

To: All Members of the EXECUTIVE

When calling please ask for:

Fiona Cameron, Interim Democratic Services
Manager

Legal and Democratic Services

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Calls may be recorded for training or monitoring

Date: 24 March 2023

Membership of the Executive

Cllr Paul Follows (Chair)
Cllr Peter Clark (Vice Chair)
Cllr Andy MacLeod
Cllr Penny Marriott
Cllr Mark Merryweather

Cllr Kika Mirylees
Cllr Nick Palmer
Cllr Paul Rivers
Cllr Liz Townsend
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 4 APRIL 2023

TIME: 6.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

STEPHEN RIX

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

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The meeting can be viewed remotely via Waverley Borough Council's [YouTube channel](#) or by visiting www.waverley.gov.uk/webcast .

NOTES FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

Prior to the commencement of the meeting, the Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.

[Questions will be taken in the order in which questioners register with the Democratic Services Officer prior to the start of question time. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MINUTES**

To confirm the Minutes of the Meetings held on 7 March 2023 and 21 March 2023.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 28 March 2023.

5. QUESTIONS FROM MEMBERS OF THE COUNCIL

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 28 March 2023.

6. RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES

Report to follow.

7. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

8. CIVICA ELECTRONIC DOCUMENT MANAGEMENT UPGRADE (Pages 5 - 8)

The purpose of this report is to seek approval to place the order to upgrade the Civica W2 Electronic Document Management system to W3. This software is used to manage the documents from all major line of business applications including Revenues, Benefits, Housing, Planning and Environmental Health.

The provision of £115k for this renewal is within the 2023/24 General Fund Capital Programme for IT.

Recommendation

It is recommended that the Executive authorise the IT team to place the order for the upgrade of Civica W2 Electronic Document Management system to W3 in line with the Capital Programme proposal.

9. MICROSOFT ENTERPRISE AGREEMENT RENEWAL (Pages 9 - 12)

The purpose of this report is to seek approval to place the order to renew the Microsoft Enterprise Agreement for Waverley. This is the licence agreement to run the software that underpins most of the activity of the authority. This includes Microsoft Office, Exchange/Outlook, SQL Server, Windows Operating system.

The price for the Enterprise Agreement is set by Microsoft and the only option for negotiation is which reseller you contract with and the uplift margin they charge. We currently use Bytes as our reseller and have a 1 year extension option on the contract. Crown Commercial Services have run a tender process for Enterprise Agreement that has been awarded to Phoenix Software.

The provision of £145k for this renewal is within the existing IT service revenue budget.

Recommendation

It is recommended that the Executive

1. **Delegate authority to the Joint Strategic Director, Transformation & Governance to approve the purchasing 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. **Authorise the IT team 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.**

10. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

11. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone
Fiona Cameron, Interim Democratic Services Manager, on 01483
523226 or by email at fiona.cameron@waverley.gov.uk**

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 APRIL 2023

Title:

Civica Electronic Document Management upgrade

Portfolio Holder: Cllr Peter Clark, Portfolio Holder for IT

Head of Service: Nicola Haymes, Executive Head of Communications and Customer Services

Key decision: Yes

Access: Public

1. Purpose and summary

The purpose of this report is to seek approval to place the order to upgrade the Civica W2 Electronic Document Management system to W3. This software is used to manage the documents from all major line of business applications including Revenues, Benefits, Housing, Planning and Environmental Health.

The provision of £115k for this renewal is within the 2023/24 General Fund Capital Programme for IT.

2. Recommendation

It is recommended that the Executive authorise the IT team to place the order for the upgrade of Civica W2 Electronic Document Management system to W3 in line with the Capital Programme proposal.

3. Reason for the recommendation

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.

4. Relationship to the Corporate Strategy and Service Plan

4.1 Corporate Priority: A financially sound Waverley, with infrastructure and services fit for the future.

The IT infrastructure is maintained and improved which supports the activity of the Council.

