

Record of officer decision

Decision title:	Webex licences – Covid-19
Date of decision:	22 June 2020
Decision maker:	Chief Executive
Authority for delegated decision:	Council constitution 3.7.9 all necessary decisions in the case of emergencies
Ward:	Countywide
Consultation:	n/a
Decision made:	Payment to CAE for Webex licences until 6 February 2021 as a tool of video conferencing to the value £28,417.50. To also commission Hoople ICT to evaluate future video conferencing solutions with an up to amount of £4,000.
Reasons for decision:	<p>The council has needed to increase the use of on-line video conferencing during Covid 19 emergency as the majority to staff are required to work from home. The free licence for Webex comes to an end on 1st July 2020 and a decision was made to continue with the licence to Webex based on “active user” agreement – this means if someone is not active in using the licence this will be withdrawn. Consideration was given to other conference call tools with the pros-and-cons considered. The decision was made based on:</p> <ul style="list-style-type: none"> • The advantage of Webex having the number of participants who can be viewed at one time • That participants are familiar with the system, and people who are not confident with IT or do not use conference call regularly may struggle to adapt to a new system • That the licence is based on “active users” so cost may reduce (though balanced with increased demand). <p>The licence will run until February 2021 and this gives time for a full evaluation of what the council needs from a video conferencing function next to the available systems and their costs –this will involve both research and testing. This evaluation to be commissioned to Hoople who are the council’s ICT delivery partner - evaluation work of this nature is not included in the SLA therefore a cost of up to £4,000.</p> <p>New requests for video conferencing will be asked to use Microsoft Teams as a trial of that system.</p> <p>It is also expected over the next six months video conferencing providers will develop and improve their offer to be more comparable and competitive with each other.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>The on-going cost of video conferencing will need to be factored into the base budget. This can be a consideration of ICT requirements going forward and reflective of new ways of working which creates additional expenditure but also savings across the council.</p> <p>The more the council uses on-line community tools the higher the risk to cyber security. The is a factor to consider as part of new ways of working.</p>
Details of any alternative options considered and rejected:	The alternative option was to purchase licences for a different video conferencing solution. However, no solution provides all the requirements of the council and therefore future work has been commissioned to understand the best solution based on council needs and products available.
Details of any declarations of interest made:	None

Signed..... Date:22.06.2020