

**Brent Council**  
**Record of Officer Key Decision**



<b>DECISION MAKER</b>	
<b>Decision Maker:</b> Strategic Director Customer and Digital Services	
<b>Authority for Delegated Decision:</b> (Cabinet Decision or Officer Scheme of Delegation - set out at, <a href="#">Part 3 of the Constitution</a> )	
Officer Scheme of Delegation	
<b>DECISION</b>	
<b>Decision Title:</b> Award of a Contract for Microsoft Licences for the London Borough of Brent	<b>Date of Decision:</b> 04/05/20
<b>Please confirm that this is a Key Decision?</b> Yes	<b>If Yes, have the call-in provisions been dis-applied?</b> No - the 5 day call-in period must be observed before the decision can be implemented
<b>Describe the decision taken:</b> Award of a Contract for Microsoft Licences for the London Borough of Brent	
<b>Members consulted:</b> Cllr McLennan	
<b>Please detail any conflicts of interest declared by any members consulted.</b> None	<b>If relevant, was a dispensation granted by the Chief Executive?</b> N/A
<b>REPORT</b>	
<b>Please confirm that:</b>	
a) you have submitted the mandatory report for publication;	Yes <input checked="" type="checkbox"/>
b) the report sets out the reasons for the decision;	Yes <input checked="" type="checkbox"/>
c) the report details any alternative options considered and rejected.	Yes <input checked="" type="checkbox"/>
<b>Is all or part of the report exempt from publication?</b>	
The report is:    Open <input type="checkbox"/> Part Exempt <input checked="" type="checkbox"/> Fully Exempt <input type="checkbox"/>	
<b>If Part Exempt, what sections of the report are not for publication?</b> Appendix 1	
<b>Reasons for Exemption:</b>	
The report contains:	
<input type="checkbox"/> Confidential Information	
<input checked="" type="checkbox"/> The following category of Information exempt from publication under the Schedule 12A of the Local Government Act 1972, namely paragraph: 3 - relating to the financial or business affairs of any particular person (including the authority)	
<b>List any relevant background papers:</b> None	
<b>Officer</b>	
<b>Printed Name:</b> Peter Gadsdon	

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Signature: *P. Gadsdon*