

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3561
Author:	Anne Clarke
Department:	Strategy and Resources
Contact:	Anne Clarke (Job Title: Team Leader, Email: anne.clarke@nottinghamcity.gov.uk, Phone: 01158763155)
Subject:	Mobile Communication Devices 2019-20
Total Value:	£40,000 (Type: Revenue)
Decision Being Taken:	To procure, over the next 12 months, stocks of suitable Mobile Communication Devices at the best price available, up to a limit of £40,000.
Reasons for the Decision(s)	As part of ongoing cost management, we are proactively seeking to work with business areas to ensure that mobile communication devices are allocated only where required and that we have Directorate approval in all cases. However, these devices are in some cases the best solution to support service delivery (for example, highly mobile teams of services, such as Community Protection Officers, spend approximately £15,000 per year on mobile devices). 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 Council wishes to purchase mobile devices, by requesting a minimum of three quotations, to achieve 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 both availability and price changing on a regular basis, as devices meet a point of maturity within the 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 IT, 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 requests are received. 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:	None

Published Works: Delegated Decision 3057 - Mobile Communication Devices 2018-19
(<https://committee.nottinghamcity.gov.uk/ieDecisionDetails.aspx?ID=4362>).

Affected Wards: Citywide

Colleague / Councillor Interests: None

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: This decision does not relate to new or changing policy, service or function.

Any implications affecting IT: Yes

Decision Type: Officer

Executive Decision? Yes

Scheme of Delegation Reference Number or Other Source of Delegation: 7

Subject to Call In: No
The call-in procedure does not apply to the decision because the value of the decision is below the call in threshold.

Advice Sought: Legal, Finance, Procurement, IT

Legal Advice: It is considered that this procurement gives rise to no consequential legal concerns.

The legal section is available to assist if asked.

Advice provided by Brian Lewis Stewart (Solicitor) on 21/05/2019.

Finance Advice:

This decision seeks approval to spend up to £0.040m on mobile phone units. The phones will be bought as and when needed in the most cost effective manner i.e in bulk throughout the year. Three quotes will be sought prior to purchase to ensure best value is achieved.

Each department requesting a phone will incur the cost in their respective service area therefore adequate budget provision is needed by those who request mobile phones. There is no centralised budget for the purchasing of mobile phones as they are all within departments across NCC.

There is a £0.250m saving in the MTFP in 2019/20 regarding mobile telephony. Whilst the delivery of this saving in full is still in progress, this decision should not have an adverse impact on this as these phones are in addition to those identified as part of the savings proposals and the baseline it was calculated on.

Advice provided by Philip Gretton (Finance Analyst) on 16/05/2019.

IT Advice:

The IT Service supports the proposals made in this delegated decision.

Council services identify business needs to provide colleagues with mobile devices on a regular basis and the acquisition of these devices is co-ordinated by the IT Service. The proposals in this delegated decision will allow the IT Service to acquire and provide mobile devices to Council services. The approach will also provide means by which value for money can be sought through periodic review that will also allow for new models of devices to be included as supply in the market changes.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 13/05/2019.

Procurement Advice:

IT will seek three quotes prior to making any purchases relating to this decision and is therefore supported by the Procurement Team.

Advice provided by Paul Ritchie (Lead Procurement Officer) on 10/05/2019.

Signatures:

Candida Brudenell (Corporate Directorate for Strategy and Resources)

SIGNED and Dated: 21/06/2019