

Date: 04 April 2020

Microsoft Office 365 Licenses - Updated Report

Executive Summary

To consider and 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 to the addition of future purchases onto the annual payments list.

1. Purpose of Report

1.1 Members are asked to consider;

- i) the renewal of 8 Microsoft Office 365 Licenses &
- ii) the addition of future purchases to be added to the annual payments list.

2. Background

2.1 The Council Office currently uses Microsoft Office 365 on an annual subscription basis. The annual subscription means that all of the individual applications within 365 are updated with any new updates as and when they are released.

2.2 The AF,& A committee agreed in principle by Minute no 106. (*agenda item 16*) on the 27 November 2017, that the software and Server upgrade should proceed in principle and that the Chairman and Vice Chairman of the Amenities, Finance and Administration Committee be given delegated authority to agree the most suitable package. The packages selected was Microsoft 365, Enterprise Mobility + Security E3, Windows 10 Enterprise.

2.3 In light of this decision made on the 27 November 2017, 8 Microsoft Office 365 Licenses are currently required for the following users;

Graham Bidwell;
Dennis Wheeler;
Lesley Wathan;
New Clerk – when appointed;
Kevin Graham-Willson;
General Manager – required for administration purposes;
Cath Kirk – temporary at present, will be required for new receptionist in due course
Carole Olive – Required for temporary cover, this license will be following temporary use will be utilised as a spare license for use as and when required.

2.4 The current licenses are NOT the basic licenses that are obtained through an internet purchase. The licenses are specific business licenses that provide a lot more than the basic personal licenses purchased through the Microsoft Web site.

- 2.5 The current licenses used by the Council Office comprise of three separate elements;

Office 365 E3 - this provides us with the Microsoft Office (Word, Excel, PowerPoint, Outlook software for all users, file security using Windows Information Protection, Microsoft Teams (which is what we'll be using for the working groups), **unlimited** Microsoft OneDrive storage, 100GB mailboxes. This is being used with a view to eventually replace the server at the next Server upgrade/renewal.

Enterprise Mobility + Security E3 – This provides the security for ALL of our 365 services, including mobile device management (remote wipe, security enforcement, audit logs etc), 2 factor authentication management using conditional access. We can configure all the PCs application and security settings.

This will be used to manage the Councillor's devices when the new ashpcsurrey.gov.uk e-mails addresses are set up and also when the various working groups groupings using Microsoft Teams are created.

Windows 10 Enterprise – This enables the Council to disable all the consumer & advertising features/settings in Windows 10. It also provides the Council with user licenses for the server, without which the office would not be able to function.

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

3. Options

- 3.1 Members may decide to
- a) Agree with the renewal of the 8 licenses and for future purchases to be added onto the Annual payments list.; or
 - b) Agree not to renew the licenses and suggest an alternative method of operation.

4. Financial Implications

- 4.1 The financial implications of this purchase would be to renew the 8 licenses at a cost of £2,553.60 for a period of 1 year.
- 4.2 With any future purchases being agreed by the Annual Payments list.
- 4.3 All installation and ongoing maintenance of these licenses would be covered under the terms of the current agreement with JB Computers.

5 Implications on Crime and Disorder

- 5.1 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.

6 Implications on Biodiversity

- 6.1 The Natural Environment and Communications Act 2008 (Section 40) requires Parish councils to consider the impact any decisions will have on Biodiversity. There are no direct Biodiversity implications to report.

7 Background Papers

7.1 None

8 Appendices

8.1 None