



## Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

### 1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval is required for the Add-on to the existing Audio-Visual Solution contract.

The current contract with AVS covers an on-premises system that provides:

Audio Visual (Microsoft Teams Meeting room): The solution allows for Cleethorpes Town Hall to host and stream / broadcast Public Council meetings, to replicate what is currently installed at Grimsby Town Hall, Council Chambers.

Data Protection: All data is stored in Microsoft secure Data Centres and forms part of NELC data governance process. It provides a satisfactory level of protection against data loss, corruption, or theft, ensuring business continuity, compliance, and protection against reputational damage.

Risk Management: No Risks Identified.

This is an add-on to our existing AV System at Grimsby Town Hall to allow for greater visibility to Council meetings across both Grimsby and Cleethorpes Town Hall and allows for public streaming of Council meetings using the Councils Microsoft Teams technology.

The additional solution would commence immediately and expires in 2028.

The whole life value of the modification is estimated £75K over the 36 Months. As this is an add-on to the previous contract, the whole life value of the full contract is estimated £155k.

## **2. Decision being taken**

That the Executive Director Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets approves the add on to the existing Audio Visual System.

## **3. Anticipated outcome(s)/benefits**

The modification for the add-on Audio Visual Solution (AVS) is approved:

Seamless Integration: The solution is an "add-on" to our existing AVS, which allows for public streaming of Council meetings and the ability to build on the councils Microsoft teams technology.

Reduced Complexity: By utilising the existing product, AVS, we can negate the need for separate/disjointed solutions. This reduces the complexity and skills required to manage both systems.

Cost and Time Efficiency: Implementing an add-on to our existing AVS solution provides us with an option that is more cost-effective and time-efficient compared to procuring a new solution.

## **4. Details of any alternative options considered and rejected by the officer when making the decision**

Option 1: Do Nothing: by doing nothing, we will be in the same situation as we are currently, nothing will change.

Option 2: Look at an alternative solution. We have looked at using various product but there is no financial saving, and ICT and the council users would need to learn new technology and how to manage it.

Option 3: Implement the add-on to our existing AVS solution to provide us with an supportable solution. This will ensure a cohesive overall solution and align with the Councils Microsoft platform

**5. Background documents considered** (web link to be included or copies of documents for publishing)

None.

**6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**8. Monitoring Officer Comments (Monitoring Officer or nominee)**

This is an operational decision and within the constitutional remit of the named Director and Portfolio Holder.

**9. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The project will be funded via the capital investment programme. The project will be reflected in the updated capital programme, to be submitted for approval within the 2024/25 outturn cabinet report.

**10. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications arising from the contents of this report.

**11. Risk Assessment (in accordance with the Report Writing Guide)**

**12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?**

N/A

**13. Decision Maker(s):**

Name: Sharon Wroot

Title: Executive Director Place and  
Resources

Signed: REDACTED

Dated: 24.04.25

**14. Consultation carried out with  
Portfolio Holder(s):**

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance,  
Resources and Assets

Signed: REDACTED

Dated: 25<sup>th</sup> April 2025