

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B091/24

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

**Subject: Procurement of a replacement Telephone system:
Proposed award of contract**

Type of Decision: Executive

Executive Member: Bob Deering

Portfolio (Executive Functions only): Resources and Performance

Officer Contact: Anna Morrison

Tel: 01992 588282 (Internal: 28282)

1. **Decision**

1.1 That the Director of Improvement and Technology has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

1.2 Subject to 1.1 above to procure the contract for the for the provision of a replacement Telephone system, to commence from 2 December 2024 until 1 December 2027 (2 December 2028 with extension).

2. Reasons for the decision

Currently the Telephony support contract is ending in July 2025. Telephony is still needed; therefore, Hertfordshire County Council (HCC) is procuring a new contract for the service from 2 December 2025 (which allows for a smooth transition). To this end It was decided to award a contract via G-Cloud 13.

3. Alternative options considered and rejected

Not having a telephone system was not an option.

Various routes to market were considered but rejected. Gcloud 13 provided a viable route to market with services for Telephony. The key search terms required for the contract were entered into G-Cloud 13 and service offers returned were assessed against HCC's specification for suitability.

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? Yes

If yes:

(a) Comments of Executive Member/Committee Chairman

(b) Comments of other consultees

5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision

No

6. Following consultation with the Executive Member/Committee Chairman, I am proceeding with the proposed decision.

Signed: Anna Morrison

Title: Director of Improvement & Technology

Date: 11/10/2024

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups