

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 checked="" 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	Director of Strategy and Resources		
Contact person:	Bob Walker	Telephone number: 07891 277188	
Subject²:	Renewal of Microsoft Academic subscription licenses by way of a call-off under the Crown Commercial Services (CCS) framework on the Technology Products & Associated Services 2 (RM6098) for the purchase of 1 year of Microsoft Academic Licensing		
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.) a) The Chief Digital & Information Officer approved the request for renewal of our Microsoft M365 Academic licenses at a cost of £325,798.79		
	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) This is the annual renewal of the Microsoft licenses needed to cover our 3000+ users who qualify for cheaper academic licenses. These are roles working with children.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Lower tier licenses (e.g. A1, A3) do not cover the requirements.		

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.

Affected wards:	N/A		
Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Chief Digital and Information Officer Andrew Byrom		
	Chief Asset Management and Regeneration Officer ⁵ N/A		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation Chief Digital and Information Officer (interim), Andrew Byrom		
List of Forthcoming Key Decisions⁶	Date Added to List:-		
	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 report⁷	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 _____		
Call In	Is the decision available ⁸ 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 ⁹ Chief Digital and Information Officer (interim), Andrew Byrom		

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) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁶ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁸ 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.

⁹ Give the post title and name of the officer with appropriate delegated authority to take the decision.

	Signature	Date
		