

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4254
Author:	Anne Clarke
Department:	Finance and Resources
Contact:	Anne Clarke (Job Title: Team Leader, Email: anne.clarke@nottinghamcity.gov.uk, Phone: 01158763155)
Subject:	Mobile Communication Devices 2021 -24
Total Value:	£320,000 (Type: Revenue)
Decision Being Taken:	To procure, over the next 48 months, stocks of suitable Mobile Communication Devices at the best price available up to a limit of £320,000

Reasons for the Decision(s)

Mobile communication devices are used by colleagues and Councillors to support service delivery and flexible working. Teams in areas as diverse as Community Protection, Social Care and Schools Catering all use mobile communications devices.

To ensure proper allocation of appropriate devices an approval process is operated by Corporate Directorates. This ensures that devices are only allocated when there is a business need and this is identified as the best communication facility for service delivery.

In addition to providing mobile communication devices to respond to new needs the Council has a requirement to replace older devices where these fail due to age, or because they have become unsupported by their supplier. For this reason, we are seeking to purchase mobile devices to meet service delivery requirement.

The principal purpose of this decision is to continue to reduce the overall costs of purchasing and maintaining mobile communications devices. The cost of the acquisition and operation of mobile devices are met from teams' budgets to ensure that devices' are targeted in areas where they will be most operationally effective. The Council wishes to purchase mobile devices at the most economically advantageous price. Procurement of such devices has been achieved in the past through market testing resulting in best value. The technology market moves very quickly with product specifications, availability and price changing on a regular basis, as devices meet a point of maturity within their product life cycle. In addition, the devices need to meet business needs and security requirements. This decision is required to provide the flexibility to obtain the most suitable device at the best available price as demand requires. By purchasing through the IT Service we are able to ensure that the correct devices are purchased at the most economical price.

Other Options Considered:

1) To go out for quotations for single devices as required. This option is rejected, as costs are normally higher when going out for individual items and we run the risk of having numerous different models of equipment.

Background Papers:

Published Works:

Affected Wards:

Citywide

Colleague / Councillor Interests:

Consultations:

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:

There are no crime and disorder implications

Equality:

EIA not required. Reasons: An EIA is not required because this report does not contain proposals for new or changed policies, services or functions'

Any implications affecting IT:

Yes

Decision Type:

Portfolio Holder

Subject to Call In:

Yes

Call In Expiry date:

23/06/2021

Advice Sought:

Legal, Finance, Procurement, IT

Legal Advice:

This delegated decision raises no significant legal issues. Given that the mobile communication devices will be purchased as and when required, this could be done through an established framework agreement. The procurement route for purchasing the devices must be in compliance with the council's contract procedure rules and public procurement regulations. Advice provided by Sarah O'Bradaigh (senior solicitor) on 04/06/2021.

Finance Advice:

This decision seeks approval to procure, over the next 4 years, stocks of suitable mobile communication devices at the best price available up to a financial limit of £0.320m. The value of this decision is a ceiling amount and not a contractual commitment. The mobile communication devices will be purchased in batches and only as and when required. Three quotes are to be obtained before each purchase to ensure value for money is achieved.

As there has been an increase in cost price, higher demand for mobile communication devices due to ways of working impacted by covid, and updates required due to previous software no longer being supported, there is a higher cost expected in comparison to previous years.

The cost of this decision is funded by existing budgets within Directorates based on requests for the devices. It is expected that budget holders and managers will monitor budgets to ensure no overspends or financial pressures occur as a result of purchasing the device for their area.

The IT service need to ensure only the minimum spend is incurred and that the purchase of devices meet the IT needs of the organisation as well as not adversely impacting on any existing savings.

Advice provided by Philip Gretton (Finance Analyst) on 03/06/2021.

Procurement Advice:

Procurement advice is for IT to seek delegated authority to spend up to the value as set out in this DDM to cover their procurement requirements as an amalgamated amount rather than completing low spend purchases which do not require the need of a DDM. Procurement will assist in the purchase of the devices and have no concerns.

Advice provided by Louise Dobson, Procurement Officer - 3.6.2021 Advice provided by Louise Dobson (Business Support) on 03/06/2021.

IT Advice:

The IT Service supports the proposals made within this delegated decision. Mobile devices, simple 'talk and text' 'phones, smartphones, tablets, etc. are important tools to enable the Council's work force to deliver services at remote sites and to work flexibly. The allocation and management of devices is made at service and team levels, which enables these devices to be used in line with operational needs, whilst centralised acquisition enables standardised reusable equipment to be acquired.

The constant development of mobile devices, increasing specification and short product lifecycles, mean that it is prudent to undertake periodic purchases of a small stock which is held by the IT Service and is drawn on by colleagues through authorised requests. Approving the proposals in this delegated decision will allow the IT Service to maintain this stock. Procurement will take the form of periodic purchases of small batches of required devices enabling the total spend against the requested budget to be structured and controlled.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 01/06/2021.

Signatures

Sam Webster (PH Finance and Resources)

SIGNED and Dated: 16/06/2021

Clive Heaphy (Corporate Director for Finance & Resources)

SIGNED and Dated: 06/06/2021