

Report to Chief Officer, Highways and Transportation

Date: 17 January 2017

Subject: Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase additions and upgrades to current V-TAS system from I-Comply Ltd without seeking competition.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 The installation of the current I-Comply V-TAS CCTV system utilised by Urban Traffic Management Control (UTMC) requires upgrading to maintain existing functionality and provide controllable display units for other Highways sections.
- 2 This work can only be done by I-Comply Ltd, who supplied the system used by UTMC and Leeds Watch.
- 3 There will be benefits to Network Management, Flood Risk Management and Traffic sections with access to CCTV images assisting the operation covering incidents and events, remote access via the website will allow officers to respond to emergencies out of hours.

Recommendations

- 4 The Chief Officer Highways and Transportation is requested to approve the waiver of Contract Procedure Rule: 8.1 and 8.2 Intermediate Value Procurement and approve the purchase of V-TAS hardware and software from I-Comply at a cost of £29,100 without seeking competition.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval from the Chief Officer, Highways and Transportation to waive Contract Procedure Rule 8.1 and 8.2 to purchase of V-TAS hardware and software from I-Comply Ltd.

2 Background information

- 2.1 Urban Traffic Management Control (UTMC) shares CCTV cameras with LeedsWatch, who have been using an analogue matrix supplemented with an I-Comply digital system for many years. Following the relocation of the service from Merrion House in 2012, UTMC has utilised an I-Comply V-TAS server at Middleton. Transfer of 22 cameras to an ADSL service has saved around £20,000 per annum (20% of the BT Redcare line rental costs). In addition, using I-Comply has enabled new cameras to be installed on traffic signal equipment using traffic signal wireless/broadband communication at no extra cost.
- 2.2 LeedsWatch will cease using the analogue matrix later this year, moving fully onto the I-Comply digital platform. For UTMC to retain visibility of all cameras with full control functionality the existing I-Comply server needs to be enhanced.
- 2.3 Currently Traffic and Network Management have CCTV display screens, which are of limited functionality due to equipment compatibility limitations. The proposal is to upgrade these and replace the current analogue system to Flood Risk Management, enabling all these sections to work more efficiently with greater visibility of the Leeds highway network.
- 2.4 Currently the LCC travel information website, LeedsTravelInfo.com, allows the public to see live CCTV images of 23 cameras in key locations, derived from the analogue matrix. The website is used by some 17,500 people each month. To continue to provide these images in the future requires I-Comply to install some additional software.

3 Main issues

Reason for Contracts Procedure Rules Waiver

- 3.1 The current system in operation at Neighbourhood & Housing, Leeds Watch utilises the I-Comply V-TAS system to integrate the various CCTV platforms onto one operator station with this system extended to include the UTMC cameras by adding workstations in the UTMC control room.
- 3.2 Switching to another system is not an option at this time as it would require wholesale changes to the operation of UTMC and Leeds Watch and would not allow the full integration of both users CCTV images which would severely limit the visibility of the Highway network to UTMC and other highway sections.

Consequences if the proposed action is not approved

- 3.3 Leeds UTMC would have reduced visibility of the highway network, which would reduce its effectiveness in controlling traffic and dealing with network issues. Other highways sections would not have any visibility of CCTV.

3.4 The public would not be able to see live CCTV images in key locations through the LCC travel information website, LeedsTravellInfo.com.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This decision is primarily related to the support of service provision within Highways and Transportation so no consultation has taken place with elected members.

4.1.2 Colleagues in LeedsWatch (Neighbourhoods and Housing) have been consulted on these proposals.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality, Diversity, Cohesion and Integration Screening has been prepared (Appendix A) and an independent impact assessment is not required for the approvals requested.

4.2.2 The screening process confirmed that the proposals have no impact on any of the equality characteristics.

4.3 Council policies and City Priorities

4.3.1 The proposed procurement of this system will allow closer integration of CCTV operation throughout Leeds City Council and reduce future revenue costs with the further use of IP technology for CCTV installations.

