

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 checked="" type="checkbox"/> £25,000 to £100,000 <input 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 Resources and Housing		
Contact person:	Daniel Lees		Telephone number: 01133784359
Subject²:	The approval to waiver CPRs 8.1 and 8.2 and award a contract to Zoom Video Communications, Inc. for the provision of Zoom Licences.		
Decision details³:	What decision has been taken? The Chief Digital and Information Officer approved the waiver of Contracts Procedure Rules 8.1 and 8.2 and award a contract to Zoom Video Communications, Inc., for the sum of £57000. This figure could increase depending on the amount of licenses required. Additional licences are co-termed within the current contract, and the licences are priced with a local authority discount. The contract commenced on the 15/07/2020 and will expire on the 15/07/2021.		
	A brief statement of the reasons for the decision At the time of the original purchase of this software, a formal approval was not put in place. This report and DDN is to identify what we have purchased these licences and ongoing approval to purchase additional licences. The consequences of not approving this decision would be delays in service provision throughout the Council, potential of increased costs to running services remotely, potential for areas of the Council to not meet their SLAs in place with partners, in terms of delivery of training and content.		

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.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision:</p> <p>The reasons that a contact procedure rules wavier is required is that it did not prove value to run a tender exercise as the market for video conferencing is small. The vision of the Council as a Microsoft organisation was taken into consideration, but it was not possible to fully meet every business areas needs with the current offerings in place. Decisions were made to temporarily invest in alternative conferencing platforms as the M365 project progressed throughout the organisation. Once MS Teams and Office 365 is in place, the use of Zoom will be phased out, as the contract runs until July 2021</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Others
Implementation	Officer accountable, and proposed timescales for implementation
List of Forthcoming Key Decisions⁵	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 report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁷ 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:	
Approval of Decision	Authorised decision maker ⁸ Leonardo Tantari Chief Digital Information officer	
	Signature 	Date; 3 rd March 2021

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.