

<b>Report to:</b>	Cabinet	<b>Date:</b> 15 February 2023
<b>Subject:</b>	Purchase of Microsoft Licences	
<b>Report of</b>	Cabinet Member for Corporate Affairs and HR	

## Summary

1. The contract with the existing Microsoft Licensing Solutions Partner, SCC comes to an end on the 15<sup>th</sup> March 2023 and a decision is required about who should be the council's Partner (or reseller) beyond that date.

## Recommendation(s)

2. To extend the existing Microsoft Licensing Solutions Partner, SCC, for a further 2 years via HealthTrust Europe's ICT Solutions 2019 Framework ComIT2.

## Reasons for recommendation(s)

3. SCC are a leading Licensing Solutions Partner (LSP) and given Bury Council has a fixed price agreement with Microsoft for the next two years there are no savings to be made by switching to a different LSP.

## Alternative options considered and rejected

4. Switch to a different Licensing Solutions Partner (LSP). This option has been rejected as there would be no financial gain to the Council however additional costs would be incurred to run a procurement exercise.

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## Report Author and Contact Details:

*Name: Stephen Denton*

*Position: Head of ICT*

*Department: Corporate Core*

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## Background

5. To take advantage of pricing discounts offered by Microsoft, Bury Council extended its 3-year Enterprise Agreement with them for two years to March 2025 under the terms of the Digital Transformation Arrangement (DTA) MoU between Microsoft and the Crown Commercial Service.
6. Microsoft do not sell directly to customers but through a Licensed Solutions Partner (LSP), sometimes called a Channel Partner or a Value-added reseller.

7. A company called SCC (Specialist Computer Centres) was appointed in March 2020 as our LSP for an initial period of 3 years. Given this initial 3-year agreement with SCC ends in March 2023 it is now appropriate find a new LSP or extend the existing contract.
8. Following advice from Garter as the Council's independent IT adviser it was recommended to use an approved procurement framework to apply for a direct award to SCC for the continuation of the provision of the Council's Enterprise Agreement.
9. STAR Procurement advised on the use of the HealthTrust Europe's ICT Solutions 2019 Framework (ComIT2). Full process has been followed and this paper now recommends to Cabinet award of the contract. There are no changes to terms and condition given the nature of the contract which is solely for the provision of licenses at a pre-agreed price.
10. The annual cost of the Microsoft Licenses is approximately £750k and this paper is seeking approval to place the order via SCC for the next two years. The £750k sits within the current ICT revenue budget.

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**Links with the Corporate Priorities:**

11. Delivering new technology through investment in our digital infrastructure.

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**Equality Impact and Considerations:**

12. See below, neutral or continued positive impact.

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**Environmental Impact and Considerations:**

13. Using new technology has the potential to reduce travel and the carbon emissions associated with it.

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**Assessment and Mitigation of Risk:**

Risk / opportunity	Mitigation
No new risks of extending this contract.	

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**Legal Implications:**

14. A legally compliant procurement process has been undertaken to ensure that best value is obtained.

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**Financial Implications:**

15. The costs of the licences are the same irrespective of who the licensing solutions partner is. This is a continuation of the existing number of licences and therefore there is no financial impact.

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**Background papers:**

None.

**Please include a glossary of terms, abbreviations and acronyms used in this report.**

Term	Meaning

## EQUALITY ANALYSIS

This Equality Analysis considers the effect of Bury Council/ Bury CCG activity on different groups protected from discrimination under the Equality Act 2010. This is to consider if there are any unintended consequences for some groups from key changes made by a public body and their contractor partners organisations and to consider if the activity will be fully effective for all protected groups. It involves using equality information and the results of engagement with protected groups and others, to manage risk and to understand the actual or potential effect of activity, including any adverse impacts on those affected by the change under consideration.

For support with completing this Equality Analysis please contact [corporate.core@bury.gov.uk](mailto:corporate.core@bury.gov.uk) / 0161 253 6592

<b>SECTION 1 – RESPONSIBILITY AND ACCOUNTABILITY</b>	
Refer to Equality Analysis guidance page 4	
1.1 Name of policy/ project/ decision	<b>Purchases of Microsoft Licenses</b>
1.2 Lead for policy/ project/ decision	<b>Stephen Denton</b>
1.3 Committee/Board signing off policy/ project/ decision	
1.4 Author of Equality Analysis	<i>Name: Stephen Denton Role: Head of ICT Contact details: 0161 253 6043</i>
1.5 Date EA completed	<i>30/01/2023</i>
1.6 Quality Assurance	<i>Name: Role: Contact details: Comments:</i>
1.7 Date QA completed	
1.8 Departmental recording	<i>Reference: Date:</i>
1.9 Next review date	

<b>SECTION 2 – AIMS AND OUTCOMES OF POLICY / PROJECT</b>	
Refer to Equality Analysis guidance page 5	
2.1 Detail of policy/ decision being sought	<b>Use the reseller, SCC, to purchase Microsoft Licences via the procurement framework, “HealthTrust Europe ICT Solutions 2019 Framework ComIT2”. Continuing</b>

	to use the existing provider does not alter the microsoft software itself.
2.2 What are the intended outcomes of this?	Be able to purchase Microsoft Licenses

### SECTION 3 – ESTABLISHING RELEVANCE TO EQUALITY & HUMAN RIGHTS

Refer to Equality Analysis guidance pages 5-8 and 11

Please outline the relevance of the activity/ policy to the Public Sector Equality Duty

General Public Sector Equality Duties	Relevance (Yes/No)	Rationale behind relevance decision
3.1 To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by Equality Act 2010	No	
3.2 To advance equality of opportunity between people who share a protected characteristic and those who do not.	No	
3.3 To foster good relations between people who share a protected characteristic and those who do not	No	
3.4 Please outline the considerations taken, including any mitigations, to ensure activity is not detrimental to the Human Rights of any individual affected by the decision being sought.		

### SECTION 4 – EQUALITIES DATA

Refer to Equality Analysis guidance page 8

Protected characteristic	Outcome sought	Base data	Data gaps (to include in Section 8 log)
4.1 Age			
4.2 Disability			
4.3 Gender			
4.4 Pregnancy or Maternity			
4.5 Race			
4.6 Religion and belief			
4.7 Sexual Orientation			
4.8 Marriage or Civil Partnership			
4.9 Gender Reassignment			
4.10 Carers			

4.11 Looked After Children and Care Leavers			
4.12 Armed Forces personnel including veterans			
4.13 Socio-economically vulnerable			

## SECTION 5 – STAKEHOLDERS AND ENGAGEMENT

Refer to Equality Analysis guidance page 8 and 9

	Internal Stakeholders	External Stakeholders
5.1 Identify stakeholders		
5.2 Engagement undertaken		
5.3 Outcomes of engagement		
5.4 Outstanding actions following engagement (include in Section 8 log)		

## SECTION 6 – CONCLUSION OF IMPACT

Refer to Equality Analysis guidance page 9

Please outline whether the activity/ policy has a positive or negative effect on any groups of people with protected inclusion characteristics

Protected Characteristic	Positive/ Neutral Negative /	Impact (include reference to data/ engagement)
6.1 Age	Neutral	
6.2 Disability	Positive	There is no change to the positive impact of the Microsoft 365 set of applications (Teams, Outlook, Word, Excel) which integrate seamlessly with assistive technologies and accessibility settings on most devices. Examples of specific accessibility features include live subtitles, dictation and immersive reading techniques.
6.3 Gender	Neutral	
6.4 Pregnancy or Maternity	Neutral	
6.5 Race	Neutral	
6.6 Religion and belief	Neutral	
6.7 Sexual Orientation	Neutral	
6.8 Marriage or Civil Partnership	Neutral	

<b>6.9</b> Gender Reassignment	<b>Neutral</b>	
<b>6.10</b> Carers	<b>Neutral</b>	
<b>6.11</b> Looked After Children and Care Leavers	<b>Neutral</b>	
<b>6.12</b> Armed Forces personnel including veterans	<b>Neutral</b>	
<b>6.13</b> Socio-economically vulnerable	<b>Neutral</b>	
<b>6.14 Overall impact -</b> What will the likely overall effect of your activity be on equality, including consideration on intersectionality?		

<b>SECTION 7 – ACTION LOG</b>			
Refer to Equality Analysis guidance page 10			
Action Identified	Lead	Due Date	Comments and Sign off (when complete)
<b>7.1</b> Actions to address gaps identified in section 4			
<b>7.2</b> Actions to address gaps identified in section 5			
<b>7.3</b> Mitigations to address negative impacts identified in section 6			
<b>7.4</b> Opportunities to further inclusion (equality, diversity and human rights ) including to advance opportunities and engagements across protected characteristics			

<b>SECTION 8 - REVIEW</b>			
Refer to Equality Analysis guidance page 10			
Review Milestone	Lead	Due Date	Comments (and sign off when complete)
Provider of Microsoft Licenses	S.Den ton	Feb 2024	

Please make sure that every section of the Equality Analysis has been fully completed. The author of the EA should then seek Quality Assurance sign off and departmental recording.

<b>SECTION 9 – QUALITY ASSURANCE</b>		
Refer to Equality Analysis guidance page x		
<b>Consideration</b>	<b>Yes/ No</b>	<b>Rationale and details of further actions required</b>
Have all section been completed fully?	Yes	
Has the duty to eliminate unlawful discrimination, harassment, victimization and other conducted prohibited by the PSED and Equalities Act been considered and acted upon?	Yes	
Has the duty to advance equality of opportunity between people who share a protected characteristic and those who do not been considered and acted upon	Yes	
Has the duty to foster good relations between people who share a protected characteristic and those who do not, been consider and acted upon	Yes	
Has the action log fully detailed any required activity to address gaps in data, insight and/or engagement in relation to inclusion impact?	N/A	
Have clear and robust reviewing arrangements been set out?		
Are there any further comments to be made in relation to this EA	No	