

Notice to the Mayor (acting in place of Chair of the Resources & Public Realm Scrutiny Committee)

Urgent Key Decision form

DECISION DETAILS

Decision Maker: Corporate Director Finance & Resources

Decision Title: Authority to Award Contract for Provision of Microsoft Unified Support

Description of Decision: Authority to award a contract for the provision of Microsoft Unified Support

When will the Decision be made? 04/04/25

Will the accompanying report be: Open ☒ Part Exempt ☐ Fully Exempt ☐

Reasons for exemption (if applicable)

The report will contain the following category of Information exempt from publication under the Schedule 12A of the Local Government Act 1972, namely paragraph:

TYPE OF URGENCY

Please tick all that apply:

- ☐ A. The decision is urgent and 28 clear days' notice of the decision cannot be given but at least 5 clear days' notice can
- ☒ B. The decision is extremely urgent and even 5 clear days' notice of the decision cannot be given
- ☐ C. The decision will be made by members at a meeting and 28 clear days' notice that the proposed decision may be discussed in private (i.e. the report will contain information exempt from publication) cannot be given
- ☒ D. The decision must be implemented urgently and the 5 day call-in period must be dis-applied to allow the decision to take immediate effect.

REASONS FOR URGENCY

If you have selected options A, B or C please explain:

- **Why it was not possible to provide the required notice (i.e. why the decision or exemption was not anticipated)**

The required notice can not be provided due to the time needed to reach agreement across as STS Partner Councils. As this is a shared service arrangement, it was necessary to ensure alignment and collective approval from all partners before proceeding. This coordination process took longer than anticipated and was the key factor in the delay and not being able to provide advance notice of the decision.

- **Why it is impractical to defer the decision to a later date to allow the appropriate notice to be provided.**

It is impractical to defer the decision because the current Microsoft Unified Support contract ends on 31 March 25. Any delay in renewing the agreement would result in the STS Partner Council's operating without critical support coverage. Given the essential nature of Microsoft Services in delivering day-to-day council operations, uninterrupted support is vital to maintain service continuity and safeguard against potential incidents or outages.

If you have selected Option D please explain why the council's interest or the public interest would be seriously prejudiced by the decision not taking immediate effect.

As detailed above

SIGN-OFF

Corporate Director of Finance & Resources

Printed Name: Minesh Patel

Signature: *Minesh Patel*

Chief Executive

Printed Name: Kim Wright

Signature: *Kim Wright*

THE FOLLOWING SECTION IS TO BE COMPLETED BY GOVERNANCE SERVICES

MAYOR (ACTING IN PLACE OF CHAIR OF RESOURCES & PUBLIC REALM SCRUTINY COMMITTEE)

Notice to: Councillor Tariq Dar MBE (Mayor acting in place of the Chair Resources & Public Realm Scrutiny Committee)

The Mayor is asked to:

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Note that an urgent decision will be taken as detailed in the form above.

The decision is deemed urgent because insufficient (less than 28 days) notice of the intention to take the decision was provided on the Forward Plan. However, at least 5 clear days' notice has been provided and therefore the Scrutiny Chair is only required to note that the decision will be taken.

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Permit the extremely urgent decision to be taken as detailed in the form above.

The decision is deemed extremely urgent as less than 5 clear days' notice of the intention to take the decision has been provided. The Scrutiny Chair is asked to agree that the decision is urgent and cannot be reasonably deferred for the reasons detailed in the form above.

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Permit discussion of exempt information in private relying on Schedule 12A of the Local Government Act 1972

If a report is likely to contain information exempt from publication under schedule 12A of the Local Government Act 1972, then 28 days' notice of this must be provided on the Forward Plan. Where this requirement has not been met, the agreement of the Scrutiny Chair is required before proceeding.

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Permit the dis-application of the 5 day call-in period, allowing the decision detailed in the form above to take immediate effect.

A Cabinet decision or a Key Decision cannot be implemented until the 5 day call in period has elapsed and no valid call-in has been received. The call-in protocol can be dis-applied if the council's or the public interest would be seriously prejudiced by the decision not taking immediate effect. The Chief Executive must determine whether a decision is urgent in this regard. The consent of the Scrutiny Chair to the matter being treated as urgent is also required.

SIGN-OFF

Notice sent to the Mayor on 02/04/25

Chair's approval:

Required ☒

Not Required ☐

Date approval granted (if applicable): 02/04/25