

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	<b>4736</b>
<b>Author:</b>	<b>Helen Carlin</b>
<b>Department:</b>	<b>People</b>
<b>Contact:</b>	<b>Helen Carlin</b> <b>(Job Title: Strategic Planning &amp; Performance Consultant, Email: helen.carlin@nottinghamcity.gov.uk, Phone: 8763502)</b>
<b>Subject:</b>	<b>Purchase smartphones for all staff in Assessment teams</b>
<b>Total Value:</b>	<b>£57,600 (Type: Capital)</b>
<b>Decision Being Taken:</b>	<b>To purchase smartphones for all staff in Adult Social Care Assessment Teams, at a cost of £57,600 allocated from capital funding.</b>
<b>Reasons for the Decision(s)</b>	<p>The majority of staff in Assessment teams do not currently have the basic smartphone technology that most of the population uses on a daily basis to manage their time and information. It is proposed that smartphones are purchased for all staff to enable more efficient and effective working. In recent staff engagement sessions, this has been a recurring theme with staff believing they could do their jobs more effectively and efficiently by having a smartphone.</p> <p>Having smartphones would enable better customer service as staff would be able to arrange appointments whilst in citizens' homes and also respond quickly to emails. Staff would also be able to use text messages and services such as Whatsapp to communicate with citizens. With smartphones, staff would be able to take photos which would be of particular benefit to workers in occupational therapy teams when carrying out assessments for adaptations to homes.</p> <p>Once staff are working in offices again, having smartphones would enable them to reduce travel time, for example when appointments are cancelled at short notice. They would also be able to manage their time better by having instant access to their diaries. Remote web access would enable access to online and community resources whilst in citizens' homes and enable information to be provided.</p> <p>Funding is not available within the current adult social care budget and so an application was made for capital funding. This was supported by the Council's Capital Board on 12 July 2022.</p>

**Other Options Considered:** To not purchase smartphones and continue using basic Nokia text and talk phones. As the Council continues to make the service more efficient, this is not an option. It is clear that not having smartphones is hindering staff in carrying out their jobs effectively. Staff will be able to manage their time better by having instant access to their diaries. Remote web access will enable access to online and community resources whilst in citizens' homes and enable information to be provided which is not possible without smartphones. As staff are currently working from home and will continue to do so for some of the week once we are able to return to offices, having smartphones provides back-up option in the event of laptops not working, supporting more resilience and business continuity. Staff no longer have access to spare laptops as they would in an office so with a smartphone would still be able to access emails and MS teams. Therefore this option was rejected.

**Background Papers:** None

**Published Works:** None

**Affected Wards:** Citywide

**Colleague / Councillor Interests:**

**Consultations:** Date: 12/07/2022  
Other City Council Bodies: Capital Board  
An application was made for capital funding to purchase the smartphones. This was approved by the Capital Board on 12th July 2022.

Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** N/A

**Equality:** EIA not required. Reasons: The decision does not relate to new or changing policies or services.

**Any implications affecting IT:** Yes

**Decision Type:** Portfolio Holder

**Subject to Call In:**

**Yes**

**Call In Expiry date:**

**13/10/2022**

**Advice Sought:**

**Legal, Finance, IT**

**Legal Advice:**

**Given the total estimated value of the scheme, at least 3 written tenders should be obtained to comply with the Councils' Contract Procedure Rules (CPR). Alternatively a framework agreement could be used to call off the goods as and when required which would also comply with the Council's CPR. Advice provided by Sarah O'Bradaigh (senior solicitor) on 23/08/2022.**

**Finance Advice:**

**This decision seeks approval to accept £57k capital funding for the purchase of smartphones to support efficient service delivery within the Adult Social Care Assessment teams, as outlined by the report author.**

**A bid for capital funding was considered and approved via the Capital Board prioritisation process.**

**It is to be noted that any future ongoing costs (data usage and calls) will need to be met by the service from existing budget, ensuring that no financial pressure arises as a result of this decision.**

**Any changes to that outlined in this report would require further approval via the appropriate process.**

**Advice provided by Hayley Mason (Strategic Finance Business Partner) on 21/09/2022. Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 22/09/2022.**

**IT Advice:**

**The IT Service support the proposals contained within this delegated decision.**

**The Council deploys smartphones to services where an appropriate business case has been made and senior managers' support gained. The Adult Social Care services using these devices will need to consider the following factors in the deployment of the devices:**

- The revenue costs associated with smartphones, i.e. the cost of calls and of data used, are charged to the services revenue budget and so will need to be managed.**
- Smartphones are managed locally by services and so social care managers will need to keep a record of who smartphones are deployed to, manage their return when required, and be mindful that their reports are using the devices correctly.**
- The services will need to plan for the replacement of these devices as they reach the end of their life including funding replacements.**

**The IT Service will support ASC in the acquisition of smartphones for colleagues.**

**Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 02/09/2022.**

**Signatures**

<b>Linda Woodings as Portfolio Holder (PH Adult Social Care and Health)</b>
<b>SIGNED and Dated: 05/10/2022</b>
<b>Catherine Underwood (Corporate Director for People)</b>
<b>SIGNED and Dated: 03/10/2022</b>