



## OFFICIAL EXECUTIVE DECISION NOTICE PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

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| <b>Title of decision</b>         | <b>CAPITAL RELEASE REPORT (August 2024)</b><br><b>DEPARTMENT: TECHNOLOGY</b><br><b>SERVICE AREA/ PROGRAMME: DIGITAL &amp; INTELLIGENCE</b><br><b>- Hybrid Meeting/ Committee Rooms Equipment</b><br><b>RELEASE No: 5</b> |
| <b>Reference No.</b>             | 1196   |
| <b>Date of decision</b>          | Tuesday 20 August 2024   |
| <b>Call-in expiry date</b>       | Wednesday 28 August 2024   |
| <b>Relevant Select Committee</b> | Corporate Resources & Infrastructure Select Committee  |
| <b>Relevant Wards</b>            | Uxbridge   |

### Decision made

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| <b>Cabinet Members making the decision</b> | Councillor Martin Goddard – Cabinet Member for Finance<br>Councillor Douglas Mills – Cabinet Member for Corporate Services  |
| <b>Decision</b>                            | <b>Approved</b><br><br>That the Cabinet Member for Finance and the Cabinet Member for Corporate Services:<br><br><ol style="list-style-type: none"><li>1. Agreed to award the direct contract to the value of £161k to Cisilion Group LTD to supply the equipment that will be installed in the Committee Rooms and associated professional services linked to installation, configuration, project management and consultancy; and</li><li>2. Agreed to the capital release request of £185k from the Corporate Technology &amp; Innovation Programme budget for the funding of meeting room equipment, including desktop control units, cameras, speakers, microphones and displays for Committee Rooms 2-7 and 2 x Member offices.</li></ol> |
| <b>Reason for decision</b>                 | The Digital & Intelligence Service plays a crucial role in ensuring that Hillingdon Council aligns itself with the latest technological advancements. It acts as the eyes and ears for the Council, providing valuable insights and intelligence on emerging technologies and trends.   |

Executive Decision Notice – 20 August 2024

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|  | <p>The project will supply meeting room equipment including desktop control units, cameras, speakers, microphones and displays for the following rooms:</p> <ul style="list-style-type: none"> <li>• Committee Room 2</li> <li>• Committee Room 3</li> <li>• Committee Room 3a</li> <li>• Committee Room 4</li> <li>• Committee Room 4a</li> <li>• Committee Room 5</li> <li>• Committee Room 6</li> <li>• Committee Room 7</li> <li>• 2 x Member Offices</li> </ul> <p>The equipment will run Microsoft Teams Rooms software to participate in Microsoft Teams hybrid meetings.</p> <p>The equipment and associated software enable ease of booking and joining meetings between participants in the committee room and remotely.</p> <p>Participants in the room will see and hear remote participants on the screen, and remote participants will see and hear the activity in the committee room. PowerPoint presentations and screen sharing can be conducted by those in the committee room and those remotely, with all participants able to view the content.</p> <p>Hybrid meetings, which combine in-person and remote participation, have become increasingly important in today's modern workplace.</p> <p>The requirement to combine in person meetings with remote participation is increasing, and there are many advantages, which include:</p> <ul style="list-style-type: none"> <li>• Flexibility: Being able to quickly meet with a group of people wherever they are.</li> <li>• Collaboration: By including both in-person and remote participants, hybrid meetings foster collaboration and communication among co-workers.</li> <li>• Productivity: Hybrid meetings can be more efficient than traditional in-person meetings. They allow for dynamic engagement while minimizing disadvantages for remote participants.</li> <li>• Cost-Effectiveness: Businesses benefit from cost savings by bringing together employees from different locations without the need for travel.</li> <li>• Engagement: Hybrid meetings provide opportunities for shared emotion and idea generation among local participants. This engagement can enhance overall meeting effectiveness.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Environmental Impact: Reduced travel for hybrid meetings contributes to a smaller carbon footprint.</li> <li>• Improved Work-Life Balance: Employees can participate in meetings without being physically present, allowing for better work-life integration.</li> <li>• Efficiency: When used with Copilot, meetings can be automatically transcribed to assist with minute taking.</li> </ul> <p>This proposal links to the Council Strategy theme: a digital-enabled, modern, well-run Council.</p>   |
| <b>Alternative options considered and rejected</b> | <p><u>Do Nothing</u></p> <p>Currently, the committee rooms have a minimal setup of screen (or projectors) and a cable to connect for presentations. These can be used to connect the laptop of a meeting participant, who would run Teams to connect the room to remote attendees, but use of the laptop's built-in camera, microphone and speakers is sub-optimal for remote attendees and prevents the person who is "driving" the meeting from using their laptop effectively for notetaking and reference.</p> <p>Some meeting rooms in other areas of the building have a slightly better setup with a conferencing webcam, but these are still dependent on a laptop being connected to drive the functionality of Teams which prevents the laptop owner from fully using their computer for notetaking and reference.</p> <p>These ad hoc solutions are not reliable and have many points of failure, which lead to a poor meeting experience and lack of participation.</p> <p>Without the opportunity to convene meetings at short notice with participants wherever they are, there will be lost opportunities and a lack of efficiency and timeliness to Council business.</p> |
| <b>Classification</b>                              | Part II – Members Only and Not for Publication  |
| <b>Link to associated report</b>                   | That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and <b>paragraph 3</b> of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains <b>information relating to the financial or business affairs of any particular person (including the authority holding that information)</b> and that the public interest in withholding the information outweighs the public interest in disclosing it.  |
| <b>Relevant Officer contact &amp; Directorate</b>  | Dale Gordon/ Darren Everden – Digital & Intelligence  |
| <b>Any interest declared by the Cabinet</b>        | N/A   |

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| <b>Member(s) /<br/>dispensation granted</b> |  |
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### **Implementation of decision & scrutiny call-in**

| <b>[Internal Use only]</b>                                |  |
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| <b>When can this decision be implemented by officers?</b> | <p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p><b>5pm on Wednesday 28 August 2024</b></p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p>  |
| <b>Councillor scrutiny call-in of this decision</b>       | <p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p><a href="#">Scrutiny Call-In - Power Apps</a> (secure)</p>  |
| <b>Further information</b>                                | <p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: <a href="mailto:democratic@hillingdon.gov.uk">democratic@hillingdon.gov.uk</a>.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;"><b>Democratic Services<br/>London Borough of Hillingdon<br/>Civic Centre<br/>High Street<br/>Uxbridge<br/>UB8 1UW</b></p> |