

# Public Document Pack



Democratic Services  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872453  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)  
e-mail: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)

3 April 2023

Dear Councillor

## **NOTICE OF DELEGATED DECISION – (DD42 22) REPLACEMENT OF CUSTOMER PREMISES EQUIPMENT AT COUNCIL OFFICES**

Please find attached details of a decision taken by Mr Brinley Hill, Head of Transformation, to approve the replacement of the Customer Premises Equipment at the Council offices.

As a non-Key Officer Decision, call-in does not apply (paragraph 18(a) of Part 4 (Rules of Procedure) of the Constitution).

Members of the public who require further information are asked to contact Democratic Services on 01304 872303 or by e-mail at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk).

Yours sincerely

A handwritten signature in purple ink that reads "Kate Breezy - Smith". Below the signature is a short horizontal line.

Democratic Services Officer

ENCL

1 **NOTICE OF DELEGATED DECISION - (DD42 22) REPLACEMENT OF CUSTOMER PREMISES EQUIPMENT AT COUNCIL OFFICES** (Pages 2-4)

## Decision Notice

## Delegated Decision

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<b>Decision No:</b>	<b>DD42</b>
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<b>Subject:</b>	<b>REPLACEMENT OF CUSTOMER PREMISES EQUIPMENT AT COUNCIL OFFICES</b>
<b>Notification Date:</b>	<b>3 April 2023</b>
<b>Implementation Date:</b>	<b>22 March 2023</b>
<b>Decision taken by:</b>	<b>Brinley Hill, Head of Transformation</b>
<b>Delegated Authority:</b>	Authority delegated by Cabinet (Cabinet decision CAB 94 of 27 February 2023) and Council (at its meeting held on 1 March 2023) when approving the Council Budget 2023/24 and Medium-Term Financial Plan 2023/24-2026/27 (as set out in Annex 10 of the report) as follows: ‘Delegates the approval of projects included in Annex 6D, the Digital & ICT Programme, to the Head of Transformation, in consultation with the Portfolio Holder for Finance, Governance, Digital and Climate Change.’
<b>Decision Type:</b>	<b>Executive Non-Key</b>
<b>Call-In to Apply?</b>	<b>No (<i>call-in does not apply to non-Key Officer Decisions</i>)</b>
<b>Classification:</b>	<b>Unrestricted</b>

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Reason for the Decision:	The Customer Premises Equipment in the Council’s offices at Whitfield has reached the end of its life and needs replacing.
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Decision:	To approve a new project to replace the Customer Premises Equipment in the Council offices.
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1. **Consideration and Alternatives** (*if applicable*)
  - 1.1 See attached report.
2. **Any Conflicts of Interest Declared?**
  - 2.2 None.
3. **Supporting Information** (*as applicable*)
  - 3.1 See attached report.

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**Subject:** REPLACEMENT OF CUSTOMER PREMISES EQUIPMENT AT COUNCIL OFFICES

**Date:** 22 March 2023

**Decision to be taken by:** Brinley Hill, Head of Transformation

**Report of:** Abi Robinson, Digital Services Manager

**Portfolio Holder:** Councillor Chris Vinson (Portfolio Holder for Finance, Governance, Digital and Climate Change)

**Decision Type:** Executive Non-Key Decision

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**Classification:** Unrestricted

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**Delegated Authority:** Authority delegated by Cabinet (Cabinet decision CAB 94 of 27 February 2023) and Council (at its meeting held on 1 March 2023) when approving the Council Budget 2023/24 and Medium-Term Financial Plan 2023/24-2026/27 (as set out in Annex 10 of the report) as follows: ‘Delegates the approval of projects included in Annex 6D, the Digital & ICT Programme, to the Head of Transformation, in consultation with the Portfolio Holder for Finance, Governance, Digital and Climate Change.’

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**Purpose of the report:** Replacing the end-of-life Customer Premises Equipment in the DDC offices.

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**Recommendation:** To approve a new project to replace the Customer Premises Equipment in the Council offices which is now at the end of its life.

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## 1. Summary

1.1 To replace the Customer Premises Equipment (CPE) which provides connectivity to the Kent Public Services Network (KPSN). The KPSN provides internet connectivity to the DDC office building.

## 2. Introduction and Background

2.1 Internet and Wide Area Network (WAN) connectivity is provided by KPSN. As part of the KPSN contract DDC purchased the CPE. This is now at the end of its life and no longer supported.

2.2 As part of ICT coming back in house, we now have direct communication with KPSN regarding the contracts and sites around the district. We have been notified that the CPE providing connectivity to KPSN is no longer supported and needs replacing.

## 3. Identification of Options

3.1 Option1 – Do not replace.

3.2 Option 2 – Replace with new CPE.

## 4. Evaluation of Options

4.1 The option to not replace the CPE has been considered, but presents a risk of service outage, impacting the entire Council.

4.2 The recommended option is to replace the CPE as soon as possible. As there could be delays in receiving the hardware, KPSN have spare old units which they can temporarily implement in case of an outage with our current equipment.

4.3 KPSN have provided a quotation to provide and implement the new equipment. The cost totals £4,115.31, with an annual ongoing charge for maintenance of £173.57 which will be included in our KPSN contract.

## 5. **Resource Implications**

5.1 There is budget allocated in the ICT reserve for this project.

5.2 Total one-off cost is £4,115.31, with an ongoing annual maintenance charge of £173.57.

## 6. **Climate Change and Environmental Implications**

6.1 No comments received.

## 7. **Corporate Implications**

7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy have been consulted on the report and have no further comments to add. (AG)

7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

7.3 Comment from the Equalities Officer: 'This report for the replacement of the CPE equipment in the DDC offices which is now end-of-life does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>'

7.4 Other Officers (as appropriate):

## 8. **Appendices**

None.

## 9. **Background Papers**

Relevant papers on Digital Services files.

Contact Officer: Abi Robinson, Digital Services Manager