

Delegated Decision Notice

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" 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 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 checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Mariana Pexton, Director Strategy and Resources		
Contact person:	Andrew Byrom, Chief Digital & Information Officer.		Telephone number: 01133784339
Subject²:	Renewal of Microsoft Unified Support Agreement.		
Decision details³:	<p>What decision has been taken?</p> <p>The Chief Digital Information Officer gave approval to award a new contract under Regulation 32(2)(b)(ii) of the Public Contracts Regulations 2015 - Use of the negotiated procedure without prior publication to renew the Microsoft Unified Support Agreement to ensure robust access to specialist support is in place across the LCC Microsoft product set.</p> <p>This decision is a direct consequence of the key decision taken in 2023-24 covering the IDS Digital Scheme 2023-24 (ESP Programme) where the option to renew Microsoft Unified Support Agreement was to be considered.</p> <p>The decision has now been made to activate this renewal for a period of 3 years at a total cost of £702,594 – profiled as follows:</p> <ul style="list-style-type: none"> • 26/02/2024 – 25/02/2025 - £195,162 • 26/02/2025 – 25/02/2026 - £234,185 • 26/02/2027 – 25/02/2026 - £273,246 <p>A brief statement of the reasons for the decision</p> <p>IDS has invested heavily in the Microsoft product suite which supports on premise and Cloud based software components which are critical to the provision of services to LCC and its partners.</p> <p>We now need to ensure that this is fully supported via Microsoft via their recommended Microsoft Unified Support Agreement.</p>		

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.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>There are no other options to providing this level of support other than directly engaging with Microsoft.</p>
Affected wards:	
Details of consultation undertaken⁴:	Executive Member Councillor Coupar 15 February 2024
	Ward Councillors N/A
	Others N/A
Implementation	Officer accountable, and proposed timescales for implementation Andrew Byrom, Chief Digital & Information Officer – From April 2024
List of Forthcoming Key Decisions⁵	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval Signature _____ Date _____

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ⁸ Chief Digital Information Officer- Andrew Byrom		
	Signature	Date 21/2/24	
			

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.