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<b>Committees:</b>	<b>Dates:</b>
Corporate Projects Board – for decision Projects Sub-Committee <i>for decision</i> Police Authority Board - for decision Digital Services Sub-Committee for information	10 March 2021 17 May 2021 18 May 2021 28 May 2021
<b>Subject:</b> Audio Visual Refresh for City of London Police	<b>Gateway 1-5</b> <b>Authority to</b> <b>Start Work</b> Regular
<b>Unique Project Identifier: <i>PV ID 12264</i></b>	
<b>Report of:</b> Chamberlain <b>Report Author:</b> Phil Pettit	<b>For Decision</b>

### **Recommendations**

<b>1. Approval track, next steps and requested decisions</b>	<p><b>Project Description:</b> The design and installation of a high-quality Audio-Visual solution for Meeting Rooms across the City Of London Police estate, allowing the effective use of Microsoft Teams, including audio and video meetings as well as the ability to live stream and record meetings.</p> <p><b>Funding Source:</b> This project is funded via the 2020/21 Loan facility provided by City Fund for Police and approved by Resource Allocation Sub-Committee on the 9th July 2020. It was previously approved as part of a portfolio of capital investment by the Police Authority Board on 22 January 2020. Approval to carry forward the loan funding into 2021/22 was agreed by Resource Allocation Sub Committee on 2<sup>nd</sup> March 2021 and approval to its release has been delegated to the Chamberlain and CoLP Chief Operating Officer following agreement of this gateway report.</p> <p><b>Next Gateway:</b> Gateway 6</p> <ol style="list-style-type: none"> <li>1. Approve a project budget of £123.2k (excluding risk)</li> <li>2. Approve a costed risk provision of £12.3k with draw down to be delegated to CoLP Chief Operating Officer.</li> <li>3. That Option 1 for the installation of audio-visual equipment to the City of London Police estate is approved</li> </ol>
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<b>2. Budget</b>			
	PROJECT	Category	TOTAL
		Equipment	£77,000
		Cabling and installation	£46,200
		Risk	£12,300
			<b>£135,500</b>
<b>3. Governance arrangements</b>	<p>Senior Responsible Officer : Jonathan Chapman, Interim Head of Police IT</p> <p>Project Manager : Delivery of the project will be managed by RedSixty, with oversight by the Head of Police IT (interim)</p> <p>Service Committee : Police Authority Board</p>		
<b>4. Progress reporting</b>	<p>Monthly updates to be provided via Project Vision and any project changes will be sought by exception via Issue Report to Spending and Projects Sub Committees</p>		

### **Project Summary**

<b>5. Context</b>	<ol style="list-style-type: none"> <li>1. Microsoft Teams functionality is currently being introduced to the City of London Police under the IT Modernisation Programme providing a range of collaboration functions, including audio and video conferencing capabilities</li> <li>2. The force currently have very limited and outdated collaboration tools within only a few of their meeting rooms making group collaboration both internally and externally virtually impossible affecting both operational capability and reputation.</li> <li>3. The Capital bid for funding to deliver improved Audio-Visual capability was made prior to the COVID-19 outbreak. Since the outbreak and the extended necessity for non-uniformed staff to work remotely, the demand of audio-visual capability such as Microsoft Teams meetings has increased dramatically.</li> <li>4. With non-uniformed staff continuing to work from home wherever possible, equipping the meeting rooms will improve the capability of officers on-site and remote to collaborate.</li> <li>5. The solution will also enable briefings to be conducted with uniformed officers simultaneously across multiple locations enabling social distancing.</li> <li>6. This project follows on from similar work across the Guildhall. The project has been timed to follow on from</li> </ol>
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	the IT Modernisation programme now in the last stages of delivery for the Police.
<b>6. Brief description of project</b>	<ul style="list-style-type: none"> <li>• The project includes the design and implementation of an audio and video conferencing solution to key meeting rooms across the City of London Police estate including New Street, Bishopsgate and GYE.</li> <li>• The solution will require an element of cabling, which will utilise the existing data ports where possible</li> <li>• The solution would utilise the existing functionality of Microsoft Teams to record meetings, provide transcriptions and live stream meetings if required.</li> <li>• The solution will allow the decommission and removal of an existing ageing solution enabling Audio-Visual capability between COLP offices only</li> </ul>
<b>7. Consequences if project not approved</b>	If the project was not approved, the force would not benefit from the advanced collaboration opportunities provided by the Teams functionality, and limit capability to work more closely and effectively with the City Corporation, other forces, government departments and other national and local agencies. The force would also not benefit from the ability to give Audio-Visual briefings across the estate.
<b>8. SMART project objectives</b>	<ul style="list-style-type: none"> <li>• To provide the functionality to establish and join meetings through Microsoft Teams, if required.</li> <li>• To significantly reduce the need for physical officer attendance at meetings, allowing Officers to remotely join the Teams meeting for the relevant items only.</li> <li>• The impact of Coronavirus has led to a redetermining of the rooms to be addressed, with several additional rooms being identified. Meeting rooms across the estate have now been surveyed and a delivery cost per room determined. Information from the survey, including suitability, cost and business benefit have been considered and the proposal offers the best operational advantage for the force within the budget.</li> <li>• The project will deliver Audio-visual capability into proposed rooms at the three keys sites during the period July to August 2021</li> </ul>
<b>9. Key Benefits</b>	<ul style="list-style-type: none"> <li>• Allow the effective use of Microsoft Teams within key meeting / briefing rooms and offices at Bishopsgate, New Street and GYE – including audio and video calls, as well as content sharing</li> <li>• The proposed solution would expand upon the existing use of Microsoft Teams currently being introduced to the City of London Police under the IT Modernisation Programme, allowing Officers to participate in the meetings, both in person and remotely. This would support more efficient use of officer time in particular,</li> </ul>

