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Tender

BT1830 Committee Management Information System

Luton Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-069448

Procurement identifier (OCID): ocds-h6vhtk-05d668

Published 29 October 2025, 3:00pm

Scope

Reference

779317

Description

Committee Management Information System

Committee meetings are a statutory function. The law provides for hard copies of agenda papers to be made available for public inspection and to make papers available electronically on websites. A committee management software system is required to fulfil that requirement in the most time-efficient way.

More recently the broadcasting/livestreaming of council meetings and the use of other platforms such as Teams to facilitate attendance for the public have been required. The committee management system requires the facility to publish links to those meetings and retain copies of the recorded meetings.

We are looking to host the system on our own servers.

Total value (estimated)

- £58,800 excluding VAT
- £70,560 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 May 2026 to 30 April 2031
- Possible extension to 30 April 2033
- 7 years

Description of possible extension:

2 extensions - up to 12 months each

Main procurement category

Services

CPV classifications

- 72000000 - IT services: consulting, software development, Internet and support

Contract locations

- UKH21 - Luton
-

Participation

Conditions of participation

Technical Abilities - Essentials

No & Description

1. Agenda Production/Publication

- Automation of the agenda production process for all formal and informal meetings
- Build agendas for publication
- Build agendas for closed audiences (i.e. Not published)
- Publish exempt information by title only
- Embedded link to the YouTube live stream
- Include links to the Teams Meetings and other URLs
- Automated generation of final agenda document incorporating standard agenda pages and a compilation of all related reports and relevant attachments.
- Finalised agenda document to include automatic page numbering of individual pages, item numbering on each report's first page and each item's initial page inserted on agenda pages.
- The facility to submit a finalised version of the agenda document in PDF format directly to any given (email) delineation.

2. E-petitions

- Ability for members of the public to submit electronic petitions.

3. Forward Plan, Report Management and Workflow

- Produce formal committee reports within the system.
- Drafting of reports in a range of Council committee formats (e.g. to include amendable

standard sections to complete, use of standard headings, paragraph numbering)

- Circulate of draft reports for sign off and comment (e.g. by Executive Members, Senior Managers, legal and financial officers).
- Produce draft versions of the report in word and PDF format.
- Produce final versions of the report in word and PDF format.
- Produce and publish Executive Forward Plan

4. Members Information

- The system to incorporate a database of essential information related to Elected Members and political management arrangements
- General information about the Council's democratic structures for internal and external publication
- Memberships of Committees, Sub Committees, Panels, Topic Groups etc.
- Data about elected Member and Co-opted Member details to include: -
 - o Name and address
 - o Contact details (including telephone, fax, e-mail address etc)
 - o Ward details
 - o Political party
 - o Find my Councillor by Ward, political party or alphabetically
 - o Date first elected and period(s) of holding office
 - o Retirement dates.
 - o Membership of committees, sub-committees, working parties and outside bodies
 - o Chairs and vice-chairs
 - o Leader and Deputy Leader of the Council
 - o Chairman of the Council and Vice-Chairman

- o Leaders and Deputy Leaders of political groups
- o Photograph
- o Record of attendance at meetings
- o Registration of interests
- o Declarations of interests
- o Surgery details
- o Political Composition
- o Individual web page for Councillors.
 - Ability to hide information (example: home address).
 - Representation on Outside Bodies information to include:
 - o name of organisation
 - o contact details including address, telephone, fax, e-mail address etc
 - o name, designation and contact details for primary contact
 - o Council's representatives (including substitutes) on the organisation, dates of appointment and terms of office
 - o cross reference to minute authorising appointment.

5. Decisions and Minutes Creation

- System to support the preparation, circulation, and publication of decisions and minutes:
 - Minutes creation to integrate with and draw upon information loaded as part of agenda production process.
 - Format minutes to comply with corporate accessibility requirements
 - Automated circulation of draft minutes to officers for comment with deadline specified.
 - Automated publishing of finalised minutes on the internet in appropriate format (pdf).
- Must

6. Register of Interests at Meetings

- Record of interests declared by Members at meetings.

7. Search

- Search for agenda, reports and minutes using search criteria:

- o Free text

- o Keyword

- o Date

- o Committee

- o Any combination of the above.

8. PDF Conversion

- Inbuilt conversion of documents into PDF for publishing and printing (docx, xlsx etc)

9. Committee Information

- Purpose of committee

- Members of committee

- Dates of meetings

10. Published documents

- Ability to publish other documents:

- o Exec forward plan

- o Portfolios

- o Exec notices

- o Public notices

11. Infrastructure & Security

- Various levels of account security for Admins and Staff.

12. User interface/Styling/Branding

- The facility to change all web page styling
- The website user-interface should take on the look of the corporate website and integrate seamlessly.
- The website user-interface should be accessibility compliant in style and design
- Customisable templates for agendas so they can include our branding.

13. Compatibility

- Compatible with Office 365

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

14 November 2025, 5:00pm

Tender submission deadline

19 November 2025, 5:00pm

Submission address and any special instructions

<https://procontract.due-north.com/>

Project reference: DN779317

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Usability - demo	Usability - demo	Quality	40.00%
Total price	Total Price for initial term - 5 years	Price	40.00%
Technical Abilities - Additionality	Technical Abilities - Additionality	Quality	20.00%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Luton Council

- Public Procurement Organisation Number: PWCV-4283-GVPW

Town Hall

Luton

LU1 2BQ

United Kingdom

Email: procurement@luton.gov.uk

Website: <http://www.luton.gov.uk>

Region: UKH21 - Luton

Organisation type: Public authority - sub-central government