

DECISIONS DELEGATED TO OFFICERS

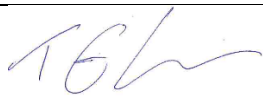
Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to forwardplan@oxford.gov.uk

Decision title:	Urgent Key Decision for the award of the Hosting and Data Centre Services Contract to Specialist Computer Centres (SCC)
Decision date:	1 st October 2024
Source of delegation: State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	Delegated authority was given on the 17 th of April 2024 by Cabinet, to the Executive Director (Corporate Resources) in consultation with the Head of Law and Governance, the Head of Financial Services, and the Cabinet Member for Citizen Focused Services and Council Companies to agree the final terms and enter into a contract with the preferred supplier.
What decision was made? Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	The decision to award a 5-year contract to SCC (Specialist Computer Centres) for hosting and data centre services, including migration to a cloud-based Azure solution. The contract value is £570,000 per year, with additional provisions for overages. The contract also includes deferred payments for two quarters, reducing immediate financial pressure on the Council.
Purpose: What does the decision deliver or achieve?	This decision secures the provision of critical hosting and data centre services for Oxford City Council, while transitioning to a more cost-effective cloud-based Azure solution. It also alleviates financial pressure by deferring payments and reducing overage costs over the contract term.
Reasons: Please provide the reasons for the decision.	The decision is made to ensure continuity of essential IT services, reduce financial burden through deferred payments, and provide a pathway to a more efficient cloud-based service. The new contract terms are favourable, offering long-term financial stability and operational efficiency.
Decision made by: Name and title of officer within the senior management structure	Tom Hook, Executive Director of Corporate Resources
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	<ol style="list-style-type: none"> 1. Continue with the existing contract: This option was rejected due to high overage costs and financial strain. 2. Tender for a new provider: This option was considered but rejected due to time constraints and the favourable terms negotiated with SCC.

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Documents considered: Please attach any new documents relevant to the decision and state if they are exempt	Contract proposal document with SCC.
Key or Not Key: (see notes below):	Key Decision Councillor Katherine Miles, Chair of Scrutiny, agreed on 2 October 2024 to waive the requirement for the 28-notice period (under 15.17 of the Constitution) and to waive the 2-day call-in period (under 17.9 of the Constitution).
Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	None
Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	None declared
This form was completed by: Name & title: Date:	Rocco Labellarte Chief Technology and Information Officer ICT Department Business Improvement 30 th of September 2024



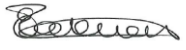
Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Decision maker The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	 Tom Hook, Executive Director for Corporate Resource	2 nd October 2024

Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
Senior officer e.g. the relevant service		

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manager / head of service where the decision maker is the Chief Executive or an Executive Director.	 Helen Bishop, Head of Business Improvement	2 nd October 2024
Head of Financial Services If required by the delegation / Constitution	 Nigel Kennedy, Chief Financial Officer	2 nd October 2024
Head of Law and Governance If required by the delegation / Constitution	 Emma Louise-Jackman, Monitoring Officer	2 nd October 2024
Cabinet Member(s) Some Cabinet delegations require consultation with the relevant Cabinet Member(s). For other decisions there is an expectation that Cabinet Members will be informed.	Councillor Nigel Chapman (Portfolio Holder) Councillor Katherine Miles (Chair of the Scrutiny Committee)	2 nd October 2024 2 nd October 2024
Ward Members Ward Members should be told in advance about anything which particularly affects their ward, and which is potentially controversial but please note that Cabinet Members must be consulted first	N/A	

This form must be completed and sent to Committee and Member Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is 2 working days from the decision notice being published. Before completing the form please refer to the notes below

NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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These requirements **apply** to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
 - grant a permission or licence;
 - affect the rights of an individual;
 - award a contract or incur expenditure with a value in excess of £10,000;
 - award a contract with a value in excess of £10,000 but less than £1,000,000;
 - acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
 - grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
 - grant 'project approval' for projects in excess of £10,000 but less than £500,000;
 - make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

Exempt or Confidential information

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

Key or Non Key Decision

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or involve spending or saving a significant amount. For this Council 'significant' in budgetary terms is:

- a. Expenditure or savings of £500,000 or greater in the context of the medium term financial strategy;
- b. Contract awards with a value of £1,000,000 or greater
- c. Acquiring or disposing of freeholds or leaseholds with a consideration or premium over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
- d. Acquiring or disposing of leases with a rental value over £125,000 each year except statutory lease renewals under Part II of the Landlord and Tenant Act 1954.

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A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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