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	<p>if they were not required to be physically present at all meetings.</p> <ul style="list-style-type: none"> <li>• Support the video recording of staff briefings, including the enablement of transcription.</li> <li>• Support the live streaming of staff briefings</li> <li>• Provide greater resilience for meetings and briefings in the future, where all participants are unable to attend</li> <li>• Replace an ageing solution currently used for audio-visual connectivity between a limited number of internal meetings rooms only</li> </ul>
<b>10. Project category</b>	6. Improvements in productivity/efficiency
<b>11. Project priority</b>	B. Advisable
<b>12. Notable exclusions</b>	Custody Suite and Interview rooms have been excluded from the project due to the need for additional health and safety considerations.

### **Options Appraisal**

<b>13. Overview of options</b>	<p>Option 1 – Recommended</p> <p>The design and installation of a high-quality Audio-Visual solution for meeting and briefing rooms across the Police estate- allowing the effective use of Microsoft Teams including audio-visual meetings as well as the ability to live stream and record meetings. The project aims to deploy the same solution across the police estate as has recently been introduced within Guildhall for CoL. This solution is understood, tried and tested, and as a single solution adds no further complexity to support. As part of the survey, a recommendation has been made as to the appropriate devices needed per room to enable maximum efficiency for that room.</p> <p>The project will deliver Teams meeting room capabilities to:</p> <ul style="list-style-type: none"> <li>• Eight Meeting rooms across the ground, first, second, third and fourth floors at New Street.</li> <li>• Six meeting rooms across the first and fourth floors at Bishopsgate</li> <li>• Eleven meeting rooms and offices across the first, second, third and fourth floors at GYE.</li> <li>• A further four pod rooms at GYE will be equipped with screens, allowing agile workers to connect laptops for collaboration work.</li> </ul> <p>The equipment will be procured under existing catalogue frameworks.</p>
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	<p>Implementation and project management will be conducted by the same company that delivered the solution into Guildhall, RedSixty under an existing contract with Sykes.</p> <p>Option 2 –Continue with existing highly limited Audio-Visual set up, between limited rooms on the estate.</p>
<b>14. Risk</b>	<p><b>Overall project risk: Low</b></p> <p>The approach is consistent with industry practice using tried and tested tools, the requirements are well understood. Costings are based upon catalogue prices for equipment and quotation under existing contracts for implementation. As such the scheme is considered as low risk.</p> <p>A room by room costing has been provided as part of the survey. Whilst a site survey has been completed on each room, there may be additional cabling requirements in some of the rooms due to the structure of the buildings.</p>

