

Delegated Decisions by Cabinet Member for Community & Corporate Services

***Tuesday, 21 January 2025 at 3.00 pm
Room 1 - County Hall, New Road, Oxford OX1 1ND***

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on 29 January 2025 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public



Martin Reeves
Chief Executive

January 2025

Committee Officer: ***committeesdemocraticservices@oxfordshire.gov.uk***

Note: *Date of next meeting: 25 February 2025*

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

See guidance below.

2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

Requests to speak must be submitted by no later than 9am four working days before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

4. Minutes of the Previous Meeting (Pages 1 - 2)

To approve the minutes of the meeting held on 17 December 2024 as a correct record.

5. Approval to Begin Re-Procurement for our Microsoft Enterprise Agreement (MEA) (Pages 3 - 6)

*Cabinet Member: Community and Corporate Services
Forward Plan Ref: 2024/332*

Contact: Alastair Read, Head of IT (Alastair.Read@oxfordshire.gov.uk), Tracy Horwood-Jones, Governance and Business Continuity Manager (Tracy.Horwood-Jones@oxfordshire.gov.uk)

Report by Executive Director of Resources and Section 151 Officer (**CMDCCS5**).

The Cabinet Member is RECOMMENDED to:

- (a) To authorise the Head of IT to re-procure the Microsoft Enterprise Agreement (MEA) for a 3-year period; and**
- (b) To delegate authority to the Head of IT to award the contract following the procurement exercise and finalise the contractual documentation, in consultation with the Head of Legal and Deputy Monitoring Officer.**

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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Agenda Item 4

DELEGATED DECISIONS BY CABINET MEMBER FOR COMMUNITY & CORPORATE SERVICES

MINUTES of the meeting held on Tuesday, 17 December 2024 commencing at 3.30 pm and finishing at

Present:

Voting Members: Councillor Neil Fawcett – in the Chair

Officers: Jack Ahier (Democratic Services Officer), Colm Ó Caomhánaigh (Democratic Services Manager)

The Cabinet Member considered the matters, reports and recommendations contained or referred to in the agenda for the meeting [, together with a schedule of addenda tabled at the meeting/the following additional documents:] and agreed as set out below. Copies of the agenda and reports [agenda, reports and schedule/additional documents] are attached to the signed Minutes.

17 **DECLARATIONS OF INTEREST**

(Agenda No. 1)

There were none.

18 **QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda No. 2)

There were none.

19 **PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 3)

There were none.

20 **MINUTES OF THE PREVIOUS MEETING**

(Agenda No. 4)

The minutes of the meeting held on 16 July 2024 were approved and signed by the Chair as a correct record.

21 **APPROVAL TO BEGIN RE-PROCUREMENT FOR OUR MICROSOFT ENTERPRISE AGREEMENT (MEA)**

(Agenda No. 5)

The Chair confirmed that this item would be deferred to a later date as the report was not completed in time.

RESOLVED to:

Defer the report.

..... in the Chair

Date of signing

DELEGATED DECISIONS BY CABINET MEMBER FOR COMMUNITY AND CORPORATE SERVICES

21 January 2025

Re-Procurement of Microsoft Enterprise Agreement

Report by Executive Director of Resources and Section 151 Officer

RECOMMENDATION

The Cabinet Member is RECOMMENDED to:

- (a) To authorise the Head of IT to re-procure the Microsoft Enterprise Agreement (MEA) for a 3 year period; and
- (b) To delegate authority to the Head of IT to award the contract following the procurement exercise and finalise the contractual documentation, in consultation with the Head of Legal and Deputy Monitoring Officer.

