

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: e.g. Directorate/Ref No/Year - /01/18
CR/300/09/28

BOX 1

DIRECTORATE: Corporate Resources **DATE:** 17th September 2018
Contact Name: Alison Morte **Tel. No.:** 01302 737932

Subject Matter: Partial Draw Down of WAN Capital Funds

BOX 2**DECISION TAKEN**

To draw down the following funds from the WAN capital allocation within the corporate resources capital programme 2018/19 (Q1415);
£105K to spend on the identified VOIP SWISS solution
£155K to spend on replacing various end of life Core Network
Hardware/infrastructure/equipment (switches, routers, access points etc.)

BOX 3**REASON FOR THE DECISION**

The Council's CISCO VOIP hardware is end of life and requires a new solution. The Swiss Solution provides updated software in order to maintain the operation of the hardware. Funds from the WAN Capital Allocation cover the VOIP hardware, as it is part of the Network Infrastructure refresh.

Some of the Council's core network infrastructure (Switches, Routers, and Wireless Access Points etc.) is at end of life and requires replacing as part of a network refresh, covered under the WAN Capital allocation.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

If other options were considered, please specify and give reasons for recommended option:

Option 1: Do nothing. The Council's VOIP (telephone system) is unsupported with no further updates or security patches. If it breaks, we will not be able to seek support to fix it. Various elements of the Council's core network infrastructure (Switches, Routers, and Wireless Access Points etc.) go out of warranty and are unsupported with no further updates or security patches. If they break, we will not be able to seek support to fix it and if there is a security attack, the Council will be vulnerable to cyber-attacks/lose PSN accreditation.

Option 2 (recommended): Draw down a total of £260k, £105K for the SWISS Solution, ensuring best value through the relevant procurement exercises. This will ensure the ongoing operation of the VOIP system, by using up to date software that is fully supported. £155K for the replacement of various infrastructure elements. Ensuring all obsolete equipment is replaced and the council maintains a robust infrastructure that can defend against cyber attacks and maintain the PSN accreditation.

BOX 5

LEGAL IMPLICATIONS

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives an Authority power to purchase goods and services.

There are no specific legal implications in agreeing the draw down from the WAN capital allocation within the corporate resource capital programme 2018/19.

When procuring the goods, the Council's Constitution must be complied with including CPRs and FPRs. Legal Services should be consulted to provide/review documentation.

Name: Paula Ablett **Signature:** By Email **Date:** 17.9.18
Signature of Assistant Director of Legal and Democratic Services (or representative)

BOX 6

FINANCIAL IMPLICATIONS:

The Corporate Resources 4 year Capital Programme contains an allocation of £838,720 for the Networking (WAN) project, financed by Capital Receipts. The forecast application of these funds is £518,720 in 2018/19, £180,000 in 2019/20 and £140,000 in 2020/21.

£18,720 has previously been drawn down via a separate report, from the 2018/19 allocation and on approval of this ODR a further £105k for the Swiss solution software application and £155k for the purchase of various items of network equipment will also be drawn down. This will leave £240k Capital Receipts remaining to draw down in 2018/19.

Should any of these capital receipts no longer be required they will be returned to the central pot to be utilised on other council priorities.

As contained in the body of the report this expenditure is correct to be capitalised as it relates to the purchase of software (intangible asset) and Equipment.

A contract is already in place to maintain and support the equipment, no further revenue costs are expected from this purchase.

Name: Adele Beasley Signature: By Email Date: 17/09/18
Signature of Assistant Director of Finance & Performance
(or representative)

BOX 7

OTHER RELEVANT IMPLICATIONS

PROCUREMENT IMPLICATIONS:

All goods and service associated with the drawdown of the Capital Funding must be procured in compliance with the Councils Contract Procedure Rules.

Name: _Shaun ferron_ Signature: ___by email_____ Date: __21.09.18__
Signature of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS:


There are no equality implications

Name: Alison Morte Signature:  Date: 17th September 2018

BOX 9

RISK IMPLICATIONS:

The Council will be vulnerable to cyber-attacks and potentially lose PSN accreditation due to the systems being unsupported with no further updates or security patches being available or applied.

Name: Alison Morte Signature:  Date: 17th September 2018

**BOX 10
CONSULTATION**

N/A

Alison Morte Signature:  Date: 17th September 2018

**BOX 11
INFORMATION NOT FOR PUBLICATION**

Signatures should only be redacted.

Name: Holly Blake Signature H.Blake Date: 28.09.18

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR NO

**BOX 13
AUTHORISATION**

Name: Julie Grant Signature: 

Date: 28.09.18

Julie Grant Assistant Director of Customers, Digital & ICT

Does this decision require authorisation by the Chief Financial Officer or other Officer

YES

If yes please authorise below:

Name: Steve Mawson Signature: 

Date: 28/09/18

Chief Finance Officer & Assistant Director of Finance

Consultation with Relevant Member(s)

Name: _____ **Signature:** _____ **Date:** _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.