

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 28 th February	Ref No: LR019
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: Publication	
Title/Subject matter:	
Emergency Communications/Lockdown System for Bury Adult Learning Centre	
Budget - Is the decision:	
(i) within an Approved Budget	yes
(ii) not in conflict with Council Policy	no
(iii) not raising new issues of Policy	no
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	no
Details of Operational Decision Taken [with reasons]:	
<p>Currently Bury Adult Learning Centre has no system in place to alert staff, learners and visitors in the building that an incident is occurring that requires the building to go into lockdown. Research has been undertaken to explore a variety of options and quotes have been obtained from JB-Eye Fire and Security. The most appropriate system that is used in a number of Bury schools and consists of 6/8 speakers located throughout the building and 2 control telephone style handsets. Live broadcasts can be made across the building covering ground and first floor. In addition Ofsted inspectors expect to see clear arrangements in place for lock down incidents and that learners understand what to do in such situations. Staff have asked on a number of occasions how they would be alerted to an incident occurring and we have not been able to provide them with any clear guidance. The total cost of the Emergency Lockdown System is £2,650. The cost includes the installation of the system and in addition there is an annual maintenance of £150.</p> <p>At the last budget meeting on the 11th February the end of year forecast was showing a potential overspend on the adult learning budget of 27,612. Permission is sought to manage the cost of the system and its installation within the service budget 20/21 and the ongoing maintenance on a yearly basis thereafter.</p>	

Director or Chief/Senior Officer	<i>K Reddall</i>	873/20.
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**