

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	The Director of Resources		
Contact person:	Jon Sidebottom	Telephone number: 0113 37 85565	
Subject²:	Replacement of current hybrid conferencing equipment across Leeds City Council estate.		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Director of Resources gave approval to procure goods and services for the replacement of hybrid conferencing equipment.</p> <p>Further information is provided in the attached report.</p> <hr/> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>New ways of working now sees an increased demand for hybrid conference meetings. The Council has had hybrid conferencing equipment in place for over 5 years and improved audio/visual quality to support these meetings is required. A successful pilot of a new solution has been completed and the</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>remaining rooms now need to be updated.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Alternative options to delivering this programme of work were:</p> <p>Do nothing and retain the existing hybrid conferencing equipment across the estate which would see a mix of two solutions. The majority being legacy conferencing equipment in addition to new conferencing equipment implemented as part of the pilot.</p> <p>This alternative was rejected by Best Council People & Culture in February 2022 for the following reasons:</p> <ul style="list-style-type: none"> - Audio and visual experience not in line with user expectations - Additional support overhead by managing two conferencing solutions (post pilot) - Different experience for users with some rooms having the older equipment and some the new (post pilot). <p>A proposal was presented to Best Council People & Culture in April 2022 outlining the scope and costs of a replacement programme. The proposal was approved to replace all legacy hybrid conferencing equipment by mid September 2022.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Cllr Debra Coupar (briefed by Chief Digital Information Officer)</p>
	<p>Ward Councillors</p> <p>N/A</p>
	<p>Chief Digital and Information Officer⁵</p> <p>Leonardo Tantari (agreed at Procurement Approvals panel)</p>
	<p>Chief Asset Management and Regeneration Officer⁶</p> <p>N/A</p>
	Others

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	Best Council People & Culture	
Implementation	Officer accountable, and proposed timescales for implementation Leonardo Tantari (Chief Digital and Information Officer) Jon Sidebottom (Project Manager). A rolling programme will be established to replace all current existing hybrid conference equipment by mid September 2022.	
List of Forthcoming Key Decisions⁷	Date Added to List:-	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰ The Director of Resources (Neil Evans)	
	Signature <i>R.N. Evans</i>	Date 16/5/22

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.