

Notice of non-KEY Executive Decision

Subject Heading:	To approve the procurement and award of a contract for Body Worn Cameras
Decision Maker:	Imran Kazalbash, Director of Environment
Cabinet Member:	Councillor Barry Mugglestone, Cabinet Member for Environment
ELT Lead:	Imran Kazalbash, Director of Environment
Report Author and contact details:	John Everett, Operations Team Leader 01708 434351 John.Everett@haverling.gov.uk
Policy context:	Supports appropriate and transparent enforcement within Parking Enforcement and in line with Risk Assessments
Financial summary:	The total contract cost of purchasing the Body Worn Cameras equipment and their maintenance over four-years is £0.053m. Purchase of cameras will be through Capital C30010 and maintenance via Revenue A24500
Date notice given of intended decision:	18/02/2025

Key Executive Decision

Relevant Overview & Scrutiny Committee:	Place
Is it an urgent decision?	No
Is this decision exempt from being called-in?	<i>The decision will be exempt from call in as it is a Non key Decision</i>

The subject matter of this report deals with the following Council Objectives

People - Supporting our residents to stay safe and well

X Place - A great place to live, work and enjoy

X Resources - Enabling a resident-focused and resilient Council

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report seeks to approve the procurement and direct award of a contract to Reveal Media Limited for the supply and maintenance of Body Worn Cameras for the Civil Enforcement Officers, at an estimated cost of £52,740.00 for a period of up to four years.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution

Scheme 3.3.3 - Powers common to all Strategic Directors

1.General

1.1 To take any steps, and take any decisions, necessary for the proper management and administration of their allocated directorate

4. Contracts

4.1 To approve commencement of a tendering process for all contracts below a total contract value £1,000,000.

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3.

STATEMENT OF THE REASONS FOR THE DECISION

Since June 2015, the Council has provided its Civil Enforcement Officers with Body Worn cameras for two main purposes: to ensure personal protection against assaults and verbal altercations from members of the public when carrying out enforcement duties, and to provide additional evidence to support the service of a Penalty Charge Notices to vehicles parked in contravention. The previous contract expired in October 2021 and so the existing cameras are old and prone to failure. Costs for repair, outside of a contract, are costly.

In consultation with Procurement, a desktop evaluation of options to procure the next contract has been completed. It has been determined that using the ESPO 628_23 Lot 7 Security Surveillance Equipment and Services Framework provides the Council with the option of accessing an established framework, in which the operational specification, main terms and conditions and commercial arrangements are already set. Value for money is assured through the competitive processes undertaken to evaluate and select suppliers for inclusion in the framework.

Key Executive Decision

In assessing the Council's specification and requirements and matching it to the framework's suppliers, only one supplier meets the requirements within the search that included key words, such as: articulated camera head, ruggedised casing, and multi docking stations to charge and download multiple cameras at the same time. Other suppliers who can provide the products are resellers who are not on the ESPO Framework and cannot provide competitive prices.

An opportunity for further cost reduction was presented. The framework allows for direct award where goods or services can be easily defined and priced. The only supplier able to meet the Council's requirements was the incumbent supplier for the current cameras that Havering's Civil Enforcement Officers are using. The supplier has offered a discount amounting to £4,550, with opportunities to trade in damaged cameras to upgrade to the most current model, thereby future proofing the service for another 4 years. This is a sustainable solution that provides savings not available elsewhere. The Council will also gain free docking stations valued at £2,959.

OTHER OPTIONS CONSIDERED AND REJECTED

Other options considered are:

1. Do nothing – this would be unacceptable as there is no current contract providing maintenance for the existing cameras. There are also insufficient cameras for the number of Civil Enforcement staff currently employed by Havering, which does not allow adequate downtime for recharging between shifts.
2. To run a full procurement and tender process directly or using another framework. This was rejected as the Council can achieve greater value for money by directly awarding the contract through the ESPO Framework, as well as saving significant procurement costs and time, enabling existing resources to focus on other priorities.

PRE-DECISION CONSULTATION

N/A

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: John Everett

Key Executive Decision

Designation: Operations Team Leader

Signature: John Everett

Date: 27/02/25

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has the power to procure and award the contract under s111 of the Local Government Act 1972, which permits the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

The Council also has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual may generally do subject to any statutory limitations. The recommendation sought within this report is in accordance with this power.

