

## Statutory Notice of Forthcoming Executive Key Decision taken under the provisions of Standing Order C20

Published in Accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Regulations”)

<b>Title:</b>	Microsoft Office 365
<b>Summary:</b>	<p>The Microsoft toolkit is a fundamental part of the productivity support available to staff as part of the ICT service provision. The Covid 19 pandemic has required staff to rely on the use of Skype for Business much more heavily and discover new ways of working using Skype conferencing. This has enabled the organisation to work agilely throughout the pandemic.</p> <p>The Covid response has also involved working with third party and partner organisations, particularly the NHS and the Courts, partaking in conferencing on a variety of conferencing tools such as MS Teams, Zoom etc. Planning for an upgrade to Microsoft 365 was underway but the pandemic has accelerated the need to implement Microsoft 365 and MS Teams much sooner and faster than originally planned.</p> <p>This is deemed to be a Key Decision and the provisions of Standing Order C20 have been complied with.</p>
<b>Decision-Maker:</b>	Cabinet
<b>Expected Decision Date:</b>	Thursday, 09 July 2020
<b>Contact:</b>	Gabby Nelson Tel: 01772 537303 Gabby.Nelson@lancashire.gov.uk

<b>List of documents/ Background Papers Used:</b>	
<p>Where the above documents are open to public inspection, copies will be published on the Council's website as soon as possible.</p> <p>Other documents relevant to these matters may be submitted to the decision-maker. Copies of public material will be published on the Council's website as soon as they become available.</p>	