


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Procurement of Microsoft Licence agreement	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/138/2024 (JL)	Part 3D paragraphs 3D.2 a) and b) of the Council's Constitution
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
24 April 2024	 Jamie Lees – Assistant Director for Central Operations
<u>RECORD OF THE DECISION</u>	
<p>a) The issue NBBC has used Microsoft products as part of our core infrastructure and security, and to provide office and telephony functionality for the business for a number of years. The current licensing agreement is due to expire at the end of June 2024 and a new licence agreement needs to be entered into and a contract awarded.</p> <p>b) The Decision In order to continue the use of the Microsoft suite of products, a decision has been taken to procure the required licences and enter into a further three-year agreement via a Crown Commercial Service (CCS) Aggregation exercise.</p>	
<u>REASON FOR THE DECISION</u>	
Microsoft licences are required in order to provide support and maintenance of our infrastructure and to provide access to essential operational functionality.	

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

We could choose to award the contract via an alternative procurement route. Utilising the CCS Aggregation opportunity provides access to additional potential discounted pricing.

We could choose to move away from Microsoft as our core platform. This would be a huge undertaking, as our core infrastructure and the majority of tools across our environment are Microsoft products.

WARD RELEVANCE

None

FINANCIAL AND BUDGET IMPLICATIONS

Met within existing revenue budget (2024/2025)

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Finance & Corporate Portfolio Holder
Assistant Director - Democracy & Governance
Assistant Director – Finance
ICT Client Manager

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

N/A

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

N/A

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

N/A

HUMAN RESOURCES IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

HEALTH EQUALITIES IMPLICATIONS

None

SECTION 17 CRIME & DISORDER IMPLICATIONS

None

RISK MANAGEMENT IMPLICATIONS

None

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None

ENVIRONMENTAL IMPLICATIONS

None

LEGAL IMPLICATIONS

None

ANY OTHER COMMENTS

N/A

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER