

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



|  |   |
|--|---|
| <b>DECISION MAKER</b>  |   |
| <b>Decision Maker:</b> Strategic Director, Customer Services and Digital   |   |
| <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 Azure and Office 365 Assessment and Implementation Services   | <b>Date of Decision:</b> 31/10/19   |
| <b>Please confirm that this is a Key Decision?</b><br>Yes  | <b>If Yes, have the call-in provisions been dis-applied?</b><br>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 Azure and Office 365 Assessment and Implementation Services  |   |
| <b>Members consulted:</b> Cllr McLennan  |   |
| <b>Please detail any conflicts of interest declared by any members consulted – guidance is provided overleaf.</b><br>None  | <b>If relevant, was a dispensation granted by the Chief Executive?</b><br>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If Part Exempt, what sections of the report are not for publication?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> <a href="#">Click here to enter text.</a>  |   |
| <b>Reasons for Exemption:</b>  |   |
| The report contains:   |   |
| <input checked="" 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: <a href="#">select the relevant paragraph</a> |   |
| <b>List any relevant background papers:</b> None   |   |
| <b>Officer</b>   |   |
| <b>Printed Name:</b> Peter Gadsdon   |   |

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



**Signature:** *Peter Gadsdon*

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



**Notes for Members - Declarations of Interest:**

If a Member is aware they have a Disclosable Pecuniary Interest\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest\*\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

**\*Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect of expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences**- Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

**\*\*Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
  - To which you are appointed by the council;
  - which exercises functions of a public nature;
  - which is directed is to charitable purposes;
  - whose principal purposes include the influence of public opinion or policy (including a political party of trade union).
- (b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who is the subject of a registrable personal interest.