

**Written statement of a non-key officer decision**  
**Director of Resources and Assurance**

<b>Title</b>	<b>M365 Drawdown of Allocated Funds</b>
Decision maker	Director of Resources and Assurance
Date of decision	15 August 2023
Report exemption class	Open
Purpose	To agree the spend of allocated budget agreed within the 2023/24 capital programme set aside for the Microsoft 365 (M365) implementation project which has already been agreed in the Capital Programme.
<b>Decision</b>	<b>That:</b> <b>a) To spend up to £450,000 in the Capital programme for the implementation of M365.</b>
Reason for the decision	As set out in the report. Documents relating to this decision are available at <a href="http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50045510">http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50045510</a>
Consultation	
Options considered	1. To not spend the agreed funds and not proceed with this M365 implementation. The current software is used by council is out of date as and other legacy software remains, and must have renewed licences applied. As our current office package will be unsupported from 2025 onwards and M365 offers a greater level of security than our existing software, this option was ruled out.
Declarations of interest	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	21 August 2023

Officer: .....

Date 15 August 2023

Director of Resources and Assurance (Andrew Lovegrove)