The estimated contract value is £52,740.00, which is below the threshold for goods and services under the Public Contracts Regulations 2015 (PCR) and as such, is not subject to the full PCR regime.

The Council's Contracts Procedure Rules (CPR) confirm that all subsequent purchases under a framework shall either not require further competition (if a single supplier) or, if there are two or more suppliers for those goods or services on the framework, follow the express framework provisions for choosing a supplier.

The ESPO 628_23 Lot 7 Security Surveillance Equipment and Services Framework permits selecting a supplier via a further competition or a direct award. As a local authority, the Council is permitted to call off from the framework.

As set out in this report, officers have followed the framework process for selecting a supplier and recommend a direct award to Reveal Media Limited.

In line with the Council's CPR, a Contract Award Notice must be published on Contracts Finder.

For the reasons set out above, the Council can procure and award the contract.

Legal Implications provided by Chris Watson – 20.02.2025

FINANCIAL IMPLICATIONS AND RISKS

The contract value of awarding through the ESPO 628_23 Lot 7 Security Surveillance Equipment and Services Framework to Reveal Media for the supply and maintenance of Body Worn Cameras for the Civil Enforcement Officers (CEO's), for a period of up to four years is £0.053m over the four-year period.

Purchase of the equipment, Subscription and 1 day implementation support will be completed in 2024/25. Thereafter, the reveal care package will be purchased in the relevant year.

Key Executive Decision

The cost of the body worn cameras £0.031m, will be funded through the capital Parking Investment programme. The remaining elements of the contract £0.021m, will be funded through Parking Operations' revenue account which at the time of this report has sufficient unspent budget.

The following table sets out the costs over the life of the contract.

Product	2024/25	2025/26	2026/27	2027/28	2028/29
<u>Capital</u>					
Equipment and shipping	£31,360				
Total Capital	£31,360	£0	£0	£0	£0
<u>Revenue</u>					
1 Day implementation support	£840				
DEMS 360 100GB Camera/Software subscription (inc S/W S&M) year 1	£8,385				
Reveal Care - Camera (12 months) Year 1		£2,015			
Reveal Care - Camera (12 months) Year 2			£3,380		
Reveal Care - Camera (12 months) Year 3				£3,380	
Reveal Care - Camera (12 months) Year 4					£3,380
Total Revenue	£9,225	£2,015	£3,380	£3,380	£3,380
Grand Total	£40,585	£2,015	£3,380	£3,380	£3,380

Total contract cost over the 4 year period £52740

The implications and risks of not proceeding with this contract award are increased costs relating to the maintenance and repair of aging equipment, risk of undeterred harm to CEO's whilst performing duties and the inability to provide undisputable evidence against challenge.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

The recommendations made in this report do not appear to give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

Key Executive Decision

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An EqHIA (Equality and Health Impact Assessment) is usually carried out and on this occasion this isn't required

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

There are no equalities and social inclusion implications and risks associated with this decision

HEALTH AND WELLBEING IMPLICATIONS AND RISKS

There are no health and wellbeing implications directly arising from the decision regarding the approach to procuring body worn camera equipment.

The use of body worn cameras has been shown to be a deterrent for violent or aggressive behaviour that officers may face from members of the public. As such, the use of this equipment can support perceived and actual safety of officers wearing the equipment while undertaking their duties, protecting physical health and mental wellbeing. The footage provided by body worn cameras can also improve transparency and assurance that any incidents are reported and dealt with fairly, which can support officer and public confidence.

Ensuring that body worn cameras are only activated in situations where there are concerns about safety reduces unnecessary filming and intrusion, with growing surveillance in public places being associated with negative impacts on mental wellbeing, such as stress and anxiety.

publichealth@havering.gov.uk

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

There are no Environmental or Climate Change implications

BACKGROUND PAPERS

None

APPENDICES

None

Key Executive Decision

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Delete as applicable

~~Proposal NOT agreed because~~

Details of decision maker

Signed



Name: Imran Kazalbash

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title: Director of Environment

Date: 03/03/2025

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

Key Executive Decision

This notice was lodged with me on _____

Signed _____