



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

22nd May 2026

Deputy Chief Executive and s151
Officer

Replacement of the Microphone system in the Council Chamber

This report recommends the replacement of the microphone system in the Council Chamber SK House Grantham with new digital Auditel devices. This solution also includes an electronic voting system.

Contact

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| Decision made by: | Deputy Chief Executive and s151 Officer |
| Decision: | Officer Delegation |
| Public or Exempt: | This report is not exempt from publication |
| Reasons for exemption: | None |
| Conflicts of interest: | No |
| Policy compliant: | Yes |
| Details of delegation: | <p>The Council's Contract Procedure Rules allow for contracts with a total value of up to £200,000 to be approved by the Director.</p> <p>Part 3 (c) of the Constitution: Paragraph 28 – Tendering. To accept tenders and award contracts to contractors on behalf of the Council in the following circumstances:</p> <p>a) Following a tender process strictly in accordance with the Council's Contract Procedure Rules and Financial Regulations</p> |

b) For carrying out works and/or the provision of goods and/or services

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The 2026/27 General Fund Capital programme includes a budget allocation of £88,000 to fund the Council Chamber Audio Equipment scheme and therefore sufficient budget is in place to meet the cost of the preferred option.

Completed by: *David Scott – Assistant Director of Finance and Deputy S151 Officer*

Procurement

- 1.2 A quotation process was followed in line with the councils' Contract Procedure rules ensuring value for money, and award of this contract is compliant.

Completed by: *Helen Baldwin (Procurement Lead)*

Legal and Governance

- 1.3 The Deputy Chief Executive has the delegated authority to award this contract.

Completed by: *James Welbourn, Democratic Services Manager*

2. The Purpose of the Report

- 2.1 To approve the procurement and installation of a new microphone and voting system in the Council Chamber by Auditel Systems.

- 2.2 The project costs are as follows:

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|----------------|------------|
| Implementation | £15,900.00 |
|----------------|------------|

New Hardware £47,737.00

Total cost £63,637.00

2.3 A capital budget of £88,000 is allocated for the project so contract is fully funded.

3. Available Options Considered

3.1 Leave the existing equipment in place.

3.2 Award to another supplier from the 3 quotes which were obtained.

4. Preferred Option

4.1 The option set out in the report is the preferred option as it offers the best value and meets all the requirements of the project.

4.2 The preferred option uses bespoke microphone panels meaning they can replace the existing devices utilising the pre-cut spaces in the chamber desks.

5. Reasons for the Decision(s)

5.1 The other quotations were both over the allocated budget and therefore were not considered.

5.2 The software will remain the same, so the user experience is unchanged.

5.3 Remaining with the current system was a risk as the microphones are 18 years old and causing issues such as crackling sounds and interference from other electronic devices.

5.4 The new Auditel solution utilises ID cards which means desks will not operate unless a user and card are present. This also allows for electronic voting to be carried out with assurance that no votes can be cast from empty seat.

Signed by: Richard Wyles
