

OFFICER DECISION NOTICE



Reading
Borough Council
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This notice is to be used for the following types of officer decisions. (Select one option).

☐ **A.** Decisions taken by officers under a specific express delegation from Council or a Committee.

☒ **B.** Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over which materially affects that relevant local government body's financial position.

1. Title of decision:	Supplier for the PA System at the Hexagon Theatre
2. Date of the decision:	29 May 2024
3. The decision maker:	Donna Pentelow, Assistant Director of Culture

4. Decision details:

Following a procurement process Audiotek has been selected to install an L'Acoustics PA system at the Hexagon.

5. Reasons for the decision:

The current PA system is hired in following the failure of the previously owned system. In carrying out a cost benefit analysis, it was judged better value for money to purchase a new system rather than continue to hire one.

Following a competitive tender process, Audiotek have been selected as the successful bidder based on the combined quality & price score.

6. Alternative options considered (if any) and rejected:

A PA system is necessary for the safe and effective running of the Theatre.

Ongoing hire of the PA System is more expensive in the long term and purchasing a system provides better value for money.

7. List of open Background Papers: None.

8. List of confidential or exempt Background Papers: None

9. Any other matters taken into consideration:

☐ Legitimate expectation of consultation

☐ Procedural requirements

☐ Public Health implications

☐ Environmental or Climate Change

<input checked="" type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

Details of the matters taken into account:

Health & Safety – it is necessary to have a PA system for the safe operations of the theatre.

10. Legal considerations: None.

11. Financial considerations

The available budget for this work is £360,000. Audiotek's bid is slightly over the budget allocated, however, the bid remains well within the scope of affordability and the additionality will be met through existing budgets.

12. Internal consultations

Procurement. Finance.

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

13. The name of the Committee:	
14. Date of the meeting:	Click or tap to enter a date.
15. Minute number:	
16. The delegation given by the Committee:	
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	