

Date: 25 February 2020

Microsoft Office 365 License Renewal

Executive Summary

To consider the renewal of 8 x Microsoft Office 365 Licenses and future annual purchases.

Recommendation

That Members agree to the renewal of 8 Microsoft Office 365 Licenses and agree the delegation of future purchases as required.

1. Purpose of Report

1.1 Members are asked to consider;

- i) the renewal of 8 Microsoft Office 365 Licenses &
- ii) the delegation of future purchase of Microsoft Office 365 Licenses as required.

2. Background

2.1 The Council Office currently uses Microsoft Office 365, (this allows the use of Microsoft Outlook, Word, Excel, Power Point and Access) on an annual subscription basis. The annual subscription meaning that all of the individual applications are updated with any new updates as and when released by Microsoft.

2.2 8 Licenses are currently required for the following users;

Graham Bidwell;

Dennis Wheeler;

Lesley Wathan;

Cath Kirk;

Kevin Graham-Wilson;

New Clerk – currently in the name of Sarah Groom to be reassigned when new clerk appointed;

General Manager – required for admin purposes;

Carole Olive – required for temporary cover, this license will once the temporary cover has finished will be utilised as a spare license.

2.3 The subscription for these licenses is on an annual basis with renewal being due every March.

2.4 If these Licenses are not renewed the council will not be able to operate.

4. Options

4.1 Members may decide to:

- a) Agree with the renewal of the 8 licenses; or
- b) Agree to not renew the licenses and suggest an alternative method of operation.

- c) Agree that in future years that the renewal of these licenses can be delegated to The Clerk to the Council in consultation with the Chairman of the Council. This consultation to also decide on the actual number of Licenses required.

5. Financial Implications

- 5.1 The financial implications of this purchase would be to renew the current licenses at a cost of £2,553.60 for a period of 1 year, with a similar amount in each subsequent year

6. Implications on Crime and Disorder

- 6.1 The Crime and Disorder Act 1998 (Section 17) requires a parish council to consider the crime and disorder implications of any decision. There are NO direct implications to the report.

7. Implications on Biodiversity

- 7.1 The Natural Environment and Communications Act 2006 (Section 40) requires Parish Councils to consider the impact any decisions will have on Biodiversity. There are no direct Biodiversity implications to the report. There are no significant implications arising from this purchase.

8. Background Papers

- 8.1 None.

9. Appendices

- None.