

## 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 - CR/345/02/20**

**BOX 1**

**DIRECTORATE: Corporate Resources      DATE: 10<sup>th</sup> February, 2020**

**Contact Name: Alison Morte                      Tel. No.: 01302 737932**

**Subject Matter: Mobile Phone Services - 1 year Contract Extension with Virgin Media**

**BOX 2****DECISION TAKEN**

Utilise the remaining option to extend the current mobile phone contract with Virgin Media for one year from 1<sup>st</sup> March, 2020 to 28<sup>th</sup> February, 2021.

**BOX 3****REASON FOR THE DECISION**

In 2013, the Council entered into a contract with Virgin Media for Business for the provision of mobile phone services through the Yorkshire and Humber Publish Services Network (YHPSN) for a period of 5 years with options to extend the contract for a further +1 +1 years.

The decision is to utilise the final contract extension option to enable the Council to consider future procurement requirements and to plan any potential migration to a new supplier.

This is funded from revenue (MP015) and has an annual value of £315,945

**BOX 4****ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Doing nothing – this is not an option as we need to ensure ongoing service provision of mobile telephony.

Utilise extension option – recommended option due to timescales. It will also allow for planning of the future provision of mobile telephony from March 2021.

**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 the Council the power to purchase goods and services.

The report author has advised that the contract has one remaining period of extension for 12 months.

The Council should ensure that the extension is sufficiently documented and signed by both parties.

**Name: Nicky Dobson** Signature: \_\_\_\_\_ **Date: 18<sup>th</sup> February 2020** \_\_\_\_\_  
Signature of Assistant Director of Legal and Democratic Services (or representative)

**BOX 6****FINANCIAL IMPLICATIONS:**

As indicated in the body of the report, this is a continuation of an existing contract. The Council has budgetary provision to fund this expenditure from within existing mobile phone budgets and the recharging of costs to external partners (DCST & SLHD).

**Name: C.Cowan** Signature: FM-FP&C (by email) Date: 19/02/2020  
Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7****OTHER RELEVANT IMPLICATIONS****PROCUREMENT:**

As detailed in the body of the report, the contract allows for one further 12-month extension taking the expiry to 28<sup>th</sup> February 2021. Therefore, procurement supports the extension of this contract.

Once the extension is agreed, the report author should complete and submit a contract extension notice to the Strategic Procurement Team.

Name: Glyn Sparrow Signature: By email Date: 14/02/20

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:** (To be completed by the author).

There aren't any equality implications associated with this decision.

**BOX 9**

**RISK IMPLICATIONS:** (To be completed by the author)

There aren't any risk implications associated with this decision.

**BOX 10**

**CONSULTATION**

No consultation necessary

**BOX 11**

**INFORMATION NOT FOR PUBLICATION**

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, redacting signatures.

Name: **Holly Blake** Signature **H.Blake** Date: **19.02.20**

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12**

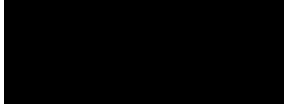
**BACKGROUND PAPERS**

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

(If YES please list and submit these with this form)

**BOX 13  
AUTHORISATION**

**Name: Julie Grant Signature:**



**Date: 19.02.20**

Assistant Director of Customers, Digital & ICT

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

**NO**

**If yes please authorise below:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief Executive/Director/Assistant Director of \_\_\_\_\_

**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](mailto: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.**