

## **Record of Officer Decision**

### **PA, Hybrid and Live Streaming Services for Meetings - Award of Contract**

#### **Decision Taker and Date Decision Taken:**

Chief Executive on 29 May 2024

#### **Summary of Matter or Issue Requiring Decision:**

The current contract for PA, hybrid and live streaming services for Council, Planning Committee and Cabinet meetings expires on 31 May 2024. The Director of Corporate Services has been reviewing longer term options for venue and facilities for our public meetings with the Banking Hall, Town Hall, Castle Circus, Torquay being used for all public meetings except the Council meetings which are currently held at the Riviera International Conference Centre as the layout requires a larger room.

Further work is required to determine a permanent solution for our public meetings and therefore there is a need to secure a temporary contract of up to twelve months to enable the design and procurement of a solution to be implemented. Following advice from the Commercial Services Team an informal quote exercise was undertaken with three suppliers. This resulted in a preferred supplier being identified for this contract as set out in the Exempt Appendix to this Record of Decision.

As the contract is over £50,000 this decision is an Executive Decision which would normally be taken by the Cabinet, however the next Cabinet meeting is not until 11 June 2024 and the contract needs to be in place so that we have the facilities for that meeting. Therefore, in accordance with Paragraph 121d of the Officer Scheme of Delegation the decision has been made by the Chief Executive to award the contract in consultation with the Group Leaders.

#### **Decision Taken:**

That a ten month contract (plus a further two months) commencing on 1 June 2024, to provide PA, hybrid and live streaming services for Council, Planning Committee and Cabinet meetings be awarded to the preferred supplier for the contract value as set out in the Exempt Appendix to this Record of Decision.

#### **Summary of Reason(s) for Decision Taken:**

To ensure continuity in providing PA, hybrid and live streaming services for our Council, Planning Committee and Cabinet meetings to enable the design and procurement of a longer term solution to be implemented.

#### **Summary of Alternatives or Options considered and rejected and Background Papers:**

None

#### **Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:**

None

**Implementation:**

This decision will come into force immediately.

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's offices or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)

Signed: \_\_\_\_\_ Date: 29 May 2024  
Chief Executive