

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy and Resources		
Contact person:	Gayle Jones	Telephone number: 0113 3784367	
Subject²:	Fixed Line Telephony		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Chief Digital and Information Officer approved a direct award contract to Virgin Media Limited for the provision of telephony services, and continued provision of PSTN, ADSL and the C20 platform for a period of 12 months utilising Regulation 32 Contract 32(2)(b)(ii) PCR 2015. The anticipated annual total spend is £195,000 (excluding VAT), starting from the 1st April 2024 until 31st March 2025.</p>		
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The PSTN, ADSL and C20 services provided by Virgin Media Limited are being migrated to alternative digital solutions. As these projects progress, services provided by Virgin Media Limited will reduce, and ultimately will be provided by alternative existing contracts.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Undertaking a procurement exercise to evaluate the provision of services alternative suppliers was not considered a viable option. Given the requirement to move from analogue lines by 2025, this could potentially involve the risk of moving to a supplier which cannot provide the future services we need.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

Affected wards:	All		
Details of consultation undertaken⁴:	Executive Member NA		
	Ward Councillors NA		
	Chief Digital and Information Officer ⁵ Andrew Byrom		
	Chief Asset Management and Regeneration Officer ⁶ NA		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation As per the attached report.		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.


⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

Approval of Decision	Authorised decision maker ¹⁰ Chief Digital and Information Officer; Andrew Byrom	
	Signature 	Date – 8 th April 2024

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.