


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Procurement of Mobile Voice and Data Contract	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/116/2024 (JL)	General Fund & Capital Programme Budget – 23/24
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
3 <sup>rd</sup> April 2024	Jamie Lees, Assistant Director for Central Operations
	
<u>RECORD OF THE DECISION</u>	
<p>a) The issue The existing contract for mobile voice and data was awarded in December 2020 to network provider EE, via Virgin Media Business, and is now due for renewal.</p> <p>A review of current usage has been undertaken, reducing the total number of connections required under the new contract.</p> <p>b) The Decision In order to maintain connectivity for mobiles, laptops, car park machines, lifts and other connected devices, a decision has been taken to Direct Award the contract for mobile voice and data sim connections via the Crown Commercial Services (CCS) RM6261 Lot 1 Framework Agreement in accordance with the framework award procedure.</p>	
<u>REASON FOR THE DECISION</u>	
Evaluation of service offers available via the appropriate lot has identified the most cost effective offer when taking into account the cost of change applicable when moving to a new network provider.	

<p><b><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></b></p> <p>a) CCS undertake aggregated procurement exercises on a regular basis. An exercise for mobile voice and data is scheduled to be awarded late Summer 2024. The savings that can be achieved by an earlier contract award outweigh the slight increase in savings that could be achieved via this aggregated exercise in six months' time.</p> <p>b) Awarding the contract to the 1<sup>st</sup> ranked supplier on Lot 1 would result in a different network provider, requiring new sims to be allocated and installed across the estate. Car park machines, in particular, require physical installation of the sim cards and reconfiguration of the associated software. This would incur additional costs of approximately £7500 for this element, and also have a significant operational impact across the organisation in the management of the contract transition.</p>
<p><b><u>WARD RELEVANCE</u></b></p> <p>None</p>
<p><b><u>FINANCIAL AND BUDGET IMPLICATIONS</u></b></p> <p>Annual revenue saving of approximately £30K</p>
<p><b><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></b></p> <p>Analysis of usage and confirmation of requirements established across all users</p>
<p><b><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></b></p> <p>N/A</p>
<p><b><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u></b> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>N/A</p>
<p><b><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></b></p> <p>N/A</p>
<p><b><u>HUMAN RESOURCES IMPLICATIONS</u></b></p> <p>None</p>
<p><b><u>FINANCIAL IMPLICATIONS</u></b></p> <p>As above</p>
<p><b><u>HEALTH EQUALITIES IMPLICATIONS</u></b></p> <p>None</p>
<p><b><u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u></b></p> <p>None</p>
<p><b><u>RISK MANAGEMENT IMPLICATIONS</u></b></p> <p>Transfer of management of existing connections on the same network reduces risk significantly.</p>
<p><b><u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u></b></p> <p>None</p>

<u>ENVIRONMENTAL IMPLICATIONS</u>
None
<u>LEGAL IMPLICATIONS</u>
None
<u>ANY OTHER COMMENTS</u>
None

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**