

Operational Executive Decision-Making Form

Guidance

This form should be used to record operational decisions taken by officers.

Operational decisions are defined as those which:

- have a value below £150,000
- are taken within agreed policies and budgets.

When defining the financial value of a decision the following principles apply:

- the financial value of a decision should reflect the total committed financial impact of that decision to the Council, for example, the full cost of a contract over its lifespan rather than the cost per year
- decisions incurring savings, income (including income from grants), loss of income and expenditure all fall within the definition of financial impact.

Governance Services can provide advice if you are unsure whether your decision is operational.

Please refer to Decision Making Guidance, available on the intranet, for information on how to fill out this form.

Signatures should not be added to this form but it is your responsibility to obtain explicit approval for the decision from the decision maker (usually your Corporate Director).

Publication and Implementation of the Decision

Once complete you must send a copy of this form to constitutional.services@nottinghamcity.gov.uk for publication on the Council's website. If there is a valid reason why any of the information cannot be published please attach it as an exempt appendix. In exceptional circumstances, the whole decision may be exempt from publication. If this is the case, please make this clear on the form. The title of the decision will still be published.

Operational officer decisions are not subject to call-in. Therefore, decisions should be completed and submitted to Governance Services before they are implemented but do not have to be published before implementation.

Operational decisions with a value below £25,000 do not require this form to be completed.

Decisions usually taken by Portfolio Holders

Where specifically delegated, officers can take decisions that would usually be taken by Portfolio Holders, Executive Committees or the Leader. These decisions cannot be recorded on this form. They should be recorded on the electronic Delegated Decisions System and are subject to publication and call-in.

Procurement

Where the decision involves the procurement of goods or services from a third party you must follow the Council's agreed procurement procedures, including arrangements for exemptions from those procedures. Please contact the procurement team for advice.

Operational Decision Record

Publication Date 31/08/2022	Decision Reference Number 4704
Decision Title	
Renewal of contract for GSM (Global System for Mobile communications) Gateway	
Decision Value	
£30,000 (over 3 years)	
Revenue or Capital Spend?	
Revenue	
Department	
Finance & Resources	
Contact Officer (Name, job title, and contact details)	
Paul J. Burrows, IT Change, Projects & Strategy Manager, paul.burrows@nottinghamcity.gov.uk , 0115 87 63153	
Decision Taken	
To delegate to the Head of IT Service authority to undertake a competitive exercise to renew the GSM Gateway service used by Nottingham City Council.	
Reasons for Decision and Background Information	
<p>Nottingham City Council currently uses a GSM Gateway service to reduce the costs of calls made from fixed telephones to mobile devices using a piece of technology called a GSM Gateway. This takes calls from fixed lines and changes them to mobile calls at a less costly rate than a direct call.</p> <p>The current contract for the supply of this service expires 30 Sep. 2022. In order to continue to have this facility deployed to save call costs a new contract for the GSM Gateway is required.</p> <p>It is proposed that the procurement be based on a 2 year contract with the opportunity to extend this by a further year.</p>	
Other Options Considered and why these were rejected	
<p>The current contract for the GSM Gateway service could be allowed to lapse and the Council could revert to allowing calls directly from fixed lines to mobile devices. Whilst this would avoid the cost of the GSM Gateway this cost would be outweighed by the added cost of the direct calls and so this is not recommended. Based on current contractual arrangements fixed to mobile call costs would increase from 0.0095ppm to 0.035ppm, more than trebling costs to the Council.</p>	

Reasons why this decision is classified as operational

This decision is classified as operational as it is being made to continue with an existing facility and is not a new service.

Additional Information

- EIA, DPIA and Carbon Impact Assessments are not required for this decision as it does not relate to a new service, the use of a new product or the holding of new data, only obtaining a further contract for a communications technology currently in use.
- The current arrangement for GSM Gateway services was made following a competitive exercise held in 2020.
- Provision exists within the IT Service revenue budget N-10011-100-4082 for this procurement. Because this is a Corporate facility there is no charge made back to services for the GSM facility.
- Colleagues in both the Procurement and Strategic Finance services have reviewed this proposal and are content with approach being adopted.

Financial Advice

There is current budget provision within cc N-10011-100 for this decision. It is not expected any additional budget will be needed for the proposed new contract from Oct 22. If so, any additional cost would need to be met through existing resource allocation.

This budget needs to be maintained for a minimum of the contract length (proposed 3 years) and should not be considered for any future savings proposals.
Tania Clayton Pérez - F&R Senior Commercial Business Partner
Aug 22

Decision Maker (Name and Job Title)

Clive Heaphy, Corporate Director of Finance & Resources

Scheme of Delegation Reference Number

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Date Decision Taken

30 Aug. 2022