Executive Summary

1. The Council need to re-procure our MEA with a recognised Microsoft Gold Partner
2. Due to the value of the contract, a key decision is required
3. The Council will consider the additional social value and other value-added benefits that resellers are able to provide
4. Our current MEA expires on 28 February 2025.
5. The cost of the renewal is estimated at £1.6m per year.
6. The contract will be for 3 years
7. The retail cost for Microsoft licenses is centrally negotiated for Local Government
8. The Council will be purchasing using a procurement process compliant with Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

Project Context - Background

9. The Council uses Microsoft products to enable their IT infrastructure, this includes but is not limited to computer operating systems, productivity tools, server technology and cyber defence.
10. The Council chooses to buy these services through a Microsoft Enterprise Agreement for the following reasons:
11. Cost Savings: Significant discounts compared to standard licensing costs, making it a cost-effective option for large organisations.
12. Flexible Payment Options: Allows for the spread of payments over a three-year period, helping with budget management.
13. Comprehensive Software Assurance: Includes benefits like upgrades, support, and access to the latest software and technologies.
14. Simplified License Management: Streamlines license management with a single organisation-wide agreement, reducing administrative overhead.
15. Access to a Wide Range of Products: Provides access to a broad array of Microsoft products and services, including cloud services like Azure and Office 365.
16. Price Protection: Locks in pricing for the duration of the agreement, protecting against price increases.
17. Standardisation: Helps standardise IT across the organisation, which can improve efficiency and reduce complexity.

Corporate Policies and Priorities

18. The continuation of Microsoft as our preferred Cloud First Provider is enabling a programme of works that sets out the Council's strategy for Customer Experience. This over-arching Customer Experience Strategy is centered on a principle of providing our customers with an excellent experience throughout their interactions with us and to feel valued and heard. *"We want to make sure that however and wherever they are interacting with us they have the same positive experience and feel genuinely supported and listened to"*.
19. Microsoft software is a familiar tool for citizens making it simple to use.
20. The procurement of an MEA ensures that we can purchase these software licenses at best value with prices held over an agreed period.
21. Software is provided under the agreement following an 'evergreen' model. This means that all our software is kept up to date with latest changes, bug fixes and security vulnerabilities.

22. The MEA is aligned with the ITID strategy principles for providing services:

- Provide value for money.
- Provide simplicity.
- Meet the needs of the business and service areas.
- Align and support digital services (Web / Customer Relationship Management (CRM)).
- Put residents / citizens first.
- Provide internal sustainability.
- Be considered best practise.
- Enable scalability.
- Consider cloud-first where appropriate.
- Be modern and up to date.
- Provide flexibility.
- Be safe and secure.

23. While the licensing is checked annually at the true up, the price for each line item is set at the start of the agreement for the length of the contract held. This is particularly beneficial during this time of frequent currency fluctuations which impact monthly on the prices set for software licenses.

Future Requirements

24. The MEA can also be used to purchase an increased number of licenses as needed, such as CoPilot AI and E5 security. If the suggestion is to move the whole organisation to CoPilot and E5 an additional Key Decision will be sought.

Financial Implications

Affordability

25. The terms of payment for the MEA will be 12 months in advance for each year.

26. The annual cost will be in the region of £1.6m in line with existing budget.

27. The Head of Service has confirmed that the revenue budget has been allocated in full to cover the costs of a Microsoft Enterprise Agreement.

Budget - Whole Life Costs

28. A revenue budget of £5.5 million is available over 3 years to cover the annual costs of a Microsoft Enterprise Agreement. This is in line with current and historical costs for this service. An annual true-up of licence numbers required takes place in February each year to ensure that only licenses being used are paid for.

Cost Benefit Analysis

29. For each license type included from the start of the MEA the price for additional licenses of the same type will be fixed for the 3 years. In the previous 3 years, since the purchase of the current MEA this has been a saving of 9% on each licence. Over the last three years that has seen the council avoid £133k of price increases.

Comments checked by:

Drew Hodgson, Strategic Finance Business Partner
Drew.Hodgson@oxfordshire.gov.uk

Legal Implications

30. The procurement will be undertaken in accordance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015.

31. It is intended that, to comply with the Public Contracts Regulations 2015, the procurement will be undertaken by way of a mini competition under a framework agreement.

32. Legal Services will prepare the necessary contract documentation.

Comments checked by: Jayne Pringle, Head of Law & LBP (Contracts & Conveyancing) Jayne.Pringle@oxfordshire.gov.uk

Lorna Baxter
Executive Director of Resources and Section 151 Officer

Contact Officer: Tracy Jones, IT Governance and Business Continuity Manager, Tracy.Horwood-Jones@oxfordshire.gov.uk

January 2025.