

To: All Councillors

When calling please ask for:
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Calls may be recorded for training or monitoring
Date: 5 April 2023

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 4 April 2023. The Decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON FRIDAY, 14 APRIL 2023**. Members must notify Stephen Rix, Executive Head of Legal and Democratic Services (Interim) (Monitoring Officer) by e-mail, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **five non-Executive Members may call-in** a decision of the Executive for scrutiny.

Members should contact their Chairman or Vice-Chairman before calling any items in.

Yours sincerely

STEPHEN RIX

Executive Head of Legal and Democratic Services (Interim) (Monitoring Officer)

NOTE FOR MEMBERS

The item numbers below correspond to the item numbers on the Executive Agenda.

AGENDA

7. CIVICA ELECTRONIC DOCUMENT MANAGEMENT UPGRADE

RESOLVED that the IT Team be authorised to place the order for the upgrade of Civica W2 Electronic document Management System to W3 in line with the Capital Programme proposal.

Reason: this action is recommended to provide considerable additional functionality within the Civica platform including the public Planning document portal. It is also required to maintain the software within our security environment and to enable remote hosting.

[Overview & Scrutiny Committee – Resources]

8. MICROSOFT ENTERPRISE AGREEMENT RENEWAL

RESOLVED that:

- 1. authority de delegated to the Joint Strategic Director – Transformation & Governance to approve the purchase of the annual Microsoft Enterprise Agreement on the best commercial terms available each year provided that the sum is within the relevant budget as approved.**
- 2. the IT Team be authorised to renew the Microsoft Enterprise Agreement for 2023/24 for Waverley with either Bytes or Phoenix Software, depending on best price and terms, The provision for the licence is within the existing IT revenue budget.**

Reason: to be able to continue running the Waverley IT estate.

[Overview & Scrutiny Committee – Resources]

**For further information or assistance, please telephone Fiona Cameron,
Interim Democratic Services Manager on 01483 523226**