Nottingham City Council Delegated Decision

Reference Number:	2891
Author:	Mark J Ashford
Department:	Resources
Contact:	Mark J Ashford
	(Job Title: Release and Deployment Manager, Email: mark.ashford@nottinghamcity.gov.uk, Phone: 0115 8763152)

Subject:	Purchasing Framework for PC Expenditure

Total Value:	£813,000 (Type: Capital and Revenue)

Decision Being Taken:	1) To delegate authority to the Head of Service (IT) to enter into contracts up to the value of £813,000 using an established government framework to purchase PCs, Laptops, Tablets, Monitors and other peripheral devices required to meet operational needs to March 2018.
	2) To amend the Capital Programme by an initial value of £0.563m and, thereafter, by the value of additional departmental purchases of up to £0.250m but excluding the value of items procured to support schemes already in the Capital Programme.

Reasons for the Decision(s)	IT hardware has a useful life of approximately 5 years. Each year approx. 20% of computers used by the City Council will require replacement. Annually this amounts to approx £563,000 which is budgeted for in the IT Efficiency Fund.
	In addition, each year there is an amount of expenditure on new IT equipment which, rather than forming part of the planned replacement, is incurred as a result of requests made by the various services across the organisation for new and/or upgraded equipment required to meet new business needs (Known as Business As Usual requests (BAU)). Hardware is purchased in bulk, charged to the IT Efficiency Fund, and then allocated across various projects and operational activity. It is expected that services will repay the IT Efficiency Fund for BAU requests. Based upon historic information the value of equipment that will be purchased to meet BAU requests will not exceed £250,000 in 2017/18

Other Options Considered:	**First option: Ad hoc replacement of computers at point of failure.** **Computers used to be upgraded on an ad hoc basis, in response to failure of individual devices or response to individual's requests. This approach was piecemeal and unplanned leading to potential inefficiency in replacement as economies of scale are lost and it caused temporary disruption to service delivery. For this reason, this option was rejected.** **Second option: do nothing** **Many activities undertaken by colleagues and councillors depend upon access to information systems. Not replacing failed and out of date computers is not feasible. When these devices fail services are adversely affected. As computers age they become slow, more prone to failure and increasingly unable to run up to date versions of software. Supporting a programmed replacement of old computers allows the Council to manage its assets in a more effective and efficient way and so maintain services to citizens. For these reasons, this option was rejected.**
Background Papers:	**None**
Published Works:	**None**
Affected Wards:	**Citywide**
Colleague / Councillor Interests:	
Consultations:	**Those not consulted are not directly affected by the decision.**
Crime and Disorder Implications:	**None**
Equality:	**EIA not required. Reasons: EIA not required. Reasons: No new or changing policies or services. EIA not applicable to the purchase of standard IT hardware.**
Social Value Considerations:	**None**
Major Implications for IT:	**Yes**
Decision Type:	**Portfolio Holder**

Subject to Call In:	Yes

Call In Expiry date:	01/08/2017

Advice Sought:	Legal, Finance, Procurement, IT

Legal Advice:	This report raises no significant legal issues. The Council will call off IT goods as and when required under a government framework agreement up to a maximum value of £813,000. The terms and conditions of any call-off contract will be those set out in the relevant framework agreement. Advice provided by Sarah O'Bradaigh (senior solicitor) on 20/04/2017.

Finance Advice:	The IT Efficiency Fund is an established reserve within the Council and the money being committed in this decision is within the resources available. The Business As Usual (BAU) purchases will be initially funded from the IT Efficiency Fund and then recharged to the relevant department. It will be the relevant departmental budget managers' responsibility to ensure that the budget / resources are available to fund the BAU purchases. The Capital Programme will be amended following approval of this paper. Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 05/05/2017.

Procurement Advice:	The report author has already engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. A further competition tender(s) through a compliant framework will be conducted in order to secure best value for the Council and the citizens it represents. On this basis there are no procurement concerns with the approach. Advice provided by Rosalie Parkin (Category Manager) on 08/05/2017.

IT Advice:	The IT Service supports this proposal. On a regular basis items of IT equipment come to the end of their useful life and require replacement. The existence of a replacement programme enables the Council to smooth out peaks and troughs in the demand that replacement generates allowing for more effective management of the process. As equipment is replaced it is reviewed and where appropriate recycled to maximise benefit. Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 19/04/2017.

Signatures	Graham Chapman (PH for Resources and Neighbourhood Regeneration)
	SIGNED and Dated: 25/07/2017
	Candida Brudenell (Corporate Director for Strategy and Resources)
	SIGNED and Dated: 25/07/2017