



ADUR & WORTHING
COUNCILS

**Record of Officer
Executive Decision**
Ref No: DforC/019/22-23
Date of Decision: 13 March 2023

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email democratic.services@adur-worthing.gov.uk

Record of Decision: DforC/019/22-23 Audiominutes Audio and Video Streaming Service Contract Award

Decision taken by: Director for Communities

Declaration of Disclosable Pecuniary Interests: 2.6.5. The Officer Scheme of Delegations provides the Chief Executive, Directors and Heads of Service with authority 'to procure goods and services' in consultation with the Head of Business & Technical Services (Procurement) and in accordance with Contract Standing Orders.

5.1.1. Contract Standing Orders outlines the process for awarding contracts with a value up to but not including £25,000 (inclusive of VAT).

Decision:

To award a 12 month contract to Confabulate Limited for the use of Audiominutes audio and video streaming service.

Key Decision: No

Reason For Decision:

To procure software for the live audio and video streaming of Adur and Worthing Councils formal decision making meetings and to provide enhanced community accessibility to such meetings.

Alternative Options Considered:

Other solutions have been considered but discounted on the basis of cost or complexity of operation.

Other Matters Considered:

Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x

Reputation	x	Risk Assessment	x
Health & Safety Issues	x		
Consultation: The Leaders of Adur and Worthing Councils have been consulted along with Financial and Legal Services.			
Background Papers: None			
Call-in: The call-in deadline for this decision will be 5:00pm on 20 March 2023			

Signed:



Dated: 13 March 2023

Name: Tina Favier, Director for Communities

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