



INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS

MONDAY, 7 MARCH 2022

Please find enclosed Decision Notices in connection with the following:

ICMD17 Expression of Interest: Great British Railways Headquarter (Pages 2 - 6)

ICMD18 Microsoft Enterprise Agreement (Pages 7 - 9)

Please note that call-in has been waived with regard to ICMD17.
ICMD18 is subject to call-in.

Queries regarding these documents

Please contact Liz Bateson, Democratic Services - email ebateson@lancaster.gov.uk.

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Town Hall,
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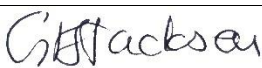
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Promoting City, Coast & Countryside

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER
NOTICE OF DECISION**

THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER

TITLE OF DECISION: Expression of Interest: Great British Railways	
NAME OF DECISION TAKER:	COUNCILLOR CAROLINE JACKSON
POSITION AND RESPONSIBILITY HELD:	LEADER
CONTACT OFFICER:	KIERAN KEANE, CHIEF EXECUTIVE
TELEPHONE:	01524 582501
E-MAIL:	chiefexecutive@lancaster.gov.uk
Details of Decision:	
To delegate the development and submission of an Expression of Interest for the Great British Railways headquarters to the Chief Executive.	
Reasons for the decision:	
<p>The government has initiated a competitive process to establish the location of the headquarters of Great British Railways. It is considered that Carnforth would provide an outstanding location for the headquarters, due to its rail heritage, connectivity and opportunities for levelling up.</p> <p>Developing the Expression of Interest will require input from a range of professional disciplines as well as local partners such as Lancashire County Council. As such, it is recommended that the Chief Executive be delegated to arrange the development and submission of relevant documentation, with comment from the Leader prior to finalising.</p>	
IS THE DECISION URGENT	
YES	
PLEASE DELETE AS APPROPRIATE AND GIVE REASONS FOR URGENCY BELOW:	
The deadline for submitting an Expression of Interest is Wednesday 16 March. A delay in implementing this decision could result in the council being unable to develop and submit a comprehensive Expression of Interest	
<p>I can confirm that this decision is urgent as any delay likely to be caused by the Call-in process would seriously prejudice the Council's or the public's interests and therefore is not subject to Call-in. The Chair of the Overview and Scrutiny Committee has been consulted. I hereby agree both that the decision proposed is reasonable, in all the circumstances, and to it being treated as a matter of urgency.</p>	
<p>Signed: </p> <p>Kieran Keane Chief Executive</p>	
<p>I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.</p>	
SIGNATURE OF DECISION TAKER:	
DATE:	

**LANCASTER
CITY COUNCIL**

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<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			REF NO.	ICMD17
DATE DECISION TAKEN:	7.3.22	DATE RECEIVED BY DEMOCRATIC SERVICES:	7.3.22	
DATE DECISION PUBLISHED:	7.3.22	IMPLEMENTATION DATE (publication day + 5 working days):	IMMEDIATE – CALL-IN WAIVED	

Lancaster City Council | Report Cover Sheet

Meeting	Individual Cabinet Member Decision	Date	4 March 2022
Title	Expression of Interest: Great British Railways HQ		
Report of	Chief Executive		
Purpose of Report:			
To delegate the development and submission of an Expression of Interest for the Great British Railways headquarters to the Chief Executive.			
Key Decision (Y/N)	N	Date of Notice	N/A
Exempt (Y/N)	N		

Report Summary

The government has initiated a competitive process to establish the location of the headquarters of Great British Railways. It is considered that Carnforth would provide an outstanding location for the headquarters, due to its rail heritage, connectivity and opportunities for levelling up.

Developing an Expression of Interest will require input from a range of professional disciplines as well as local partners such as Lancashire County Council. As such, it is recommended that the Chief Executive be delegated to arrange the development and submission of relevant documentation, with comment from the Leader prior to finalising.

Recommendations of Councillor Caroline Jackson

- 1) That the Chief Executive be delegated to develop and submit an Expression of Interest for the Great British Railways headquarters.

Relationship to Policy Framework

Hosting the headquarters of Great British Railways will deliver substantial economic and community benefits, in line with the council's priorities of An Inclusive and Prosperous Local Economy, and Healthy and Happy Communities.

A local emphasis towards rail travel will also contribute to the council's 2030 net zero carbon emissions goal, as part of its priority of A Sustainable District.

Conclusion of Impact Assessment(s) where applicable	
Climate	Wellbeing & Social Value
Digital	Health & Safety
Equality	Community Safety
<p>No direct impact arising from the submission of an Expression of Interest; further impact assessment will be undertaken in future project stages.</p>	
<p>Details of Consultation</p> <p>The Expression of Interest will be developed on the basis of strong local support for Carnforth's role in hosting the Great British Railways headquarters. The government's competitive process is based on a consultative approach.</p>	
<p>Legal Implications</p> <p>None arising directly from this report at this stage.</p> <p>GBRTT cannot guarantee that the proposed site will be the ultimate site for the national headquarters and further due diligence, appraisal and procurement will need to be conducted by them as part of appropriate project management processes. The purpose of this competition is to select a location not a site, but potential sites or site options can be used to allow the Council to develop a compelling submission.</p> <p>It is unclear, at this stage, whether or not Council owned premises are proposed to be used and whether this would involve a freehold transfer of land or lease arrangement. Should this be the case then legal services will assist in drafting any relevant legal documentation required and advise on any appropriate governance routes.</p>	
<p>Financial Implications</p> <p>The direct costs of participating in this stage of the competitive process, totalling around £9,000, will be met from existing budgets relating to the Office of the Chief Executive and/or Economic Development given the economic opportunities associated with this activity.</p>	
<p>Other Resource or Risk Implications</p> <p>None arising directly from this report.</p>	
<p>Section 151 Officer's Comments</p> <p>Although limited to the submission of an EOI at this stage Members may wish to consider the likelihood of success of any future bid given the potential competition and if this represents value for money.</p>	
<p>Monitoring Officer's Comments</p> <p>The Leader determines the arrangements for the discharge of executive functions, which include responsibility for promoting the economic, social and environmental well-being of the area.</p>	

