

**NOTICE** is hereby given in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Cabinet Member</b>	<b>Portfolio</b>
H Bramer	<i>Contracts and Assets</i>
G Powell	<i>Economy &amp; Corporate Services</i>
AW Johnson, Leader	<i>Corporate Strategy and Finance</i>
P Morgan, Deputy Leader	<i>Health and Wellbeing</i>
PD Price	<i>Infrastructure</i>
P Rone	<i>Transport and Roads</i>
J Lester	<i>Young People and Children's Services</i>

**ITEM:  
RENEWAL OF MICROSOFT AGREEMENT MAY 2016**

To  
**Renewal of licence maintenance and support agreement for the council's Microsoft Licences via a Large Account Resslerer**

1 Decision Maker

The above **KEY DECISION** will be considered by **Councillor Powell, Cabinet Member Economy and Corporate Services** on or after **13 May 2016**.

2 Background Papers (see Note B)

None.

3 Classification

Open.

4 Notice Period – Key Decision (See Note A)

This Notice provides 28 clear days' notice of the date on which a key decision is to be taken.

Notes

A **Key Decisions are defined as:-**

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- (a) Any decision in relation to an executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.
- (b) Any other decision which in the opinion of the Monitoring Officer is likely to be significant in terms of its effect on:
  - Two or more wards or electoral divisions
  - One ward (unless the number of those affected is very small or it is impractical to treat this as a Key decision)

and having regard to:

  - the strategic nature of the decision
  - whether the outcome will have an impact, for a better or worse, on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality affected.
- (c) Any substantive decision made by the Cabinet to bring forward proposals to Council to amend the Policy Framework (not being subject to call-in).
- (d) Any substantive decision made by the Cabinet to amend the Policy Framework where Council has granted the Cabinet power to do so (being subject to call-in)

**B *Background Papers are defined as:-***

Those documents (not including draft documents) other than published works, that:

- a) relate to the subject matter of the report or, as the case may be, the part of the report; and
- b) in the opinion of the proper officer:
  - (i) disclose any facts or matters on which the report or an important part of the report is based; and
  - (ii) were relied on to a material extent in preparing the report.

Copies of non-exempt background papers (see Note B below) may be inspected on the Council's website and at the Customer Services Centres, during their normal opening hours, at:

**Hereford:** Franklin House, 4 Commercial Road, HR1 2BB  
**Bromyard:** 1 Cruxwell Street, Bromyard, HR7 4EB  
**Kington:** 64 Bridge Street, Kington, HR5 3DJ  
**Ledbury:** The Master's House, St. Katherines, High Street, Ledbury, HR1 1EA  
**Leominster:** Leominster Library, 8 Buttercross, Leominster, HR6 8BN  
**Ross-on-Wye:** Ross Library, Cantilupe Road, HR9 7AN

Other documents relevant to the Decision may be submitted to the Decision Maker. Copies of these may be inspected on the Council's website and at the Customer Services Centres above. There may be a charge for posting, copying or other necessary charge for transmission in respect of any hard copies requested.