OFFICER DECISION RECORD

|  |  |  |
| --- | --- | --- |
| **Officer:** Head of Neighbourhoods – Sarah Troman | | **Date of Decision: 07-01-2022** |
| **Title/Reference: To Install a new CCTV system at Mansfield Crematorium**  **Delegated Decision Ref**: 22/02/NS | | |
| **Consultee Member (if applicable):** N/A | | |
| **Record of Decision:**  Full Quotations have been submitted by 3 separate suppliers in this field of industry and recorded, all 3 quotations followed an agreed specification and plan.  Quotation 1- - £23,778.00 exc VAT  Quotation 2- - £18,066.78 exc VAT  Quotation 3- - £15,541.00 exc VAT  CCTV will provide 24 hour recording 365 days per year for the purpose of crime prevention and public and staff safety, Images will be stored for 31 days and will comply with the Information Commissioners Office. CCTV will provide as a deterrent and help with financial losses through vandalism and theft. The new CCTV system will be future proof and will be linked into Town Centre Control at a later date for the monitoring of the cameras, 24 hours per day and 365 days per year to give extra security to property, service users and staff. The CCTV system will be transferable to a new facility at a later date.  The Contract is awarded to 3H CCTV for the quote received for £15,541.00 exc. VAT.  The work will take around 1-2 weeks depending on service numbers and times, we will install the CCTV over the weekends and weekdays.  **Advantages of 3H CCTV**   * Lowest quote   **Disadvantages of 3H CCTV**   * Individual Mayertech software licences for each camera can only be purchased from Baydale.   JCC have approved the funding for this contract.  £25,000 will be realigned from the budget from the crematorium capital unallocated code to the crematorium capital code for the new CCTV system, which will be 4102250303 | | |
| **Legal Powers / Authority:**  The Head of Neighbourhood Services has delegated authority within the Constitution as follows:  **3.01.17.1** To take all operational decisionsin respect of the Council’s functions in respect of car parks, cemeteries and crematorium, fleet, trade waste, waste, transfer station, Hermitage Lane depot, parks and open spaces, street cleansing, town centre management and waste and recycling. | | |
| **Implications:**  You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility. | **Relevant Legislation: N/A** | |
| **Finance:** | |
| **HR: NA** | |
| **Climate Change: N/A** | |
| **Data Protection: N/A** | |
| **Human Rights: N/A** | |
| **Equality and Diversity: N/A** | |
| **In consultation with:**  (Where applicable) | **Head of Paid Service: N/A** | |
| **Monitoring Officer:** I have no specific comments as Deputy Monitoring Officer. | |
| **Section 151 Officer:** No specific comment. | |
| **Signature of Decision Taker:**  (Please do not ‘pp’) | **Sarah Troman** | |

Please send all decision for publication to: Democratic Services, at [democraticservices@mansfield.gov.uk](mailto:democraticservices@mansfield.gov.uk).

All decisions with exempt information should be sent to Mark Pemberton, Democratic Services Manager at [mpemberton@mansfield.gov.uk](mailto:mpemberton@mansfield.gov.uk).