



INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS

THURSDAY, 20 FEBRUARY 2025

Please find enclosed Decision Notice in connection with the following:

1. MICROSOFT ENTERPRISE AGREEMENT 2025 (Pages 2 - 5)

Please note that this is subject to call-in.

Queries regarding these documents

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

Democratic Support,
Town Hall,
Dalton Square,
Lancaster,
LA1 1PJ

Published on Thursday, 20 February 2025.

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER
 NOTICE OF DECISION**

TITLE OF DECISION:			
MICROSOFT ENTERPRISE AGREEMENT 2025			
NAME OF DECISION TAKER:		CLLR TIM HAMILTON-COX	
POSITION AND RESPONSIBILITY HELD:		CABINET MEMBER FOR FINANCE AND PROPERTY	
CONTACT OFFICER:		SHAUN CROSSMAN	
TELEPHONE:		01524 582133	
E-MAIL:		scrossman@lancaster.gov.uk	
Details of Decision:			
To renew 2025-2028 Microsoft Enterprise Agreement			
Reasons for the decision:			
<p>The council's licensing agreement with Microsoft is due for renewal in March 2025. The Microsoft licenses support all the critical server infrastructure, workstations, and Office 365 subscriptions. The new licences cover the next 3 years.</p> <p>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.</p> <p>Decision required by cabinet portfolio holder due to the value of the contract.</p>			
IS THE DECISION URGENT			
No			
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:			
THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES			REF NO.
			ICMD21
DATE DECISION TAKEN:	20.2.25	DATE RECEIVED BY DEMOCRATIC SERVICES:	20.2.25
DATE DECISION PUBLISHED:	20.2.25	IMPLEMENTATION DATE (publication day + 5 working days):	28.2.25

INDIVIDUAL CABINET MEMBER DECISION

Microsoft Enterprise Agreement 2025

Report of Chief Officer - Resources

PURPOSE OF REPORT			
To secure the renewal of Microsoft Enterprise Agreement for 2025 – 2027 through the Crown Commercial Services framework.			
Key Decision	X	Non-Key Decision	Referral from Cabinet Member
Date of notice of forthcoming key decision	16.12.24.		
This report is public			

RECOMMENDATION

- (1) Renew Microsoft Enterprise Agreement contract for 2025 through to 2027

1.0 Introduction

- 1.1 The Council's licensing agreement with Microsoft is due for renewal in March 2025. Microsoft licenses support all the critical server infrastructure, workstations, and Office 365 subscriptions.
- 1.2 The new Enterprise Agreements covers the Council for the next 3 years.

2.0 Proposal Details

- 2.1 It is proposed that the Council enter into a new Enterprise Agreement with Microsoft.
- 2.2 The Agreement will be via a Microsoft Partner selected through a Crown Commercial Services aggregation process

3.0 Details of Consultation

- 3.1 N/A

4.0 Options and Options Analysis (including risk assessment)

	Option 1: Renew Agreement	Option 2: Do not renew agreement
Advantages	The Council is covered on all critical licenses for infrastructure workstations and Office 365 subscriptions.	None
Disadvantages	None	Council can no longer provide services. Alternative provision for licenses or alternative software solutions would need to be found.
Risks	None	Council can no longer provide its services

5.0 Officer Preferred Option (and comments)

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

6.0 Conclusion

6.1 It is the conclusion of the Officer that procurement of the Microsoft Enterprise Agreement via a Microsoft Partner selected through a Crown Commercial Services aggregation process is the most beneficial process and offers the greatest benefit to the Council.

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

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)

N/A

LEGAL IMPLICATIONS

Legal have reviewed the contract and haven't identified any issues. A waiver to the contract procurement rules will need to be completed due to the value of the procurement.

FINANCIAL IMPLICATIONS

The total contract price is £1,050,000 for the three years and there is currently £1,073,400 in budget provision, split out evenly at £357,800 per year.

OTHER RESOURCE IMPLICATIONS

Human Resources:

N/A

Information Services:

N/A

Property:

N/A

Open Spaces:

N/A

SECTION 151 OFFICER'S COMMENTS

Procurement of the Microsoft Enterprise Agreement via a Microsoft Partner selected through a Crown Commercial Services aggregation process is the most beneficial process and offers the greatest benefit to the Council.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer understands that a waiver to the Council's Contract Procedure Rules is to be sought for this extension.

BACKGROUND PAPERS

Contact Officer: Shaun Crossman

Telephone: 01524 582133

E-mail: scrossman@lancaster.gov.uk

Ref: