


ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

DATE DECISION TAKEN	1 June 2021
SUBJECT	Renewal of a Three-Year Microsoft Licence Subscription using the Kent Commercial Services Framework
DECISION TAKEN	In consultation with the five Political Group Leaders, I have exercised my delegated authority to approve the renewal of a three-year Microsoft Licence Agreement with Trustmarque through the Kent Commercial Services Framework and give delegated authority to the Section 151 Officer to execute the Contract under hand.
REASON FOR THE DECISION	<p>To allow the renewal of a three-year Microsoft Licencing Agreement from Trustmarque via the Kent Commercial Services Framework and provide continuity of service.</p> <p>A report was due to be submitted to Cabinet on 17 May 2021, but this meeting was cancelled following the results of the two District By-Elections held on 6 May 2021 resulting in a changed administration. There is now a need for a decision on the renewal of the Microsoft Licence. The Chief Executive has consulted with Group Leaders and this was done via email on 27 May 2021 and verbally in a meeting between the five political Group Leaders and Chief Executive later on that day [27 May 2021]. The Group Leaders have confirmed that they are happy with this and give their support.</p> <p>The reasons for this decision are:</p> <ul style="list-style-type: none"> • The Council purchases its Microsoft licences on a subscription model, and this was due to be renewed at the end of June as discussed with the Arun Improvement Programme Board (AIP), the cost is approximately £157,000 per year [£471,000 over three years] and is built into the budget. The licence period is for a three-year term and attracts a large Government discount of between 40-60% depending on the particular licence. • A report was due to go to Cabinet on the 17 May 2021 for approval at pre-contract stage with agreement for the S151 Officer to sign electronically, this meeting was cancelled.

This record to be maintained for six years or such period as statute requires with the relevant subject file

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	<ul style="list-style-type: none"> • To be confident the licences will be renewed in time, it has been necessary for the Chief Executive to make this Officer decision which he has done so in consultation with the Group Leaders and the Chair and Vice-Chair of this Committee. This is so that the Council can place the order within the first few days of June 2021. • Due to the impact of the pandemic on Microsoft resources they are no longer committing to service levels for licence renewals, also June is a busy period for license renewals nationally. If we do not have licences, then effectively we would have to turn off all of our computers. • These licences are integral to the operation of the Council's IT systems including desktops, servers, databases and security, they are used in many of our departmental systems for automation and to maximise staff efficiency. • Consideration was given to using alternative products however this would be expensive, disruptive to services and risky; a business case cannot be made for it. • Renewing the licences will continue to support the Council progressing its adopted ICT Strategy and cloud first approach, we will still continue to use open source development and operate a mixed software environment.
<p>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</p>	<p>To consider this report at the Corporate Support Committee on 10 June 2021, however this would result in a delay, which would mean that the above listed reasons for expediting this decision would not be overcome.</p>
<p>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL <i>Only needed if the decision is under an express authorisation</i></p>	<p>None</p>
<p>NAME OF THE DECISION TAKER</p>	<p>Nigel Lynn</p>
<p>SIGNATURE</p>	

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