

# Internal Decision Record



**Lancashire  
Constabulary**

police and communities together

<b>Subject:</b>	Microsoft Enterprise Agreement Annual Renewal and True up
<b>Author:</b>	Emma Carruthers/George Duckett
<b>Sponsor (e.g. Head of Dept):</b>	Supt Robertshaw
<b>Decision Required:</b>	Funding to support the renewal of licences and support against licensing for Servers/Operating systems in use throughout the Constabulary.
<b>Date:</b>	28 March 2013

## Issue for consideration

To legally comply as a Force with licensing associated with the Microsoft Enterprise Agreement. Expenditure to be attributed to the following:-

We require a total of 96 processors that require data centre licences so we can remain in compliance. This is an increase of 28 from last year.  
We require an increase in standard licences

The increase covers server operating licences true up and additional desktops/laptops.

## Governance Framework Section Reference

This request is in line with the Microsoft Enterprise Agreement which was purchased under the Sprint framework agreement and of which we are mandated to in support of our licensing requirements.

## Costs

Costs are aligned for the full financial year.

As part of the true up Lancashire Constabulary ICT have identified the following costs in order to true up as legally required under the licensing contract with Microsoft re the Enterprise Agreement.

This is Year 2 of a 3 year contract (EA Agreement Microsoft)

From last year an additional £77,785.78 has been required in order to true up (growth)

The total cost for which the capital request is made aligns to **£785,295.17**

**This was envisaged when the capital programme provision for the Enterprise Agreement for 2013/14 was set at £800k and therefore this expenditure can be met from within existing budget.**

### Risks

If no agreement to spend this would present Non Compliance re no of assets/hardware and licensing requirements in line with the Microsoft Enterprise Agreement. We have a legal requirement placed on us and are mandated as a Force to review our licensing numbers each year and update as applicable.

### Consequences

The outcome of no review (true up or true down) would be that as a Force we could be found to be non compliant re licensing and the annual review is mandated as part of the 3 year Microsoft agreement.

### Consultation

A series of internal meetings have taken place to ensure we capture all the correct analysis of what licences are required per processors/assets.  
We are mandated as a Force to comply with licensing.  
No necessary wider consultation with other departments was required.

### Decision (Outcome and Rationale)

Lancashire Constabulary ICT is currently within Year 2 of existing agreement and we have trued up based on information gathered re desktop/laptops and server processing. This request does require capital funding to remain in compliance re licensing and in line with the Microsoft agreement in place and what is mandated of us as a Force.  
In accordance with the ISOG para 8.58 and finmanacial regulation 3.4 the CC's CFO is requested to approve the payment of the Microsoft Enterprise Agreement.

Signed by - Sponsor

Signed by - Decision Maker

Name:

Name:Ian Cosh

Role:

Role:Director of Resources and CFO

Date:

Date: 16<sup>th</sup> April 2013