### **Resource Implications**

15. Total estimated cost	For recommended option 1 <b>Total estimated cost (excluding risk): 123,200K</b> <b>Total estimated cost (including risk): 135,500K</b>									
16. Funding strategy	Is the funding confirmed: All funding fully guaranteed	Funding: City of London Police Capital Fund approved as a portfolio of capital investment by the Police Authority Board on 22 January 2020 and at Resources Allocation Sub-Committee on the 9th July 2020.  Internal - Funded wholly by City's own resource  <b>Recommended option</b> <table><tr><th>Funds/Sources of Funding</th><th>Cost (£)</th></tr><tr><td>2020/21 Loan facility provided by City Fund for Police Capital projects.</td><td>135,500</td></tr><tr><td></td><td></td></tr><tr><td><b>Total</b></td><td><b>135,500</b></td></tr></table> <ul style="list-style-type: none"><li>A capital scheme of £135,500 was approved by the Police Authority Board on the 22 January 2020 as part of a portfolio of capital investment by the City of London Police</li></ul>	Funds/Sources of Funding	Cost (£)	2020/21 Loan facility provided by City Fund for Police Capital projects.	135,500			<b>Total</b>	<b>135,500</b>
Funds/Sources of Funding	Cost (£)									
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	<ul style="list-style-type: none"><li>• A 2020/21 loan facility from City Fund was agreed by Resource Allocation Sub-Committee on the 9th July 2020</li><li>• Resource Allocation Sub Committee has subsequently agreed to the carry forward of the loan funding into 2021/22.</li><li>• Release of this funding has been delegated to the Chamberlain and CoLP Chief Operating Officer following approval of this gateway report.</li></ul>
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## **Appendices**

<b>Appendix 1</b>	Project Brief
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## **Contact**

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**Options appraisal table.**

*Delete option numbers as appropriate*

	<b><i>Option 1</i></b>	<b><i>Option 2</i></b>
<ul style="list-style-type: none"> <li><b>Design Summary</b></li> </ul>	<p>The design and installation of a high-quality Audio Visual solution for Meetings Rooms across the City of London Police offices - allowing the effective use of Microsoft Teams, including audio and video meetings as well as the ability to live stream and record meetings.</p>	<p>Do nothing</p>
<ul style="list-style-type: none"> <li><b>Scope and exclusions</b></li> </ul>	<ul style="list-style-type: none"> <li>The project will deliver Teams meeting room capabilities to: <ul style="list-style-type: none"> <li>Eight Meeting rooms across the ground, first, second, third and fourth floors at New Street.</li> <li>Six meeting rooms across the first and fourth floors at Bishopsgate</li> <li>Eleven meeting rooms and offices across the first, second, third and fourth floors at GYE.</li> <li>A further four pod rooms at GYE will be equipped with screens.</li> </ul> </li> <li>Use of video-conferencing within key meeting and briefing rooms at Bishopsgate, New Street and GYE.</li> <li>Use of presentations and content sharing within meeting and briefing rooms</li> </ul>	<p>NA</p>

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	<ul style="list-style-type: none"> <li>Recording and Live Streaming of meetings within meeting and briefings rooms.</li> <li>Custody suite and interviews rooms are excluded from this project as there are additional health and safety requirements to be considered.</li> </ul>	
<b>Project Planning</b>		
<ul style="list-style-type: none"> <li><b>Programme and key dates</b></li> </ul>	Installation will run from July 2021 to August 2021 and will be coordinated with City of London Police, working around operational requirements.	NA
<ul style="list-style-type: none"> <li><b>Delivery Team</b></li> </ul>	The project will be delivered by RedSixty Ltd through existing contract provision with Sykes.	NA
<ul style="list-style-type: none"> <li><b>Risk implications</b></li> </ul>	<p>Overall project risk: Low</p> <p>This project is considered low risk, given it entails the installation of proven technology and approaches.</p> <ul style="list-style-type: none"> <li>A site survey of each room to be equipped has been conducted, so requirements relating to room size, shape and complexity have been understood.</li> <li>Delivery of the project is subject to availability of the equipment to be implemented.</li> </ul>	NA