4.4 Resources and value for money

4.4.1 The cost of £29,100 can be funded from the budget that was approved in April 2016 (scheme 32543 UTMC Network Monitoring, £40,000) to be funded from the LTP Transport Policy Programme (100% Government grant funded)

4.4.2 The system will allow greater flexibility in the provision of CCTV in the future and reduce the need for expensive fibre circuits.

4.4.3 Future revenue savings can be realised with the expansion of IP communications replacing the existing fibre network.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The report is not subject to Call In and there are no grounds for treating the contents of this report as confidential with the Council's Access to Information Rules.

4.5.2 Awarding contracts directly to suppliers in this way could leave the Council open to a potential claim from other suppliers to whom this contract could be of interest that it has not been wholly transparent. In terms of transparency, it should be noted that case law suggests that the Council should always consider whether contracts of this value could be of interest to suppliers from other EU member states and, if it could, the opportunity should be subjected to a degree of

advertising. It is up to the Council to decide what degree of advertising is appropriate. In particular, consideration should be given to the subject-matter of the contract, its estimated value, the specifics of the sector concerned (size and structure of the market, commercial practices, etc.) and the geographical location of the place of performance.

- 4.5.3 In approving this waiver without subjecting the contract to competition, there is a risk of challenge to the Council from other potential providers that have not been given the chance to tender for this opportunity. It is suggested, due to the matters set out at section 3 above, that the risk of challenge identified in paragraph 4.5.2 is considered low.
- 4.5.4 Although there is no overriding legal obstacle preventing the waiver of CPR 8.1 and 8.2, the above comments should be noted. In making their final decision, the Chief Officer (Highways and Transportation) should be satisfied that the course of action chosen represents best value for money.

4.6 Risk Management

- 4.6.1 The addition of Highways workstations will assist relevant sections in their work in a way that will continue to be efficient if the Leeds UTMC control room is relocated. Removing images from the travel information website would be a loss of service to the public as the website has seen an increase in visitor numbers.
- 4.6.2 There will be no future impact on revenue with this proposal.
- 4.6.3 There remains a risk that a complaint could be raised that the council has not followed reasonable procedures, resulting in a loss of opportunity, which could potentially give rise to an Ombudsman Investigation, however it considered that this risk is low.

5 Conclusions

- 5.1 Upgrading the existing V-TAS CCTV control system is essential to continuing to provide a high level of service by UTMC and other Highways sections and this can only be procured from I-Comply.
- 5.2 This project will allow continued access to CCTV images for Network Management, Flood Risk and Traffic following the outdated COE CCTV server decommissioning later this year.

6 Recommendations

- 6.1 The Chief Officer Highways and Transportation, is requested to approve the waiver of Contract Procedure Rule: 8.1 and 8.2 Intermediate Value Procurement and approve the purchase of V-TAS hardware and software from I-Comply Ltd at a cost of £29,100 without seeking competition.

7 Background documents¹

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

7.1 None.



Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- The relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- Whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Transport Policy
Lead person: Richard Tallant	Contact number: 3787542

1. Title: : Waiver report lcomply cctv
Is this a:
<input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Please provide a brief description of what you are screening
The screening process relates to the procurement of a preferred contractor for the supply & installation of the upgrade to the existing lcomply UTMC CCTV system.

<p>3. Relevance to equality, diversity, cohesion and integration</p> <p>All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.</p> <p>The following questions will help you to identify how relevant your proposals are.</p> <p>When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income,</p>

unemployment, residential location or family background and education or skills levels).		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity; cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration
If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.
Please provide specific details for all three areas below (use the prompts for guidance).
<ul style="list-style-type: none"> • How have you considered equality, diversity, cohesion and integration? (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)
<ul style="list-style-type: none"> • Key findings (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)
<ul style="list-style-type: none"> • Actions (think about how you will promote positive impact and remove/ reduce negative impact)

5. If you are not already considering the impact on equality, diversity, cohesion and

integration you will need to carry out an impact assessment.	
Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Gordon Robertson	UTMC Manager	07/11/16

7. Publishing	
This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.	
Please send a copy to the Equality Team for publishing	
Date screening completed	
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	