Contact Officer	Kieran Keane, Chief Executive
Tel	01524 582501
Email	chiefexecutive@lancaster.gov.uk
Links to Background Papers	

1.0 Report

1.1 The information relating to this report is contained in the Report Summary.

LANCASTER CITY COUNCIL

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**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER
NOTICE OF DECISION**

THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER

TITLE OF DECISION: MICROSOFT ENTERPRISE AGREEMENT			
NAME OF DECISION TAKER:	CLLR TIM HAMILTON-COX		
POSITION AND RESPONSIBILITY HELD:	CABINET MEMBER WITH PARTICULAR RESPONSIBILITY FOR SUSTAINABLE ECONOMIC PROSPERITY		
CONTACT OFFICER:	STEPHEN HARGREAVES		
TELEPHONE:	01524 582315		
E-MAIL:	shargreaves@lancaster.gov.uk		
Details of Decision:			
To renew the Microsoft Enterprise Agreement.			
Reasons for the decision:			
The council's licensing agreement with Microsoft is due for renewal in March 2022. The Microsoft licenses support all the critical server infrastructure, workstations, and Office 365 subscriptions. The new licences cover the next 3 years.			
Decision required by cabinet portfolio holder due to the value of the contract.			
IS THE DECISION URGENT			
No, BUT			
Our existing contract is due to expire at the end of March. These licences support our critical ICT infrastructure, meaning that there is a certain amount of time pressure on this decision.			
I can confirm that this decision is urgent as any delay likely to be caused by the Call-in process would seriously prejudice the Council's or the public's interests and therefore is not subject to Call-in. The Chair of the Overview and Scrutiny Committee has been consulted. I hereby agree both that the decision proposed is reasonable, in all the circumstances, and to it being treated as a matter of urgency.			
Signed :			
Chief Executive			
I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.			
SIGNATURE OF DECISION TAKER:	Cllr Hamilton-Cox		
DATE:	7.3.22		
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			REF NO. ICMD18
DATE DECISION TAKEN:	7.3.22	DATE RECEIVED BY DEMOCRATIC SERVICES:	7.3.22
DATE DECISION PUBLISHED:	7.3.22	IMPLEMENTATION DATE (publication day + 5 working days):	15.3.22

Lancaster City Council | Report Cover Sheet

Meeting	Individual Cabinet member Decision	Date	
Title	Microsoft Enterprise Agreement		
Report of	Director for Corporate Services		
Purpose of Report: To seek authorisation to renew Microsoft Enterprise Agreement for the next 3 years. Authorisation is required due to the value of the contract.			
Key Decision (Y/N)	Y	Date of Notice	02/02/2022
		Exempt(Y/N)	N

Report Summary

To seek authorisation to renew Microsoft Enterprise Agreement for the next 3 years. Authorisation is required due to the value of the contract.

Recommendations of Officer

That the Microsoft Enterprise Agreement be renewed for another 3 years.

Relationship to Policy Framework

The Microsoft Enterprise Agreement provides licences for critical server infrastructure, workstations, and Office 365. These licences support the delivery of the corporate priorities as they are used across the council and are vital for the delivery of frontline services.

Conclusion of Impact Assessment(s) where applicable

Climate	Wellbeing & Social Value
Digital	Health & Safety
Equality	Community Safety

Details of Consultation

N/A

Legal Implications

Legal have reviewed the contract and haven't identified any issues.

Financial Implications

The total contract price is £980,294.32 for the next 3 years and there is currently £1,019,100 in the budget provision, split out evenly at £339,700 per year. If approved the future years budgets will need to be updated in due course to reflect the new annual cost split included within the agreement.

Other Resource or Risk Implications

Section 151 Officer's Comments

The s151 Officer has been consulted and has no further comments to add to those provided within the Financial Implications above.

Monitoring Officer's Comments

The Monitoring Officer has been consulted and has no further comments.

Contact Officer	Stephen Hargreaves
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Links to Background Papers	

1.0 Introduction

- 1.1 Our existing Microsoft Enterprise Agreement is due to expire at the end of March 2022.
- 1.2 This agreement covers the licences for critical server infrastructure, workstations, and Office 365 subscriptions.
- 1.3 Without these licences, the council would be in a position where our critical ICT systems would cease to work past the end of March.
- 1.4 The procurement exercise has now taken place and the costs are within current budgets.

2.0 Proposal

- 2.1 To award the contract in line with procurement procedures and renew the Microsoft Enterprise Agreement for the next 3 years.

3.0 Options and Options Analysis (including risk assessment)

Option 1: Renew the Microsoft Enterprise Agreement
Advantages: Continuation of ICT services as we are heavily dependent on Microsoft products. The Microsoft Enterprise Agreement provides licences for the overwhelming majority of our ICT infrastructure.
Disadvantages: None
Risks: None
Option 2: Don't renew the Microsoft Enterprise Agreement
Advantages: None
Disadvantages: Without the licenses provided by the agreement, we would not be able to operate any ICT services or our corporate telephony solution. Many of our corporate applications are also supported by the Microsoft Enterprise Agreement.
Risks: Every service within the council would face severe disruption to the way they run and operate services.

4. Officer Preferred Option (and comments)

- 4.1 The officer preferred option is Option 1, as this will ensure the continuation of vital ICT services.