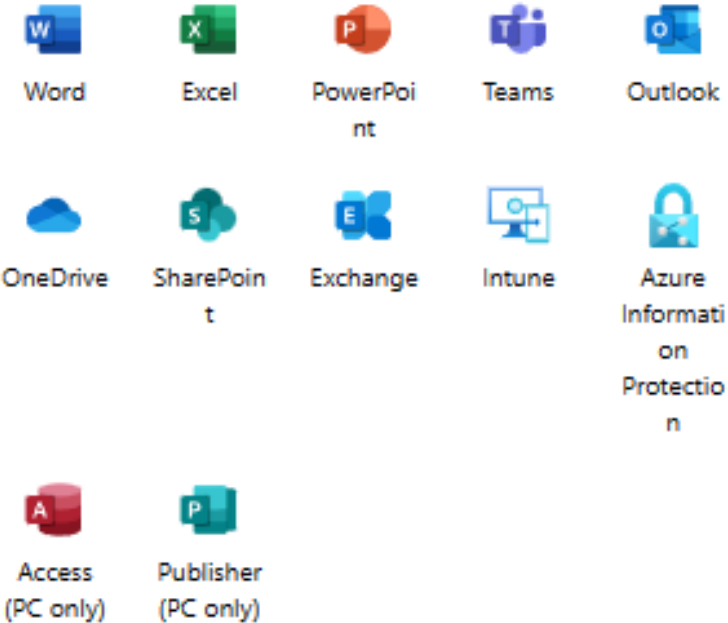


SECTION 1A - To be filled in by submitter of the Motion:

Report from	Town clerk
On behalf of	N/A
Date	20 th April 2023
For Meeting of Council/Committee	Full Council
Date of meeting	25th April 2023
Agenda item no.	24/23-24
Confidentiality	N/A
TITLE OF MOTION	MICROSOFT 365 BUSINESS PREMIUM
MOTION(S)	1) To approve the purchase of Microsoft 365 Business Premium.
Background	<p>Following the decision to appoint a Deputy Clerk (item 245/22-23(3), FC meeting on 28th Feb. '23), a start date has been arranged for the Deputy Clerk to start as an employee with Northstowe Town Council on 1st May 2023.</p> <p>This is the start of ongoing central staffing team expansion. With this, the way software is accessed and used, online data storage, file sharing options, virtual communication and meeting options and cyber security for staff may all need to be reconsidered, to ensure;</p> <ul style="list-style-type: none"> - Efficient use of hardware and software; - Flexibility in switching between office, home working and working whilst out at Council or third-party meetings; - Data sharing in secure online storage & cloud working; - Reliable virtual meeting solutions. - Enhanced cyber security.
Issues/items for consideration by the Council	<p>A proven, integrated solution can be provided by purchase of Microsoft 365 Business premium.</p> <p>This includes the following, for £18.10 (+VAT) per user per month:</p> <ul style="list-style-type: none"> ✓ Desktop, Web and mobile versions of Office apps with premium features ✓ 1 TB of cloud storage per user; OneDrive will automatically store files in 3 data centres in a Microsoft region. ✓ Chat, call, meet up to 300 attendees ✓ Easily host webinars ✓ Attendee registration and reporting tools ✓ Manage customer appointments ✓ Business-class email ✓ Anytime phone and web support ✓ Advanced security ✓ Access and data control ✓ Cyberthreat protection

	<p>Desktop, web, and mobile apps and services:</p>  <p>Alternative options:</p> <ul style="list-style-type: none"> - For software (e.g. needed for new laptop Deputy Clerk): one-off purchase of £96.99 Office 2021 Professional Plus - For Cloud storage, file sharing and cooperative working - Google Suite: Google Workspace Business apps and collaboration tools
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To approve the purchase of Microsoft 365 Business Premium. <ul style="list-style-type: none"> ➤ It is recommended to approve the purchase of Microsoft 365 Business Premium, to ensure increase of staff and use of new hardware will go hand-in-hand with improvements in software, data use, data storage, and virtual meeting options.
Appendices	N/A
Documents:	N/A

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Staff equipped to work efficiently	√
Staffing Implications: ⁱⁱ	YES – Good software, data storage and communication tools will be essential for a growing central staffing team.	√

Volunteer need implications:	N/A	√
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	√
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: YES – Option comes with enhanced data and cyber security	√
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	√
Sustainability	Is in line with the Council’s Plastic-Free Pledge – N/A	√
Financial ^{vi}	There are no financial implications at this stage – N/A	√
	There will be financial implications; Details: YES – details of purchase costs included in this document.	√
	There is provision within the budget Budget heading & details: YES – can come out of the following agreed budget heading (for '23-'24): - IT Hardware, Software & Support - £2,200. - Total costs would be £43.44 per month (inc. VAT), or £521.88 per year (£477.84 for the period May 2023 – March 2024).	√
	Decisions may give rise to additional expenditure; Details: YES – Any future further staffing will mean additional costs, as cost rises per user.	√
	Decisions may have potential for income generation; Details: N/A	√
Other Resource implications (besides finance):	Details: N/A	√
Health and Safety implications ^{vii}	Details: N/A	√
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s. 111	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	√
	Other considerations: N/A	√
Risk Management	Material risks ^x exist and these are considered and being assessed: N/A	√
Other Considerations:	N/A	√

ⁱ Northstowe Town Council’s [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees’ health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO’s duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council’s [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council’s [Data Protection Policy](#).

^x See Town Council’s [Risk Management Plan](#).