

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:	Non-key decision for the award of the WAN Services contract to Vodafone
Decision date:	6 November 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 1 April 2024 by the Executive Director, Corporate Resources for a Procurement Commencement for the Vodafone WAN replacement. The Procurement Commencement document is at https://oxfordcitycouncil.sharepoint.com/:w:/s/ICTProjects-WANReplacement2024/EaOWpeSZ_4xPskzDAZfudG4B_dmV4ssgRFFCDk3yje-VHw?e=q9qqKj
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.	<p>The proposed decision is to award a three-year contract (with no option to extend) to Vodafone for a Software-Defined WAN (SD-WAN) Solution to all OCC premises and provision for OCC at SCC's Data Centre for the residual duration of that contract. This would be issued under the Framework Contract with the reference number RM6116 for the provision of Network Services. CALL-OFF LOT(S): Lot 1a – Inter site Connectivity Wider Area Network / Data Access Services Lot 2a – Inter Site Connectivity. Expiry date is 30 September 2027</p> <p>The previous contract was circa £67,000 per annum.</p> <p>The contract value would be £82,374 per year plus one-off capital of £62,627 to replace all of the legacy WAN equipment with modern cloud-based alternatives.</p> <p>Total: capital one off and revenue for three years: £309,749.</p>
Purpose: What does the decision deliver or achieve?	Replacement of end of support IP-VPN with SD-WAN solution.
Reasons: Please provide the reasons for the decision.	This replacement is essential as the IP-VPN is reaching end of support and to meet the growing demands for enhanced network performance, security, and scalability.
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	Do nothing: Under current Local Government procurement rules, the current contract may not be further extended.

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<p>Documents considered: Please attach any new documents relevant to the decision and state if they are exempt</p>	<p>The Comparison of Suppliers is at https://oxfordcitycouncil.sharepoint.com/:w:/s/ICTProjects-WANReplacement2024/Eef4wQCIEtVMrWhxYX2mfT8BShrSuXhiOqIKYgh8f5Z6BQ?e=L2Q7z8 All documents are in the Teams site at: https://oxfordcitycouncil.sharepoint.com/:f:/s/ICTProjects-WANReplacement2024/EIWcDzBW_VIGgvJdJKAE_LwBLM-GVTcDkCvkKfYusemsvw?e=koUr5M</p>
<p>Key or Not Key: (see notes below):</p>	<p>Not Key</p>
<p>Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)</p>	<p>None</p>
<p>Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.</p>	<p>None declared</p>
<p>This form was completed by: Name & title: Date:</p>	<p>Helen Bishop Head of Business Improvement 14 November 2024</p>

Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
<p>Decision maker The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.</p>	<p>Tom Hook, Executive Director for Corporate Resource</p>	<p>18/11/2024</p>

Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
<p>Senior officer e.g. the relevant service manager / head of service where the decision maker is the</p>	<p>Helen Bishop, Head of Business Improvement</p>	<p>15.11.24</p>

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Chief Executive or an Executive Director.		
Head of Financial Services If required by the delegation / Constitution	Nigel Kennedy, Chief Financial Officer	18-11-2024
Head of Law and Governance If required by the delegation / Constitution	Not required	
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.	Not required	
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.

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:

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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- 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.

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

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four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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