



DERBY CITY COUNCIL

COUNCIL CABINET
5 APRIL 2005

ITEM 15

Report of the Director of Finance and
Director of Corporate Services

Contract and Financial Procedure Matters Report Addendum

RECOMMENDATION

- 1 To approve, in relation to the Council Chamber multi-media sound system:
 - the inclusion of a portable sound system for the area panel meetings at a cost of £7,832
 - the inclusion of installation works at a cost of £29,052
 - the revised budget and funding outlined in paragraphs 2.1.6 and 2.1.7.

SUPPORTING INFORMATION

2.1 Council Chamber Multi-Media System – e-Democracy Initiative

- 2.1.1 The e-Derby Board and subsequently the Building for Excellence Board initially approved the funding of this scheme to a total value of £69,000 capital and £20,000 revenue, as reported to Council Cabinet on 21 December 2004.
- 2.1.2 The three Member working group set up to oversee the project now request that it be extended to include a portable sound system for Area Panel meetings which will be capable of recording meetings for web casting - audio only. This will improve access by citizens both at meetings and through digitally recorded media; this will directly contribute to achieving the ODPM Priority Outcomes
- 2.1.3 In addition, it has been necessary to carry an asbestos survey before inviting tenders, to determine the best method of installing the system with minimum disturbance of the Council Chamber. This has identified additional installation work necessary to install the system in a manner which conforms to health and safety requirements, in connection with asbestos in the Council Chamber. Commercial Services will handle the overall contract, as the project will require joinery and electrical works.
- 2.1.4 Neither the additional installation work nor the portable system had been included in the original total project cost approved, and have increased the costs of the project.

2.1.5 Tenders were invited on 2 March 2005, to be returned by 11 March 2005. It was hoped that the tender exercise would provide some savings, which could be used to partly offset the increased expenditure. Following the tendering exercise the contract costs are, however, generally in line with the pre-tender estimates.

2.1.6 The table below illustrates the revised project cost, including the additional items.

Item	e-Derby Bid Estimated Cost	Tender Stage Cost	Difference
	£	£	£
Capital	69,000	110,044	41,078
Revenue (web casting)	20,000	20,000	0
Capital Breakdown:			
1. Digital conference system	47,158	46,900	-258
2. Voting software	3,967	4,725	758
3. Radio microphones	1,182	838	-344
4. Sound reinforcement	1,331	1,983	652
5. Loop system for hearing-impaired	1,519	1,074	-445
6. Multi-media equipment	13,809	11,854	-1,955
7. Portable system for Area Panels	0	7,832	7,832
8. Installation costs:			
Electrical work	0	3,744	3,744
Joinery work	0	3,399	3,399
Contingency	0	5,000	5,000
Professional fees & contract management charges	0	16,909	16,909
Total	68,966	104,258	35,292

2.1.7 Whilst efforts have been made to reduce costs where possible, for example by not taking the option of voting software, there is still a funding shortfall. The Director of Commercial Services has offered to transfer £15,000 from the DSO Surplus to the Repair and Maintenance budget towards the installation costs and fees and charges. The Director of Finance will report orally to the Council Cabinet on the proposed funding of the balance made up of:

- portable sound system - £7,832
- balance relating to the installation costs - £12,460

2.1.8 It is stressed that, other than the cabling infrastructure, all equipment is capable of being transferred to another building should the Council relocate its administrative headquarters in the future.

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Background papers:	None
List of appendices:	Appendix 1 – Implications

IMPLICATIONS

Financial

1. As detailed in the report

Legal

2. As detailed in the report.

Personnel

3. None

Equalities impact

4. None.

Corporate objectives and priorities for change

5. These recommendations, where relevant, are in line with approved budgets which accord with the Council's corporate objectives and priorities.