

## Minutes of Emergency Committee

Meeting Date: Friday, 5 June 2020 starting at 9am  
Present: Councillor S Atkinson (Chairman)

Councillors:  
A Brown  
S Hore  
A Knox

In attendance: Chief Executive, Director of Resources, Director of Community Services, Director of Economic Development and Planning, Solicitor, Head of Financial Services, ICT Manager.

Also in attendance: Councillors T Austin, D Berryman, R Bennett, J Clark, S O'Rourke, J Schuman and R Thompson.

### 651 APOLOGIES

There were no apologies for absence from the meeting.

### 652 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the following item of business being exempt information under Part 1, Category 3 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

### 653 LICENSING ARRANGEMENTS FOR MICROSOFT PRODUCTS

The Director of Resources submitted a report informing Committee that the present licensing arrangement for Microsoft products had come to an end and needed renewing. There was an option at this point to make a move over to Office 365 which was the product of choice under the Government Framework Agreement, which was being separately promoted by Microsoft due to added functionality.

Office 365 also had added benefits giving access to a number of additional Microsoft products and also allowing some element of increased business continuity as far as Microsoft products were concerned being able to access files from any PC.

The report provided details around a number of licensing options with one particular option being seen as the most advantageous for the Council.

The report outlined the background to the Microsoft Enterprise Agreement, which was a volume licensing package offered by Microsoft, where the price was tiered to the number of computers being licensed and was a three-year contract that gave the Council the option to licence almost every Microsoft product that might be needed. It was also on a subscription basis.

The report went on to outline how the Microsoft Enterprise Agreements had worked at Ribble Valley for the two previous three-year contracts from 2014 and 2017.

The framework agreements and increased costs for a Microsoft Enterprise Agreement renewal from 2020 were outlined with the various options available.

It was highlighted that in the current changing working environments, that had to some extent been thrust upon us of late due to Covid19, it was recognised that Office 365 offered the most flexible method of working.

A tendering exercise had taken place resulting in four final options being put out to tender:

- Option 1 – Like for like (Office 2019 and other licenses)
- Option 2 – Office 365 (and other licenses)
- Option 3 – M365 E3 (and other licences as previously)
- Option 4 – M365 E5 (and other licences)

Of these options, Option 3 was the preferred option providing the various licenses needed but replacing Office 2019 with Office 365 giving the resulting additional functionality and flexibilities.

The costs had increased substantially and the report sought Member approval for an increase to the Council's budget for these licenses. For the first year of the new three-year agreement the annual cost would be £47,880 being an increase of £21,390 after allowing for savings from the Blackberry Enterprise licence. It was suggested that the additional budget be funded from the Business Rates Growth Earmarked Reserve for 2020/21 and then brought into the base budget for future years.

Members asked questions regarding the security of Microsoft and the need for ongoing staff training.

**RESOLVED:** That Committee approve the additional budget of £21,390 required to enable the purchase of the Microsoft licenses for 2020/21 under Option 3 (M365 E3 and other licenses) and that it be funded from the Business Rates Earmarked Reserve for 2020/21 and then brought into the base budget for future years.

The meeting closed at 9.14am.

If you have any queries on these minutes please contact Marshal Scott (414400).