

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:** CR/663/12/23

**BOX 1**  
**DIRECTORATE:** Corporate Resources      **DATE:** 13/12/2023  
**Contact Name:** Nigel Riley                      **Tel. No.:** 01302 862181  
**Subject Matter:** New Corporate Mobile Phone Contract

**BOX 2**  
**DECISION TAKEN**  
  
To procure a new contract through the RM6261 – CCS framework, for 2 Years with an optional extension of +1, and +1.

**BOX 3**  
**REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:**  
  
The existing mobile phone contract is due to end on the 28 Feb 2024. After identifying the CCS - RM6261 (lot 1) framework, we engaged with procurement to ensure a compliant route to market.  
  
By using the approved procurement route, we can switch to the new contract without disruption as existing handsets, SIM cards and numbers will be reused.  
  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] month

[REDACTED]

**BOX 4**

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

**Other option considered – extension of the current contract**

The current contract covers phone handsets and usage at a value of:

[REDACTED]

This option was dismissed due to cost and inflexible handset arrangements.

**BOX 5**

**LEGAL IMPLICATIONS**

In accordance with s111 Local Government Act 1972 “a local authority shall have power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions”

From the information provided within the report the procurement has been carried out in accordance with Contract Procedure Rules

Name: S. R. Fawcus

Date: 14/12/23

Name of Assistant Director of Legal and Democratic Services (or representative)

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

The current revenue budget for the cost of mobile phones is £255k (MP015) which also includes the cost incurred on behalf of SLH which are passed onto them via the overall ICT SLA. The current cost of the service is estimated at £312k which currently causes a budget pressure which is addressed by the internal charging referred to above. The revised model has an estimated total cost of approximately £176k split between £74k revenue and £102k capital cost. This will generate revenue savings and reduce the handset cost and move it to an ongoing capital allocation. Part of this saving will be shared with SLH and it will also mitigate the need for internal recharging. It is also envisaged that there will be saving within MP015 when this model is operational but the level of this won't be known until the data level is agreed and the demand for phones is more stable.

**Name: Paul Holgate****Date: 15/12/23**

Name of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7****OTHER RELEVANT IMPLICATIONS**

N/A

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

Name 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).

N/A

**BOX 9****RISK IMPLICATIONS:** (To be completed by the author)

The purpose of the decision is to mitigate the risk in relation to provision of mobiles

**BOX 10****CONSULTATION**

Consultation has been within Digital&amp; ICT Management Team

**BOX 11****INFORMATION NOT FOR PUBLICATION**

It's in the public interest to be aware of the decision under the Freedom of Information Act 2000, redacting information in box 3 from paragraph 3 and box 4 financial information also signatures

**Name: Holly Blake**

**Date: 20/12/23**

Name 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: Faye Tyas Signature:**



**Date: 20/12/23**

Assistant Director of Finance & Technology

**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 [Ladem@doncaster.gov.uk](mailto:Ladem@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.