

OFFICER DECISION NOTICE



Reading
Borough Council
Working better with you

This notice is to be used for the following types of officer decisions. (Select one option).

A. Decisions taken by officers under a specific express delegation from Council or a Committee.

B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

1. Title of decision:	Mobile Telephone Refresh
2. Date of the decision:	25 October 2023
3. The decision maker:	Martin Chalmers, Chief Digital and Information Officer (Assistant Director)

4. Decision details:

To purchase Mobile devices to refresh half the mobile telephony estate

5. Reasons for the decision:

During the capital bid process last year (22/23) the Digital, Technology and Change team requested funding for a refresh of mobile devices. A deal has been negotiated with Virgin Media O2 - our recently procured mobile telephony supplier - to obtain a significantly discounted unit price. This deal expires at the end of October 2023.

The devices are required because:

1. Some devices have an Operating System which is no longer supported. This is a security risk and would preclude the Cyber Essentials Plus accreditation that RBC is seeking (and which was an action arising from an internal audit).
2. Some devices are not capable of working with the new mobile service contract entered into with O2 (which realises significant savings in mobile telephony running costs).

As part of the budget challenge process, we have agreed to introduce a process of requiring manager confirmation that a staff member needs a mobile phone. We have considered the impact this would have on the number of phones required. Given that all current phones (subject to that check on need) will need to be refreshed within the 5-year lifetime of these devices, we judge that the probability of any devices not being needed is negligible.

6. Alternative options considered (if any) and rejected:

1. Do nothing - Rejected primarily because of the security risk posed by unsupported smartphone operating systems and which would preclude Cyber Essentials certification
2. Buy a lower number of devices - rejected because, at best, we would have to pay more money in the near future for the phones not bought now and, at worst we would lose altogether the volume discount the team has negotiated

7. List of open Background Papers:

None

8. List of confidential or exempt Background Papers: N/A

None

9. Any other matters taken into consideration: N/A

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

Details of the matters taken into account:

N/A

10. Legal considerations

The contractual route for acquisition of the devices will be via a YPO framework agreement. There will be legal review of its terms and conditions as part of finalisation of the order.

11. Financial considerations

Cost of devices is **£195,200.00**

This is part of the planned Infrastructure Refresh agreed in the 2022-23 budget capital bid and is funded from the DTaC FOM budget code.

12. Internal consultations
N/A

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)	
13. The name of the Committee:	
14. Date of the meeting:	
15. Minute number:	
16. The delegation given by the Committee:	
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	