



Borough of Oadby & Wigston

Council

22nd April 2008

Council Chamber Refurbishment

Report of: Deputy Chief Executive Report Number:
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NON-EXEMPT

This report is likely to be considered while the meeting is open to press & public

Summary:

This report provides information and recommendations from the Member Working Group established to consider the Council Chamber refurbishment.

Recommendations:

It is recommended that:

1. Members approve an exception to standing orders and appoint Tyco as the successful contractor for the sum of £89,515.
2. The final design of the furniture be agreed by the Council Chamber Refurbishment Working Group.
3. The Capital Budget of £70,000 and the remaining Capital Contingency of £13,500 be carried forward from 2007/08 to 2008/09 to finance the scheme.
4. An allocation of £6,015 be made from the 2008/09 Capital Contingency to balance the scheme costs.

Level of delegation: Council

Wards affected: All

Comments of Statutory Officers:

Head of Paid Service: None
Proper Officer for Financial Affairs: Included in the report
Monitoring Officer: None

Appendices Attached: None

Impact Assessments:

Health:)
Environment:)
Community Safety:)
Human Rights:) No direct impact
Equal Opportunities:)
Risk Assessment:)

Commentary:

1. **Background.** The 2007/08 capital programme included a provision of £70,000 for the refurbishment of the Council Chamber.
2. Following the tender advertisement, interested suppliers came on site to view the Chamber and Committee room on the 31st October and 5th and 6th November 2007. Tenders were submitted in December 2007.
3. A member working group was formed in February 2008 and comprised Cllr. Sharon Morris, Cllr. Lee Bentley, Cllr. Linda Broadley, Anne Court (Head of Legal & Licensing), Rob Harbour (Head of the Built Environment) and Gil Crisp (Head of ICT, Chair of the Group).
4. **Business Case.** The core reasons for considering the Council and Committee Room refurbishment are as follows:
 - a) The existing chamber does not fully meet all the needs of its users.
 - b) Furniture is old and does not provide the necessary comfort for all users.
 - c) The existing furniture does not provide accessibility for all users.
 - d) The Chamber's Visual and Audio facilities for presentations are inadequate.
 - e) Power and network facilities are limited for Members or other users who wish to use laptops.
5. **Specification.** The specification was deliberately broad in order to allow the creative talents within the market place free reign to devise a modern solution and yet be in keeping with the heritage and existing environs in the Chamber. The broad brief can be summarised as:
 - a) **Audio Visual** - An audio facility is required to boost the sound of delegates' voices and facilitate all users of the Council Chamber to hear comfortably.
 - b) The audio solution should dovetail with the existing induction loop.
 - c) The audio solution should be re-locatable to other sites to allow meetings to take place wherever required.
 - d) The visual solution should allow any users of the Council Chamber to see clearly any presentation from any viewing angle.
 - e) The visual solution should allow the presentation of any document from whatever source. e.g. paper documents, laptops or PC's.
 - f) The solution must allow for the audio recording of meetings.
 - g) The solution must cater for the event when the rear of the Chamber is closed off to create a separate Committee room. Facilities for this area need to be similar to the main Chamber.
 - h) A solution which is flexible and will grow over time i.e. allow extra users, allow for new business needs and changing ways of working.
 - i) A solution that ensures the Council will meet its obligations with regard to the provision and use of audio visual aids under the Disability Discrimination Act 1995 & 2005.
 - j) The solution must be re-locatable in the event that the Council moves offices at some point in the future.
 - k) Is cost effective.
 - l) **Additional/Optional Requirements** - The ability to visually record meetings.
 - m) An ability to automatically zoom in on speakers.
 - n) Ability to web cast any meeting to the Internet.
 - a) **Furniture** - A solution that ensures that the furniture and seating within the Council Chamber will fulfil the Council's obligations in this respect under the Disability Discrimination Act 1995 & 2005.
 - b) The Chamber is multi functional. Therefore the furniture needs to be able to be moved away and stored or stacked.
 - c) Seating needs to be stackable or storable in such a way as to minimise the space it occupies.

- d) Power and network facilities should be available to each delegate to enable laptop or other devices to be used.
 - e) The solution must cater for the event when the rear of the Chamber is closed off to create a separate Committee room. Facilities for this area need to be similar to the main Chamber.
 - f) Is in keeping with the existing Council Chamber decoration.
 - g) Is of a high quality finish with some OWBC personalisation to elements of the furniture.
 - h) The solution must be re-locatable in the event that the Council moves offices at some point in the future.
6. Additional verbal information was supplied to those that came on site that described the use of the Chamber and Committee Room. Visitors were able to see the existing furniture and discuss layouts for various meeting types.
7. **Tender Responses.** There were six tender responses and the Working Group considered all of these. Some tenders offered complete solutions (i.e. audio/visuals and furniture) with others only covering elements of the scheme. Those which offered the best fit to the Council's requirements were identified. This resulted in two options being short listed for further consideration (one being a complete solution and one being a combination of tenders for elements of the capital scheme).
8. The Working Group met a number of times between February and April and invited the short listed suppliers to visit the Council Offices and present their proposals. Following significant challenge from the Working Group, proposals were refined before arriving at a recommended solution.
9. At its last meeting, the Working Group determined that the tender from Tyco was the best fit to the Council's needs. This company is offering a complete solution, project managing the whole project including the provision of the electrical and communication infrastructure, the audio visual solution and supplying furniture from their partner organisation.
10. The Tyco tender consists of 26 mobile desks, 70 stackable chairs, a conferencing system with 16 wireless dual discussion units, 2 ceiling mounted projectors with 2 drop down screens for the Council Chamber, one projector and drop down screen for the Committee Room and under floor electrical installation.
11. The total cost of the Tyco tender is £89,515. This compares to seven options (made up of combinations of the various tenders) ranging from £81,924 to £99,427. The Tyco solution is not the lowest cost option but is the one that fulfils the Council's requirements, as identified by the Working Group. Members are therefore asked to approve an exception to standing orders in order to accept the Tyco tender.
12. In addition to the above, there will be costs of up to £4,700 for re-carpeting and decoration of the Council Chamber and the Committee Room which will be met from existing office maintenance budgets.
13. **Proposed Design.** A brief presentation will be given at the Council meeting on the proposed design for the Council Chamber and the Committee Room. Sample materials will also be available for members to inspect.
14. For some Committee meetings e.g. Full Council, there will be a need to use the Committee room for public seating. This has been built into room bookings for the coming year.
15. Whilst the Working Group has recommended a solution to the Council, there is still some work to be done to finalise the exact specification of the furniture in order to personalise it to Oadby & Wigston. It is recommended that the final design of the furniture be agreed by the Working Group.

16. **Financial Implications.** The 2007/08 capital programme includes a provision of £70,000 for the refurbishment of the Council Chamber. The cost of the recommended solution is £89,515. It is proposed that the difference of £19,515 is made up by allocations of £13,500 from the 2007/08 capital contingency (the balance remaining) and £6,015 from the 2008/09 capital contingency which currently contains a balance of £25,000.

Background Papers referred to in compiling this report: **OWBC** **Council** **Chamber**
Tender V1.2, Various submissions from suppliers.