



WOKINGHAM BOROUGH COUNCIL

A Meeting of an **INDIVIDUAL EXECUTIVE MEMBER DECISION** will be held in Room FF8, Shute End Council Offices on **WEDNESDAY 13 DECEMBER 2023 AT 10.30 AM**

Susan Parsonage
Chief Executive
Published on 5 December 2023

Note: Members of the public are welcome to attend the meeting or participate in the meeting virtually, in accordance with the Council's Constitution. If you wish to participate either in person or virtually via Microsoft Teams, please contact Democratic Services: Democratic.services@wokingham.gov.uk

The meeting can also be watched live using the following link:
<https://youtube.com/live/zFnw45ez1fc?feature=share>

This meeting will be filmed for inclusion on the Council's website. Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, learn, work and grow and a great place to do business

Enriching Lives

- Champion outstanding education and enable our children and young people to achieve their full potential, regardless of their background.
- Support our residents to lead happy, healthy lives and provide access to good leisure facilities to complement an active lifestyle.
- Engage and involve our communities through arts and culture and create a sense of identity which people feel part of.
- Support growth in our local economy and help to build business.

Safe, Strong, Communities

- Protect and safeguard our children, young and vulnerable people.
- Offer quality care and support, at the right time, to prevent the need for long term care.
- Nurture communities and help them to thrive.
- Ensure our borough and communities remain safe for all.

A Clean and Green Borough

- Do all we can to become carbon neutral and sustainable for the future.
- Protect our borough, keep it clean and enhance our green areas.
- Reduce our waste, improve biodiversity and increase recycling.
- Connect our parks and open spaces with green cycleways.

Right Homes, Right Places

- Offer quality, affordable, sustainable homes fit for the future.
- Build our fair share of housing with the right infrastructure to support and enable our borough to grow.
- Protect our unique places and preserve our natural environment.
- Help with your housing needs and support people to live independently in their own homes.

Keeping the Borough Moving

- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion, minimise delays and disruptions.
- Enable safe and sustainable travel around the borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners to offer affordable, accessible public transport with good network links.

Changing the Way We Work for You

- Be relentlessly customer focussed.
- Work with our partners to provide efficient, effective, joined up services which are focussed around you.
- Communicate better with you, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.
- Drive innovative digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.

For consideration by

Sarah Kerr, Executive Member for Climate Emergency and Resident Services

Officers Present:

Glynn Davies, Head of IT

IMD NO.	WARD	SUBJECT
		IMD25 PROCUREMENT OF MICROSOFT ENTERPRISE LICENSING 5 - 16

CONTACT OFFICER

Priya Patel
Email
Postal Address

Head of Democratic & Electoral Services
priya.patel@wokingham.gov.uk
Civic Offices, Shute End, Wokingham, RG40 1BN

This page is intentionally left blank

Agenda Item IMD25

INDIVIDUAL EXECUTIVE MEMBER DECISION

REFERENCE IMD: IMD 2023/25

TITLE	Procurement of Microsoft Enterprise Licensing
DECISION TO BE MADE BY	Executive Member for Climate Emergency and Resident Services - Sarah Kerr
DATE, MEETING ROOM and TIME	13 December 2023 10:30 – Shute End, FF8
WARD	(All Wards);
DIRECTOR / KEY OFFICER	Chief Operating Officer – Sally Watkins

PURPOSE OF REPORT (Inc Strategic Outcomes)

The purpose of this report is to agree the procurement of the Councils Microsoft enterprise agreement licensing.

The proposed procurement is to contract with Phoenix Software for a 3 year term.

RECOMMENDATION

That the Executive Member for Climate Emergency and Resident Services agrees to the procurement business case, set out within the exempt documentation, to direct award a 3 year contract to Phoenix Software for the Councils Microsoft Enterprise Agreement Licensing via the KCS (Kent Commercial Services) Procurement Services framework.

SUMMARY OF REPORT

Microsoft Enterprise Agreement (EA) provides the licensing to the Microsoft toolset including M365 Suite (Office, Teams Telephony), Windows Operating System, Server Security and Compliance products.

This toolset underpins the operation of the Councils IT estate and provides Officers and Councilors with the core productivity tools to work.

Microsoft sell their licensing via resellers, with Local Government prices set by a Memorandum of Understanding (MOU) between the Governments Crown Commercial Services (CCS) and Microsoft. This MOU is referred to as the Digital Transformation Arrangement 2021 (DTA21).

This procurement will mean the Councils next 3 years of pricing will be fixed at DTA21 prices before DTA24 comes into effect. It is anticipated this will protect the Council from unit license increases until April 2027.

Background

The Council current Microsoft EA ends on 31st March 2024. It is imperative that the Council renews its EA before this date to ensure continuity of service.

The next Microsoft EA will run through to 31 March 2026. At the yearly Anniversary the Council has the flexibility to review its licensing levels and license types. Therefore, ensuring that the Council remains licensed at the appropriate level to support its operations and strategic direction.

Selecting Phoenix Software as the Councils chosen Microsoft reseller via the KCS framework via direct award is a compliant procurement route. The recommendation has been agreed internally by the Councils Strategic Procurement Board in Nov 2023. The KCS framework is provided by Commercial Services Group Ltd, a commercial subsidiary of Kent County Council and uses Crown Commercial Services Digital Transformation Arrangement 2021 (DTA21) pricing.

Business Case (including Analysis of Issues)

This detail is contained in the following documents which need to be reviewed as part 2 documentation as they contain information that is sensitive from a commercial and security point of view.

1. **Enc. 1 for Procurement of Microsoft Enterprise Licensing - PROCUREMENT STRATEGY/OPTIONS ANALYSIS:** Business Case – approved by Strategic Procurement Board on the Nov 2023

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on their highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	720k	Yes this procurement is fully budgeted, and does not present an additional financial burden. Costs are included in the Councils MTFP.	Mixture of Revenue and Capital Funded
Next Financial Year (Year 2)	720k	Yes this procurement is fully budgeted, and does not present an additional financial burden. Costs are included in the Councils MTFP.	Mixture of Revenue and Capital Funded

Following Financial Year (Year 3)	720k	Yes this procurement is fully budgeted, and does not present an additional financial burden. Costs are included in the Councils MTFP.	Mixture of Revenue and Capital Funded
-----------------------------------	------	---	---------------------------------------

Other financial information relevant to the Recommendation/Decision
N/A

Cross-Council Implications (how does this decision impact on other Council services, including property and priorities?)
The Microsoft technology toolset is ingrained in the operational activity of the Council. The technologies is relied on by all service areas, without the functionality it would not be possible to function.

Public Sector Equality Duty
Where new technology is implemented equality assessment are completed as part of project delivery.

SUMMARY OF CONSULTATION RESPONSES	
Director – Resources and Assets	
Monitoring Officer	
Leader of the Council	

For Highways use only	
<i>If your item is not about a highways matter you do not need to complete the Town and Parish Council information or the Local Ward Member information</i>	
Town and Parish Councils	
Local Ward Members	

Reasons for considering the report in Part 2
Procurement Business Case to be considered as a part 2 document as this contains sensitive information from a commercial and security perspective.

List of Background Papers
1. Enc. 1 for Procurement of Microsoft Enterprise Licensing - PROCUREMENT STRATEGY/OPTIONS ANALYSIS: Business Case – approved by Strategic Procurement Board on the Nov 2023

Contact Glynn Davies	Service Chief Executives Office - IT
Telephone No 0118 3746000	Email glynn.davies@wokingham.gov.uk

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank