

Brent Council
Record of Officer Key Decision



DECISION MAKER

Decision Maker: Corporate Director, Finance and Resources

Authority for Delegated Decision: (Cabinet Decision or Officer Scheme of Delegation - set out at, [Part 3 of the Constitution](#))

Officer scheme of delegation

DECISION

Decision Title: Provision of Microsoft Licences for the LGA

Date of Decision: 13/10/25

Please confirm that this is a Key Decision?

Yes

If Yes, have the call-in provisions been dis-applied?

No - the 5 day call-in period must be observed before the decision can be implemented

Describe the decision taken: To approve the award of contract for the provision of Microsoft Licences for the Local Government Association (LGA)

Members consulted: Cllr Mili Patel – Cabinet Member for Finance and Resources

Please detail any conflicts of interest declared by any members consulted.

None

If relevant, was a dispensation granted by the Chief Executive?

N/A

REPORT

Please confirm that:

- | | |
|--|---|
| 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"/> |

Is all or part of the report exempt from publication?

The report is: Open ☐ Part Exempt ☒ Fully Exempt ☐

If Part Exempt, what sections of the report are not for publication? Appendix 1

Reasons for Exemption:

The report contains:

- ☐ Confidential Information
- ☒ 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)

List any relevant background papers: [Click here to enter text.](#)

Officer

Printed Name: Minesh Patel

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Signature: *M. Patel*