

## Officer Decision Record – Executive Decision

**If Key Decision: Decision Ref. No.**

**B..... n/a**

***If not a Key Decision write n/a above***

### OFFICER DECISION RECORD <sup>i</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

**Subject:** Procurement of Microsoft Office 365 Accounts for Foster Carers

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** No

**Executive Member/Committee Chairman:**

**Portfolio (Executive Functions only):** Children, Young People & Families

**Officer Contact:**

Miranda Gittos, Director of Specialist Services and Commissioning, Childrens Services

**Tel:** 01438843404

1. **Decision**

It was agreed that CDW (via G-Cloud Call Off Contract) would provide Microsoft Office 365 accounts for Children's Services Foster Carers to replace the Zimbra email system which was no longer being provided by UK Cloud, who were going into liquidation.

2. **Reasons for the decision**

The Microsoft Office 365 package provided by CDW was found to meet the needs of both HCC and foster carers, is a long-term solution that is fit for purpose, can be developed further over time, and will deliver the best arrangements for service delivery. Digital transformation will continue and will need to be embraced and accepted by foster carers, and we felt that HCC needed to facilitate this and provide foster carers with a solution that is as intuitive as possible, robust and has longevity.

3. **Alternative options considered and rejected**

It was acknowledged that the Zimbra/Intuition offering had improved, and the solution is a better all round package than our previous Zimbra offering, however, it is very much a bespoke system, HCC staff would need to be trained on it to support foster carers, and in order to benefit from some of the functions ie chats and groups, you would need to have an account which would negate the ability to include HCC staff.

4. **Consultation** (*see Summary of Requirements below*)

**Was any Councillor consulted?            No**

**If yes:**

(a)    Comments of Executive Member/Committee Chairman (*delete as applicable*)

(b)    Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

n/a

6. **I am proceeding with the proposed decision.**

Signed: Miranda Gittos

Title: Director of Specialist Services and Commissioning

Date: 26 May 2023

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.<sup>ii</sup>

---

### Summary of Requirements to Inform/Consult Councillors

<b>Significance of Proposed Action</b>	<b>Controversial</b>	<b>Relevant Councillor(s) to be Consulted</b>
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	No	<b>Executive Functions:</b> Consult relevant Lead Executive Member and, where appropriate, Local Councillor <b>Non-Executive Functions:</b> Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	<b>Executive Functions:</b> Inform Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Inform Local Councillor
Local	No	<b>Executive Functions:</b> Consult Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Consult Local Councillor
General or County-wide	No	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s) <b>Non-Executive Functions:</b> Consult relevant Committee Chairman
General or County-wide	No	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s) and the Leader of the Council <b>Non-Executive Functions:</b> Consult relevant Committee Chairman/Leaders all Political Groups