

Delegated Decision Making Form

REF NO
~~PH/AC/O~~
 1907

Decision Type		Portfolio Holder		Ward Councillor		Officer X

Department: *Communities*

Subject: *Purchase of Digital sound desk for The Royal Concert Hall*

Decision	This is not a key decision because it does not result in the Council incurring expenditure or making income or savings of more than £1 million revenue or capital, taking into account the overall impact of the decision, and does not significantly affect communities in 2 or more wards	Subject to call-in: Yes
		Total value of decision: £13,390.
		Revenue or Capital: Revenue

Decision taken
 To purchase a new digital sound desk for the Royal Concert Hall (RCH), including onsite training, financed from the 2014/15 revenue budget.

Options Considered
 (with reasons for rejecting options not favoured)
 To continue with our current sound desk, this limits our offer to incoming companies and increases the need to hire equipment in to support events.

Reasons for Decision(s)
 The requirements of sound reproduction in RCH have increased over the years and the current analogue sound desk is no longer able to provide enough channels or functionality to support world class events. Regular hire of equipment would result in a higher level of full life costing.

Affected Wards
 Citywide

Advice Sought

(Any advice sought and considered by the decision maker **must** be attached to this form, with the **name of the person that provided the advice and the date that it was provided**)(If this is a Ward Councillor Decision advice **must** be sought from the Single Gateway Unit)

	Yes	No
Legal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equality & Community Relations Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Gateway Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

Consultations

PLEASE READ – It is **crucial** for this section to be correct if the decision is to be valid. You need to be sure that you have undertaken the level of consultation applicable to the type of delegated decision which is being taken and recorded on this form.

In summary these are:

- Portfolio Holder Decision – You **MUST** consult all relevant consultees from the table below, including the Portfolio Holder and Corporate Director taking the decision, and any other Portfolio Holder and Corporate Director whose remit of responsibility may be affected by the decision being taken.
- Ward Councillor Decision – You **MUST** consult Councillors in the ward, relevant Area Manager and Director of Neighbourhoods and Communities.
- Officer decision – You **MUST** consult Portfolio Holder and Minority Group spokesperson(s).

Reasons for not consulting an individual or body **MUST** be given i.e. because they are not directly affected by the proposals

Details of Consultations undertaken

	Yes	No	Name and Date
Portfolio Holder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ward Councillors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Area Committee	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other Council Bodies	<input type="checkbox"/>	<input type="checkbox"/>	_____
Corp. Directors Affected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Trades Unions	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minority Group	<input type="checkbox"/>	<input type="checkbox"/>	_____
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Reasons for not consulting</u>			
<u>Those not consulted are not affected by the decision.</u>			

Background to the decision

(either add in the detail of the decision in the space provided or attach as a separate sheet)

The existing sound desk is no longer fit for purpose. In accordance with contract procedure rules, three quotes have been obtained and the selected quote offers best value with the lowest price and free onsite training

Declared colleague/ Councillor Interests

None

Dispensation by Standards Committee

Date: N/A	Dispensation Reference:
--------------	-------------------------

Due Regard for Equality

(NOTE – equality impact **MUST** be assessed for:

- decisions relating to new or changing policies, services or functions;
- financial decisions which will have an effect on services;
- decisions on implementation of policies developed outside the Council

EIA guidance is available on the intranet

Background Papers
(including published documents)

Has the equality impact of the decision been assessed?	
No (EIA not required)	<input checked="" type="checkbox"/>
Yes (EIA attached)	<input type="checkbox"/>

Exempt/Confidential report

(if 'yes', include the exempt or confidential material in an appendix and in this space explain the reason(s) why it is not in the public domain). See guidance on the intranet or ask for advice if in doubt

YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
------------------------------	--

Contact Person

Dave Guy Technical Director	Contact No. 01159895595
-----------------------------	-------------------------

For Officer delegated decisions only please provide the reference number from the Scheme of Delegation under which the decision is being taken.

Scheme of Delegation Reference Number

1

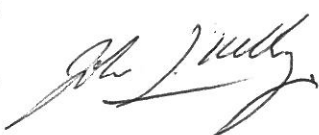
AUTHORISED SIGNATORIES

PLEASE READ – It is crucial for this section to be correct if the decision is to be valid. You need to be sure which Councillor and Corporate Directors/Directors or other authorised colleagues have authority to take the decision you require to be made.

In summary these are:

- Portfolio Holder Decision – The signature of the relevant Portfolio Holder and Corporate Director is required.
- Ward Councillor Decision – The signature of either the Director of Neighbourhoods and Communities or Corporate Director of Communities.
- Officer decision – The signature of the relevant Corporate Director or authorised colleague is required.

The completed and signed form must be sent to Constitutional Services within 2 working days of the last signature(s).

Corporate Director or authorised colleague (Print name)	Jean Kelly	Date:	
Signature			24.3.15
Portfolio Holder (Print name)		Date:	
Signature			
Date Published: 26.3.15		Last Date for Call-in: 2.4.15	

Attach any additional background information to this form.

Advice sought MUST be attached to this form, along with the Equality Impact Assessment (where appropriate).

Financial Advice

1. The total cost this decision is £13,390 ,this can be met from existing budget provision within the Royal Centre and Concert Hall.
2. There are no ongoing revenue implications of this decision.
3. Suppliers will be selected in accordance with financial regulations.

Advice provided by Steve Ross (Finance Analyst) 25/02/2015