to vary the existing call-off contract to increase its value by up to £393,00 in order to allow Snelling Business Systems Ltd to implement Audio Visual solutions across other sites within the London Borough of Haringey.

The Cabinet has the authority to approve the recommendations under Contract Standing Order 10.02.1.b (where the value of the contract is £500,000 or more) and the variation or extension complies with Public Contract Regulations.

The Head of Legal and Governance (Monitoring Officer) confirms that there are no legal reasons preventing the Cabinet Member from approving the recommendations in this report.

7.2.4 Equality

The council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advance equality of opportunity between people who share protected characteristics and people who do not.
- Foster good relations between people who share those characteristics and people who do not.

7.2.4.1 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

7.2.4.2 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

7.2.4.3 Following the approval of the Station Road Refurbishment Works Programme at Cabinet in November 2021, it is now proposed to award a contract to carry out Audio-Visual installation works at Alexandra House and 48 Station Road.

7.2.4.4 The Audio-Visual solution has been designed so that all displays are visible from all seated positions within a specific space. The audio quality will be enhanced with the equipment specifically designed for the room. Controls and interfaces to be installed at a height suitable to use when seated. Hearing loops will be available as required in spaces and installed permanently into reception areas.

7.2.4.5 The Audio-Visual solutions will be trialled for user experience during the initial on-site Proof of Concept installations. This will specifically assess the impact to individuals within the Disability and Illness Network.

7.2.4.6 The November Cabinet report relating to the substantive decision to proceed with these works detailed how equalities considerations have been noted in the development of the programme.

7.2.4.7 As an organisation carrying out a public function on behalf of a public body, Contractor A will be obliged to have due regard for the need to achieve the three aims

of the Public Sector Equality Duty as stated above. Appropriate contract management arrangements will be established to ensure that the delivery of the major works does not result in any preventable or disproportionate inequality.

8 Carbon Impact

An increase in the range and scope of AV equipment will reduce the need for officers to attend meetings in person, thereby reducing transport-related emissions. It will increase the carbon impact of the buildings themselves. Screens and equipment in rooms will go to sleep mode when not in use and the option of turning off any open space presentation AV screens when they are not in use will be explored with any supplier to ensure this impact is mitigated as far as possible.

9 Use of Appendices

9.1 None

10 Local Government (Access to Information) Act 1995

9.1 List of background documents: none.

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