

PAPER NO. 4

REPORT TO THE EXECUTIVE MEETING OF 3rd JUNE 2013

Meeting: Executive

Date: June 3rd 2013

Subject: Telephony provision for refurbished HQ building

Report of: Jonathan Ward-Langman, Service Manager,
Commissioning.

Portfolio Holder: Cllr Paul Dann : Corporate and Regulatory services

Status: For approval

Relevant Ward(s): All

1. Purpose of the Report

1.1. To approve specification for new telephony system and agree procurement method.

2. Recommendations:

2.1. **That a telephone system as described in the attached specification is procured for the refurbished HQ building via whichever of the available framework agreements appears most likely to meet the Council's needs.**

3. Summary of Reasons for the Recommendations

3.1. A suitable telephone system for the refurbished HQ will be required in time for the Council's move back into the building; procurement of the system should begin immediately to ensure that the deadline is met.

3.2. The refurbishment of the building includes provision of structural cabling; the system to be procured will therefore comprise:

3.2.1. Server/switchboard hub (if necessary)

3.2.2. Telephone handsets and cabling to connection points (sockets).

3.2.3. Installation, training and maintenance.

3.3. The attached specification for the proposed new system has been drafted after consultation across the Council.

3.4. Several procurement options are available: both the Government Procurement Service and ESPO offer telecommunications framework agreements; alternatively, HDC could undertake an independent tender. There are no

obvious benefits to be gained by issuing a tender however, and such an approach would take longer and require more officer time.

- 3.5. Telephony provision for the refurbished HQ building is covered by a separate ICT budget within the Transformation Programme; £150,000 has been allowed for this procurement.

4. Impact on Communities

- 4.1. None arising directly from this report.

5. Key Facts

- 5.1. It essential that a suitable telephony system is available when the Council moves back into the refurbished Headquarters Building.
- 5.2. The system that is procured must have the capacity to support the Council's new model of operations, especially in relation to shared services and remote working.

6. Legal Issues

- 6.1. It will be necessary to ensure that procurement of the system complies with the Council's statutory and regulatory obligations and with the Contract and Procurement rules included within its constitution.

7. Resource Issues

- 7.1. Telephony provision for the refurbished HQ building is covered by a separate ICT budget within the Transformation Programme; £150,000 has been allowed for procurement of the system.

8. Equality Impact Assessment Implications/Outcomes

- 8.1. There are none arising directly out of this report.

9. Impact on the Organisation

- 9.1. Telecommunications are fundamental to the Council's ability to function effectively and efficiently.

10. Community Safety Implications

- 10.1. There are none arising directly out of this report.

11. Carbon Management Implications

- 11.1. There are none arising directly out of this report.

12. Risk Management Implications

12.1. Failure to procure a suitable system in time for the Council's return to the refurbished HQ would have serious financial and reputational implications; the risk can be mitigated by commencing procurement immediately and through a rigorous process.

12.2. Failure of the system to meet the Council's requirements would have serious operational, financial and reputational implications; the risk can be mitigated by commencing procurement immediately and through a rigorous process.

13. Consultation

13.1. Comments were sought from all HDC staff through the management teams; comments received were used to develop the specification.

13.2. There has been no consultation with the relevant portfolio holder or other elected members as the matter is a technical one requiring operational consultation only.

13.3. The consultation led to the incorporation of a number of requirements into the specification; most of these relate to functions necessary for specific services areas within the Council (for example, call logging and 'teleconferencing' capabilities).

14. Options Considered

14.1. No alternative options were considered as procurement of a new system is essential.

15. Background Papers

15.1. None

Previous report(s): N

Information Issued Under Sensitive Issue Procedure: N

Ward Members Notified: N/A

Appendices: *list any appendices here including title and filename in brackets (e.g. Performance Data 2010 (perfdata.doc)).*

A. Harborough District Council Telephone System Procurement: Specification
(Harborough District Council Telephone System Procurement Specification 190413.doc)