

Mobile Phone Contracts – Service Delivery Department

Information:

The Service Delivery Department are provided mobile telephones due to the nature of their work. Included in the Town Council contract is the provision for broadband via the means of a dongle situated at the Pontoon Cabin. Information included below.

Due to some of the contracts nearing the end of their contractual term of 24 Months the Town Council are required to review the provisions to ensure best value for money.

The Town Council are required to use a third-party provider. This is due to third party providers offering unbeatable business licenses with mobile telecommunication providers.

Current Provisions and Contract End Dates:

Key:

Red = Action Required | **Orange = To consider** | **Green: No Action Required**

Number	User	Current Line Rental	Data Allowance	Contract End Date
*****532	Cleaner / Caretaker	£30.83	6gb	20/11/22
*****510	ASDM	£30.83	6gb	20/11/22
*****506	UNASSIGNED (Screen requiring repair)	£30.83	6gb	20/11/22
*****922	SDGA 1	£30.83	6gb	20/11/22
*****898	SDM	£30.83	6gb	20/11/22
*****802	UNASSIGNED	£30.83	6gb	20/11/22
*****801	UNASSIGNED	£30.83	6gb	20/11/22
*****831	SDGA 2	£30.83	6gb	16/03/23
*****830	SDGA 3	£30.83	6gb	16/03/23
*****773	UNASSIGNED	£30.83	6gb	16/03/24
*****642	SDGA 4	£30.83	6gb	16/03/24
*****698	STC DUTY WARDEN	£1.09 3p per min & text	0	13/08/20
*****668	BROADBAND	£25.13	Unlimited	09/08/23
<p>TOTAL COST PER MONTH: £365.35</p> <p>TOTAL COST PER YEAR: £4,384.20 (per annum)</p>				

Further Information on Contracts Held:

Advice from our third-party consultant

6gb of data is the best value for money. Mobile Providers offer less gigabytes, such as 2gb and 4gb per month, but the cost saved is in the pence region. Therefore, it is most appropriate to provide the team with more than enough data to undertake their work.

The SD Team use Town Council phones to remain in contact with the main office (Longstone) throughout their working day, access their emails and send picture messages of work completed for the Town Council's social media and website.

A picture message uses on average 3.5mb of data to send. Therefore, 6gb of data is equivalent to sending over 1000 pictures per month.

Advice Received from Service Delivery Manager:

The SDM has confirmed that nine mobiles are foreseen to be required at this time for the SD Department. This includes the Duty Warden mobile.

Red: Action Required

Action is required as the contracts are due for renewal. Sim only contracts are available at a cost of £6.40 per user for 6gb of data and unlimited calls and texts for a 24 month contractual period.

Orange: To consider

Consideration is required as two of these contracts are due to expire in March 2023 and would be eligible for a reduced SIM Only package.

*****773 is currently unassigned. This will be required to be issued to an existing SDGA until the end of the contract in 2024.

Green: No Action Required

The Duty Warden phone is on an historic tariff contract, this deal is no longer available. Our Third-Party Provider has advised to leave this contract as it is. There are no current deals as good as what the Town Council already has in place.

The Duty Warden phone is required by the SD Department as the number is publicly advertised for use of the Pontoon Security Gate and out of office hours for Health and Safety matters.

The Broadband is still in contract until August 2023. A review of this offer will be required in June 2023 prior to a new contract being offered and agreed.

The Broadband is required for the SD Department at the Pontoon Cabin to take payments in relation to daily moorings and the trusted boater scheme. (Sage pay – virtual terminal)

Proposal:

- Cancel three contracts requiring action / renewal.
The iPhone XR's will be the property of the Town Council and can be set up with a sim only contract if required;
- Request 4 Sim Only contracts to the phones currently requiring action / renewal.
- Request Sim Only contracts for two contracts due for renewal in March 2023
- Approve a replacement screen be procured at a cost of £95.00+vat.

Budget Code: Service Delivery Staffing Costs

Budget Availability: £236,700.00

Number	User	Proposed Line Rental	Data Allowance	Proposal
*****532	Cleaner / Caretaker	£6.40	6gb	Sim Only
*****510	ASDM	N/A	6gb	Sim Only
*****506	UNASSIGNED	N/A	6gb	Cancel
*****922	SDGA 1	£6.40	6gb	Sim Only
*****898	SDM	£6.40	6gb	Sim Only
*****802	UNASSIGNED	N/A	6gb	Cancel
*****801	UNASSIGNED	N/A	6gb	Cancel
*****831	SDGA 2	£30.83	6gb	Request Sim Only 15/2/23
*****830	SDGA 3	£30.83	6gb	Request Sim Only 15/2/23
*****773	UNASSIGNED	£30.83	6gb	Assign to SDGA 5 upon appointment and request Sim Only 15/02/24
*****642	SDGA 4	£30.83	6gb	Request Sim Only 15/02/24
*****698	STC DUTY WARDEN	£1.09 3p per min & text	0	No action required
*****668	BROADBAND	£25.13	Unlimited	Review 01/06/23
<p>TOTAL COST PER MONTH (January 2023 - March 2023): £168.74</p> <p>TOTAL COST PER MONTH (April 2023 to December 2023): £119.88</p> <p>TOTAL COST PER YEAR: £1,078.92 (per annum 2023) (This cost has been calculated based on reductions in costs for two contracts due for renewal in March 2023)</p>				

This provides a cost saving to the Town Council of £3,305.28 for the year 2023 for the provision of nine Mobile Phone Contracts for the Service Delivery Department.

End of Report
Administration Officer