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| | <p>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER</p> <p>16 January 2015</p> |
| <p>Title</p> | <p>Audio Visual Services for Council Events</p> |
| <p>Report of</p> | <p>Chris Palmer, Assistant Director, Communications</p> |
| <p>Wards</p> | <p>All</p> |
| <p>Status</p> | <p>Public</p> |
| <p>Enclosures</p> | <p>None</p> |
| <p>Officer Contact Details</p> | <p>Rachel House, Strategic Communications Manager, 020 8359 7795, rachel.house@barnet.gov.uk</p> |

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| <p>Summary</p> |
| <p>This Delegated Powers Report extends a contract for audio visual services to encompass the Freedom of the Borough presentation on February 3. The existing contract came to an end in January 2014 and there is not time to complete a full retender exercise ahead of this event.</p> |

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| <p>Decision</p> |
| <p>That HD Productions (trading as MST Media Productions) be awarded a contract up to the value of £50,000 from 1 February 2015 to 31 January 2016 to provide audio visual services to the council.</p> |

1. WHY THIS REPORT IS NEEDED

- 1.1 In December 2011 the council undertook a tender exercise to award a contract to provide audio visual services at its Holocaust Memorial event in January 2012. Two companies submitted bids and MST Media Productions was successful.

- 1.2 In October 2012 the council decided to extend MST's contract to cover a further two Holocaust Memorial Day events. This contract expired in February 2014.
- 1.3 On 23 September 2014 the council passed a motion to offer the "Freedom of the Borough" to Rabbi Ephraim Mirvis, Chief Rabbi, to recognise his contribution within the borough, nationally and internationally to the enhancement of the Jewish community and the promotion of inter-faith understanding and community cohesion.
- 1.4 An extraordinary meeting of full Council on 20 January 2015 formally awarded the Freedom, and the presentation ceremony will be held at Middlesex University in The Burroughs, Hendon on Tuesday 3 February 2015.
- 1.5 Up to 400 guests are expected to attend the event and, as these are not provided directly by Middlesex, the council will need to hire in audio visual services, such as a hearing loop, microphones, specialist lighting etc, for the event.
- 1.6 The contract will be extended for one year with a value of up to £20,000. Once extended, the total contract value (the value of the original contract, plus the value of the extension in 2012 when added to the value of this second extension) will be £54,000.

2. REASONS FOR DECISION

- 2.1 It is proposed that due to timescales, their technical expertise (and experience of running previous council events at Middlesex University), and the fact that this is an extension of a contract that MST Media has already tendered for and won, that this work is carried out by MST.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3.1 The Council could undertake a competitive tendering exercise to procure a supplier of audio visual services. However, as the event is taking place on 3 February 2015, the Council does not have time to complete a competitive process and therefore wishes to deal with these additional services as an extension of the expired contract. This approach has been agreed by the Commercial and Customer Services Director.

4. POST DECISION IMPLEMENTATION

- 4.1 MST Media Productions will be commissioned to provide audio visual services for the presentation ceremony referred to above.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 Barnet Council is committed to promoting civic pride; to facilitating the conditions where an active and diverse community can thrive; and ensuring that Barnet remains a harmonious and cohesive place in which to live. As many of our civic events help us to do this, it is key that these are well-run and that they are available and accessible to all those that wish/need to attend. The provision of first class audio visual services (i.e. provision of hearing loops) can help us to achieve this.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 The funding of this contract will be met from the existing civic events budget. A budget provision of £20,000 has been allocated.

5.3 Legal and Constitutional References

5.3.1 The services are not subject to the EU procurement regulations as the value is below the threshold.

5.3.2 On the basis of the information contained in the report the relevant provisions of the council's Contract Procedure Rules have been met.

5.3.3 In accordance with the council's Contract Procedure Rules there will be a need to enter into contract extension and variation agreement with the contractor.

5.3.4 Council Constitution, Article 22 Contract Procedure Rules, paragraph 14.3 states that contracts may only be extended or varied if all of the following conditions have been met:

- the initial contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;
- the value of the extension or variation added to the value of the original contract does not exceed the original Authorisation threshold as defined in Appendix 1, Table A;
- the extension or variation has an approved budget allocation;
- the extension or variation is in accordance with the terms and conditions of the existing contract;

- if the initial contract was subject to EU tender procedure, that the extension option was declared within the OJEU notice and the original Acceptance (Delegated Powers Report/relevant Committee Report); and
- the contract has not been extended before;

5.3.5 Paragraph 14.5 of the Contract Procedure Rules confirms that where any of the conditions at 14.3 cannot be met, and the total value of the contract plus extension(s) and variation(s) is over £100,000 then either a waiver of must be sought in accordance with Section 15 (Waivers) or a new procurement commenced. The total value of the contract plus extensions and variations (including the value of the extension proposed in this report) is £54,000.

5.3.6 The council's Contract Procedure Rules paragraphs 11 and 17 Appendix 1 Table A Authorisation and Acceptance Thresholds states that contract variation or extension approval should be provided by an Approved Officer by a Full Delegated Powers Report, where the contract value is between £25,001 and £172,514.

5.4 Risk Management

5.4.1 Full risk assessments of the venue are carried out prior to each event and full public liability insurance is in place.

5.4.2 There is the risk of the company providing an inadequate service. However the council has worked closely with this company at previous events and has never raised an issue with the services provided.

5.5 Equalities and Diversity

5.5.1 The 2010 Equality Act places a legal obligation on the council to pay due regard to equalities in an appropriate manner and to take account of how its decisions might impact on different groups identified in the legislation, such as those with a disability. At our civic events we will be making the necessary reasonable adjustments under the 2010 act to enable the full participation of people with disabilities.

5.6 Consultation and Engagement

5.6.1 No consultation is required in relation to this decision.

6. BACKGROUND PAPERS

6.1 Following a tender exercise, MST Media Productions was appointed in December 2011 to provide audio visual services for the council's Holocaust Memorial Day event in January 2012.

6.2 Subsequently, the company was awarded a two-year contract to provide AV services to the council. This contract expired in February 2014.

7. DECISION TAKER'S STATEMENT

- 7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

8. OFFICER'S DECISION

I authorise the following action

- 8.1 **That MST Media Productions be awarded a contract to up to the value of £50,000 from 1 February 2015 to 31 January 2016 to provide audio visual services to the Council.**

Signed: **Chris Palmer**
 Assistant Director Communications

Date: **27 January 2015**