

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
e-mail: democraticservices@dover.gov.uk

3 April 2023

Dear Councillor

NOTICE OF DELEGATED DECISION – (DD44 22) REPLACEMENT OF MOBILE PHONES USED BY COUNCIL STAFF

Please find attached details of a decision taken by Mr Brinley Hill, Head of Transformation, to approve a project to replace some mobile phones used by Council staff.

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.

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 - (DD44 22) REPLACEMENT OF MOBILE PHONES USED BY COUNCIL STAFF** (Pages 2-5)

Decision Notice

Delegated Decision

Decision No:	DD44
Subject:	REPLACEMENT OF MOBILE PHONES USED BY COUNCIL STAFF
Notification Date:	3 April 2023
Implementation Date:	28 March 2023
Decision taken by:	Brinley Hill, Head of Transformation
Decision Type:	Executive Non-Key
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.'
Call-In to Apply?	No (<i>call-in does not apply to non-Key Officer Decisions</i>)
Classification:	Unrestricted
Reason for the Decision:	Replacing mobile phones used by Council staff which are no longer supported.
Decision:	To approve a new project to replace end-of-support mobile phone models used by Council staff.

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.

Subject: REPLACEMENT OF MOBILE PHONES USED BY COUNCIL STAFF

Date: 28 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

Call-in to be Suspended: No (*Call-in does not apply to non-Key Officer Decisions*)

Classification: Unrestricted

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.'

Purpose of the report: Replacing DDC mobile phones which are no longer supported.

Recommendation: To approve a new project to replace end-of-support mobile phone models used by Council staff.

1. Summary

1.1 To replace the remaining iPhone SE (1st generation) Moto G6 and Samsung S10 mobile phones.

2. Introduction and Background

2.1 There are several different mobile phone models in use by staff in DDC. The iPhone SE (1st generation) and Moto G6 are no longer able to run supported versions of iOS/Android operating systems.

2.2 This creates a security risk as new updates or security patches will not be released for these models.

2.3 A primary function used on the phones is e-mail (Outlook) and Microsoft Teams. A consequence of these phones being out of support is that new versions of Microsoft 365 apps will not be available.

2.4 The Samsung S10 phones are used by parking enforcement officers to give Penalty Charge Notices (PCNs) and communicate with the office. These phones are currently able to run supported versions of Android; but are now 4 years old and running slowly on the new version of Android. Battery degradation from heavy use means they only last 2-3 hours during shifts by the parking enforcement officers thereby limiting the number of PCNs being generated.

3. Identification of Options

- 3.1 Option1 – Do not replace.
- 3.2 Option 2 – Replace with new mobile phones.

4. Evaluation of Options

- 4.1 The option to not replace the mobile phones has been considered, but this would create a security risk due to the iPhone SE (1st generation) and Moto G6 no longer being supported, therefore not receiving security updates.
- 4.2 Samsung S10 phones used by parking enforcement officers are causing a barrier for work due to the older phones being slow running on the new version of Android and having degraded batteries from heavy use over 4 years.
- 4.3 The recommended option is to replace the mobile phone models.
- 4.4 The table below shows the costs of replacing the mobile phones with new models. Moto G6 models will be replaced with Samsung Galaxy A53, iPhone SE (1st generation) will be replaced with iPhone SE (3rd generation) and Samsung S10 will be replaced with the Samsung XCover6 Pro model.

Model	Cost each	Quantity	Total
iPhone SE (3 rd generation)	£373	70	£26,110
Samsung Galaxy A53	£309	6	£1,854
Samsung XCover6 Pro	£469	12	£5,628
			£33,592

- 4.5 The Samsung XCover6 Pro model was selected for the parking enforcement officers because it is designed for all weather use and has a removeable battery. This allows spare batteries to be kept in the DDC office if needed day to day and easy replacement if they degrade over time.

5. Resource Implications

- 5.1 There is budget allocated in the ICT reserve for this project.
- 5.2 Total cost for the project is £33,592 for the mobile phone replacements.
- 5.3 The phones automatically setup themselves up when started from new. This minimises resource requirements from the Technology Support Analysts.

6. Climate Change and Environmental Implications

- 6.1 Mobile phones that are replaced will be disposed of with a company that will securely destroy the data (providing required certification) and recycle the phone hardware.

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 about DDC mobile phone replacement does not specifically highlight any equality implications however in discharging their duties officers are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <https://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