

**NOTICE TO CHAIR OF THE ONE COUNCIL  
OVERVIEW AND SCRUTINY COMMITTEE**

**Report for Meeting of the Executive - 22 April 2014**

The following report, not included on the Forward Plan by the appropriate date but circulated 5 clear days before the meeting will be considered at the meeting of the Executive on 22 April 2014:

**1) Matter to be decided**

**Executive items not included in forward plan with 28 days' notice:**

<b>Item</b>	<b>Decision to be taken</b>
<b>Renewal of Microsoft Licensing Agreement</b>	To agree the renewal of the licensing agreement for all Microsoft software being used by Council staff.
<b>Item and information</b>	
3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
Notification that an appendix to the report was not for publication as defined by Schedule 12A of the Local Government Act 1972.	

**2) When decisions to be made**

22 April 2014

**3) Reason why it is impracticable to defer the decisions until it can be included on the forward plan.**

The current licensing agreement with Microsoft expires on 31st May 2014. The Council needs to renew this agreement, otherwise it will be unable to use a number of Microsoft products without operating outside the terms of the agreement.

**4) Reason why it is urgent and it is not possible to give five clear days' notice**

N/A

Democratic Services Manager

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