

## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution [Part 4e - Overview and Scrutiny Procedure Rules](#))

<b>Subject: CCTV maintenance and operating system upgrade contract</b>	
Staff Contact: Richard Baldock Tel: 07936360945	Cabinet Member: Jeannette Thomas Portfolio: Resources and Transformation

### 1. **Decision**

To award the contract for the upgrade of the CCTV operating system software, hardware and the provision of the maintenance, repair, and installation of CCTV systems.

### 2. **Reasons for the decision**

To award to the winning tenderer following the procurement on the ESPO framework, reference 628\_23 Security and Surveillance Equipment & Services, Lot 1 Public Space Surveillance Systems.

Expressions of interest were received from 11 suppliers on the framework.

Only 1 tender submission was received, which was fully compliant and scored well on evaluation. A benchmarking exercise was carried out to demonstrate value for money and this was accepted by the Procurement Manager, allowing us to proceed to the decision and award.

### 3. **Alternative options considered and rejected <sup>2</sup>**

Using the ESPO framework, reference 628\_23 Security and Surveillance Equipment & Services, Lot 1 Public Space Surveillance Systems, was considered the best route to procure this contract. To re-tender this contract is unlikely to gain more tenders and would leave the CCTV service unsupported for software / hardware and unable to carry out repairs, maintenance and installations.

### 4. **Consultation**

#### (a) **Comments of Cabinet Member <sup>3 4</sup>**

I support the contract award for the upgrade of the CCTV operating system software, hardware and the provision of the maintenance, repair and installation of CCTV systems.

#### (b) **Comments of other consultees <sup>5</sup>**

5. **Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.**

Signed:

Title: Assistant Director Housing & Neighbourhoods      Date: 14<sup>th</sup> May 2025

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC SERVICES FOR PUBLICATION**

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> record any conflict of interest declared by any Cabinet Member consulted. If a Cabinet Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<sup>4</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.