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	<ul style="list-style-type: none"> <li>• There may be slight fluctuation in the pricing for the equipment to be implemented</li> <li>• Restrictions preventing access to the buildings and rooms for installation may provide challenges to the delivery timescale.</li> <li>• Co-ordination of delivery will need to consider use of operational rooms, although the current usage of meetings rooms is light as a result of COVID restrictions.</li> <li>• The structure of the buildings, may require small changes to the cabling costs.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Benefits</b></li> </ul>	<ul style="list-style-type: none"> <li>• Allow the effective use of Microsoft Teams within key meeting / briefing rooms across the COLP estate. including audio and video calls, as well as content sharing</li> <li>• Support the ability for uniformed officers and Staff to participate in meetings and briefings remotely</li> <li>• Support the video recording of meetings and briefings including the enablement of transcription</li> <li>• Support the live streaming of meetings and briefings</li> <li>• Replace ageing solution providing internal audio-visual capability between</li> </ul>	Short term cost avoidance

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	a small number of locations on the estate. presentations											
• Disbenefits	Initial capital investment	No benefits derived.										
• Stakeholders and consultees	City of London Police Estate Management City of London Police Strategic IT Board	City of London Police Estate Management City of London Police Strategic IT Board										
Resource Implications												
• Total estimated cost	<p>Total estimated cost (excluding Risk) £135,500</p> <p>An estimated budget was calculated on the basis of similar works carried out within the COL. Following the outbreak of Covid-19 there has been some re-prioritisation of the meeting rooms to be equipped.</p> <p>The force has identified the rooms which should be equipped for operational benefit within the allocated budget.</p> <table><tr><td>Equipment</td><td>£77,000</td></tr><tr><td>Cabling and installation</td><td>£46,200</td></tr><tr><td>Risk</td><td>£12,300</td></tr><tr><td></td><td></td></tr><tr><td><b>Total</b></td><td><b>£135,500</b></td></tr></table>	Equipment	£77,000	Cabling and installation	£46,200	Risk	£12,300			<b>Total</b>	<b>£135,500</b>	NA
Equipment	£77,000											
Cabling and installation	£46,200											
Risk	£12,300											
<b>Total</b>	<b>£135,500</b>											
• Funding strategy	• A capital scheme of £135,500 was approved by the Police Authority Board on the 22 January 2020 as part of a portfolio of capital investment by the City of London Police.	NA										

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	<ul style="list-style-type: none"> <li>• A 2020/21 loan facility from City Fund was agreed by Resource Allocation Sub-Committee on the 9<sup>th</sup> July 2020 -</li> <li>• Resource Allocation Sub Committee has subsequently agreed to the carry forward of the loan funding into 2021/22.</li> <li>• Release of this funding has been delegated to the Chamberlain and CoLP Chief Operating Officer following approval of this gateway report.</li> </ul>	
• <b>Estimated capital value/return</b>	None	None
• <b>Ongoing revenue implications</b>	Approx. £15,400 p.a Support and maintenance, met from existing revenue budgets and in part offset by the cessation of charges for an older end-of life solution.	None
• <b>Investment appraisal</b>	N/A	N/A
• <b>Affordability</b>	Funding has been earmarked for this scheme as part of the loan funding set aside for the police capital programme from City Fund resources.	
• <b>Procurement strategy/route to market</b>	Implementation and project management services will be procured through existing contracts with Sykes for the provision of equipment and building works. Audio-visual equipment will be procured through	NA

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	existing catalogues for IT equipment and accessories.	
• <b>Legal implications</b>	There are legal and data protection implications in relation to the recording and live streaming of Committee Meetings, however these are not directly related to this project – and are being considered separately	None
• <b>Corporate property implications</b>	This project is predicated upon the continued use of meeting and briefing rooms across the City of London Police estate	None
• <b>Traffic implications</b>	None	None
• <b>Sustainability and energy implications</b>	This project could facilitate the reduction in printing of meeting and briefing papers and also reduced officer travel.	Retain current carbon footprint.
• <b>IS implications</b>	The project seeks to drive greater benefit from an existing technology platform (Microsoft Teams), which is fully supported as the Corporate video conferencing and collaboration platform	None
• <b>Equality Impact Assessment</b>	An equality impact assessment will not be undertaken	NA

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• <b>Data Protection Impact Assessment</b>	A DPIA would need to be completed prior to the recording of live streaming of Committee Meetings	NA
• <b>Recommendation</b>	Recommended	Not recommended