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

Drafted by: Rosie Plaistowe-Melham, Financial Services Manager

Budget provision is in place for the full cost of the Civica upgrade, there is no additional financial impact.

5.2 Risk management

5.3 Legal

Drafted by: Ian Hunt, Interim Deputy Borough Solicitor

The Council in undertaking this purchase is developing an existing system and whilst the Council has to consider best value in undertaking purchases it can take into account the value of the existing platform, and the costs of transitioning to another provider of the services.

5.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

5.5 Climate emergency declaration

There are no direct climate emergency implications as a result of this decision.

6. Consultation and engagement

N/A

7. Other options considered

Not upgrading the software – this would result in the lost opportunity to benefit from improved functionality and IT security.

8. Governance journey

Executive, 4 April 2023

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

Name: Linda Frame
Position: IT Manager
Telephone: 0148 3523157
Email: linda.frame@waverley.gov.uk

Agreed and signed off by:

Legal Services: Ian Hunt, Deputy Interim Borough Solicitor, 22/03/2023

Head of Finance: Rosie Plaistowe-Melham, Financial Services Manager, 20/03/2023

Strategic Director: Annie Righton, Joint Strategic Director for Community and Wellbeing
21/03/2023

Portfolio Holder: Councillor Peter Clark, Portfolio Holder for IT, 21/03/2023

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 APRIL 2023

Title:

Microsoft Enterprise Agreement renewal

Portfolio Holder: Cllr Peter Clark, Portfolio Holder for IT

Head of Service: Nicola Haymes, Executive Head of Communications and Customer Services

Key decision: Yes

Access: Public

1. Purpose and summary

The purpose of this report is to seek approval to place the order to renew the Microsoft Enterprise Agreement for Waverley. This is the licence agreement to run the software that underpins most of the activity of the authority. This includes Microsoft Office, Exchange/Outlook, SQL Server, Windows Operating system.

The price for the Enterprise Agreement is set by Microsoft and the only option for negotiation is which reseller you contract with and the uplift margin they charge. We currently use Bytes as our reseller and have a 1 year extension option on the contract. Crown Commercial Services have run a tender process for Enterprise Agreement that has been awarded to Phoenix Software.

The provision of £145k for this renewal is within the existing IT service revenue budget.

2. Recommendation

It is recommended that the Executive

1. Delegate authority to the Joint Strategic Director, Transformation & Governance to approve the purchasing 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. Authorise the IT team 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.

3. Reason for the recommendation

This action is recommended to be able to continue running the Waverley IT estate.

4. Relationship to the Corporate Strategy and Service Plan

4.1 Corporate Priority: A financially sound Waverley, with infrastructure and services fit for the future.

The IT infrastructure is maintained and improved which supports the activity of the Council.

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

Drafted by: Rosie Plaistowe-Melham, Financial Services Manager

Budget provision is in place for the full cost of the Microsoft Agreement, there is no additional financial impact.

Not renewing the Enterprise Agreement will have negative financial and reputational impact on the council with staff unable to carry out day to day tasks.

5.2 Risk management

If the Enterprise Agreement is not renewed Waverley will not be able to run any Microsoft software.

5.3 Legal

Drafted by: Ian Hunt, Interim Deputy Borough Solicitor

The Council is committed to the use of the Microsoft platform, and would face significant difficulty in adopting any other approach for this key infrastructure. Accordingly the Council is permitted to procure the service from the relevant framework options.

5.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

5.5 Climate emergency declaration

There are no direct climate emergency implications as a result of this decision.

6. Consultation and engagement

N/A

8. Other options considered

The alternative option would be to not renew the Microsoft Enterprise Agreement, the implications of which are set out above.

9. Governance journey

Executive, 4 April 2023

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

Name: Linda Frame
Position: IT Manager
Telephone: 0148 3523157
Email: linda.frame@waverley.gov.uk

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21/03/2023

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