



LONDON FIRE BRIGADE

Decision title

Microsoft Licensing Renewal

Recommendation by
Chief Information Officer

Decision Number
LFC-0020-D

NOT PROTECTIVELY MARKED

Summary

London Fire Brigade (LFB) adopted Microsoft Office software in 1999. A corporate budget is in place for the licensing of these products. The licensing arrangement with Microsoft requires a three-yearly confirmation of the Brigade's requirements against Microsoft's current licensing structure and prices. There is a need to confirm with Microsoft the Brigade's licensing requirements for the three years from June 2018 and this report seeks agreement to do that.

There is currently no delegated authority for regular and recurring items of expenditure. In earlier years, these licensing arrangements would be concluded by officers under the general delegated authority.

Decision

The London Fire Commissioner delegate to the Chief Information Officer the confirmation of requirements for software licence renewals for Microsoft products.

Tom George
Deputy London Fire Commissioner

Date 6/6/2018.

Access to Information – Contact Officer

Name	Steven Adams
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GREATER **LONDON** AUTHORITY

REQUEST FOR DEPUTY MAYOR FOR FIRE & RESILIENCE DECISION – DMFD2

Title: Microsoft Licensing Renewals for the London Fire Brigade

Executive Summary:

London Fire Brigade adopted Microsoft Office in 1999. A corporate budget is in place for the licensing of these products. The licensing arrangement with Microsoft requires a three-yearly confirmation of the Brigade's requirements against its current licensing structure and prices.

The London Fire Commissioner Governance Direction 2018 sets out a requirement for the London Fire Commissioner to seek prior consent before '*[a] commitment to expenditure (capital or revenue) of £150,000 or above*'. The Direction also provides the Deputy Mayor with the authority to '*give or waive any approval or consent required by [the] Direction*'.

This decision form requests that the Deputy Mayor for Fire and Resilience waives the requirement for the London Fire Commissioner to receive prior consent for expenditure relating to Microsoft software licence renewals, providing this expenditure falls within the agreed annual budget envelope for such expenditure.

Decision:

The Deputy Mayor for Fire and Resilience waives the requirement, under The London Fire Commissioner Governance Direction 2018, on the London Fire Commissioner to:

receive prior consent from the Deputy Mayor for Fire and Resilience for expenditure relating to Microsoft software licence renewals, providing that expenditure is within the annually agreed relevant budget line.

Deputy Mayor for Fire and Resilience

I confirm that I do not have any disclosable pecuniary interests in the proposed decision.

The above request has my approval.

Signature:



Date:

5 June 2018

PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE DEPUTY MAYOR

Decision required – supporting report

1. Introduction and background

- 1.1. London Fire Brigade adopted Microsoft Office in 1999. A corporate budget of £687k is in place for the licensing of these products. The licensing arrangement with Microsoft requires a three-yearly confirmation of the Brigade's requirements against current licensing structure and prices.
- 1.2. The London Fire Commissioner Governance Direction 2018 sets out a requirement for the London Fire Commissioner to seek prior consent before '[a] commitment to expenditure (capital or revenue) of £150,000 or above'. The Direction also provides the Deputy Mayor for Fire and Resilience with the authority to '*give or waive any approval or consent required by [the] Direction*'.
- 1.3. The Brigade's effective management of Microsoft Office licenses would be aided by the Deputy Mayor giving such a waiver to the requirement to seek prior consent for related expenditure. This would be in line with the approach that existed under the previous governance arrangements for the Brigade – which came to an end with the abolition of the London Fire and Emergency Planning Authority on 1 April 2018 – under which Microsoft Office license renewals were subject to an officer delegation. The London Fire Commissioner is considering delegating the consideration of Microsoft licence matters to the Brigade's Chief Information Officer—the previous holder the aforementioned officer delegation.

2. Objectives and expected outcomes

- 2.1. This Decision ensures that the London Fire Brigade officers are able to continue to access necessary facilities beyond June 2018. The Decision also ensures that routine management matters are considered appropriately and efficiently

3. Equality comments

- 3.1. The Public Sector Equality Duty – and the potential impacts of this decision on those with protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation) – has been considered. No impacts have been identified.

4. Other considerations

- 4.1. Microsoft will need to be notified of the Brigade's licensing requirements for the three years from July 2018 by 11 June 2018 to be able to conclude the necessary agreements in sufficient time.

5. Financial comments

- 5.1. The expenditure is to be funded through sums available to the Commissioner. There are no direct financial implications for the GLA.

6. Legal comments

- 6.1. There are no particular legal implications for the GLA arising from this decision.

Appendices and supporting papers:

None

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary. **Note:** This form (Part 1) will either be published within one working day after approval or on the defer date.

Part 1 Deferral:

Is the publication of Part 1 of this approval to be deferred? NO

If YES, for what reason:

Until what date: (a date is required if deferring)

Part 2 Confidentiality: Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form – NO

ORIGINATING OFFICER DECLARATION:

Drafting officer to confirm the following (✓)

Drafting officer

Tim Somerville has drafted this report with input from the LFC and in accordance with GLA procedures and confirms the following:

✓

Assistant Director/Head of Service

Tom Middleton has reviewed the documentation and is satisfied for it to be referred to the Deputy Mayor for Fire and Resilience for approval.

✓

Advice

The Finance and Legal teams have commented on this proposal.

✓

Corporate Investment Board

This decision was agreed by the Corporate Investment Board on 4 June.

EXECUTIVE DIRECTOR, RESOURCES:

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

Signature *M. J. LCC*

Date *5.6.18*