

Report Title. **Extension of Webcasting Contract – Local Democracy and Member Services**

Report of Assistant Chief Executive – People, Organisation and Development

Signed :

Contact Officer : Nigel Lindsey, Member Support Manager, Local Democracy and Member Services – 020 8489 2956

Wards(s) affected: All

Report for: Non-Key decision

1. Purpose of the report

1.1 To advise the Cabinet Procurement Committee that as part of the process to re-tender the contract for the provision of Webcasting the existing contract be varied by extending for an additional 4 months to January 2011 from the current expiry date of September 2010.

1.2 IT Procurement have advised that because the likely value of the procurement will be above European Union (EU) thresholds the re-tendering process will be subject to EU procurement timescales. Therefore, officers are requesting that the current contract for Webcasting services be extended for a period of up to four months to allow for the procurement exercise to fully complete.

2. Introduction by Cabinet Member for Community Cohesion and Involvement

- 2.1 The Council successfully introduced webcasting of Council meetings in September 2005 and this facility has assisted in increasing the awareness, access and involvement of the community in the decision making process. The current re-tender process provides an opportunity to test a maturing market in the provision of this service and to ensure the Council continues to receive value for money.
- 2.2 Officers have advised that because the procurement exercise may come within the terms of European procurement timescales it would be prudent to extend the current contract term by a further four months. I have asked that officers continue to keep me apprised of progress.

3. Recommendations

- 3.1 That Cabinet Procurement Committee approve, under Contract Standing Order 13.02, the extension of the existing Webcasting contract with UK Council Limited (trading as Public-i) for a further four months to January 2011; to ensure compliance with EU Procurement rules and timescales.
- 3.2 That the Cabinet Procurement Committee be provided with a report as to the progress of the re-tendering exercise for the provision of the Council's Webcasting facility before the summer recess 2010.

4. Background

- 4.1 Members will be aware that Council meetings have been webcast and made available via the Council's website since 2005 in response to Member decisions and Central Government Priority Service Outcomes. The service is currently provided by Public-i who host the webcasts and provide the recording equipment on a lease basis.
- 4.2 This contract will expire in September this year. IT Procurement, who are assisting Local Democracy and Member Services with the re-tendering exercise, have advised that because of the likely value of the contract EU procurement rules and timescales will apply. Whilst it is envisaged that the contract will be re-tendered in time to meet the expiry of the current contract it is considered prudent to seek the Committee's approval, in accordance with contract standing orders, for a further extension of four months if deemed necessary. Continuity of the webcasting system is required to ensure continuity of provision be in place from September 2010 when Council meetings re-commence after the summer recess.

5. Report

- 5.1 Local Democracy and Members Services, with support from IT Procurement, are to provide a detailed specification and proposal for re-tender of the contract for the provision and support of webcasting for Haringey. Webcasting capability was originally procured from UK Council Limited (trading as Public-i) in September 2005 following a contract tendering exercise. This contract, in accordance with contract standing orders, has been extended twice. However, the requirement is that the contract should now be re-tendered and the process will provide an opportunity to test the market with regards to webcasting provision.
- 5.2 The current contract provides for the leasing of webcasting equipment, software and support services and allows for up to 20 hours of webcasted material per month, at a cost of £37,000 per annum. However, this may be reduced in the future, particularly as Communications have commenced hosting pre-recorded video material via the Council website's new accessible media player rather than use the webcasting facility as previously.
- 5.3 Officers will also be seeking separately, a decision from the Council's leadership as to which Council meetings (and events) be webcast for the 2010-11 municipal year. The Committee should also be aware that, as at present, webcasting facilities will be available for use by other Council services – in supporting the work of the Youth Council for example and in promoting corporate events.
- 5.4 Webcasts of Council meetings are operated by Local Democracy and Member Services staff, approximately 10 of whom have been trained in the use of the equipment. The majority of broadcasts are made from the Council Chamber and Committee Rooms. A mobile facility is also available to provide additional flexibility in the use of webcasting in other venues and beyond just formal meetings.
- 5.5 A recent collaboration between Public-i and NTe, the supplier of the Modern.Gov minutes and agenda software has linked the two systems which has enhanced the functionality and usage of both in that the relevant meeting documents are automatically displayed on the website alongside the webcast. The new contract will ensure that this enhancement is retained. The contract will also include a requirement that any new webcasting system fit appropriately into any new meetings venue, such as a new Civic Centre, should the Council decide in the future to review its accommodation facilities.
- 5.6 The re-tender of the Council's contract for the provision and support of fixed and mobile functionality provides an opportunity to test the market for webcasting provision to ensure that Haringey's image as a professional Council is enhanced and value for money is obtained. IT Services will manage the procurement exercise with staff from Local Democracy and Member Services defining the requirements, evaluation criteria and selecting the supplier. IT services have estimated that 10-20 hours of IT Procurement time will be needed depending on

the procurement approach adopted.

6. Chief Financial Officer Comments

- 6.1 The Chief Financial Officer confirms the current budget provision of £37,000 within Local Democracy and Member Services and also notes that there may be savings arising from the proposed new contract.

7. Head of Legal Services Comments

- 7.1 The Head of Legal Services notes the contents of the report.
- 7.2 There is a requirement under Contract Standing Orders that any extensions beyond a first extension are authorised by the Procurement Committee. As this contract has been extended twice before, this extension must be approved by the Procurement Committee in accordance with CSO 13.02.
- 7.3 The remaining comments are contained in the exempt part of the report.

8. Head of Corporate Procurement Comments

- 8.1 In view of the fact that the re-tendering process has begun and the extension time is needed to complete this EU directive exercise, this extension must be approved by the Procurement Committee in accordance with CSO 13.02.
- 8.2 The extension will allow for a compliant procurement exercise to be carried out through EU Directives timescales, ensuring best value for money and transparency for the Council.

9. Equalities and Community Cohesion Comments

- 9.1 Webcasting provides an extension in the disseminating and communicating of the Council's decision making processes to those in the communities who may not be able to physically attend Council meetings.

10. Financial costs

- 10.1 Current web casting costs are £37,000pa. It is anticipated these costs will be reduced through a reduction in the number of broadcasting hours.
- 10.2 The cost of a four month extension to the current contract will be £12,310.

11. This report contains exempt information and is not for publication. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972)

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Ground 3).

12. Recommendations

- 12.1 That Cabinet Procurement Committee approve, under Contract Standing Order 13.02, the extension of the existing Webcasting contract with UK Council Limited (trading as Public-i) for a further four months to January 2011; to ensure compliance with EU Procurement rules and timescales.
- 12.2 That the Cabinet Procurement Committee be provided with a report as to the progress of the re-tendering exercise for the provision of the Council's Webcasting facility before the summer recess 2010.