

Delegated Decision Notice D55613 20/9/22

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	The Director of Resources		
Contact person:	Andrew Byrom	Telephone number: 0113 3784339	
Subject²:	New 3 year Server Cloud Enrolment agreement with Microsoft		
Decision details³:	What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.) The Director of Resources and The Chief Digital Information Officer approved the request to renew our Microsoft server licensing for another 3 years by taking out a new 3 year Enterprise Agreement		
	A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate) The agreement is required to renew these licenses which cover our server infrastructure including Windows Server, SQI Server and Sharepoint. The agreement will also include overage incurred by the Council's use of Azure Cloud services. The licenses will be a mix of perpetual with software assurance and subscription, selected to best meet our predicted on premise and cloud requirements over the period 01/10/2022 – 30/09/2025		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	Decision was made after consulting with software licensing specialists at Bytes. The decisions was taken not to renew completely 'as is' because this entails a 3 year commitment on licenses in the agreement. Instead we are converting some licenses to subscription only so that if required those licenses can be 'cancelled' after 1 year and make substantial savings to the council
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member Cllr Coupar 14/9/22 Cllr Scopes 5/9/22.
	Ward Councillors
	Chief Digital and Information Officer ⁵ May 2022
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation Andrew Byrom, Head of Cloud and Platforms
List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision This decision is being made under General Exception provisions due to the time sensitive nature of the decision. The Chief Digital and Information Officer had agreed that this decision could be added to the listed of forthcoming Key Decisions in May however due to an administrative error it was not added. If the decision were to be made in accordance with standard Key Decision rules, this could mean that the licences will expire and key council systems will stop working.
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of	If not published for 5 clear working days prior to decision being taken the reason why not possible:

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

report⁸	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>In accordance with section 5.1.3 of the Executive and Decision-Making Procedure Rules it is recommended that the decision maker declares that this decision as being exempt from Call In, as if the decision was delayed by this process this could mean that licences expire and key council systems will stop working.</p>	
Approval of Decision	Authorised decision maker ¹⁰	
	The Director Of Resources – Neil Evans	
	Signature	Date 02/09/22
	<i>R.N. Evans</i>	

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.