



## Portfolio Holder Decisions

### **Microsoft Enterprise Agreement (Resources) / Participation in the Afghan Locally Employed Staff (LES) Scheme and Operation Warm Welcome (Neighbourhood Services and Community Safety )**

1. **Microsoft Enterprise Agreement Renewal** (Pages 3 - 6)  
Report of the Corporate Director Communities.
2. **Participation in the Afghan Locally Employed Staff (LES) Scheme and Operation Warm Welcome** (Pages 7 - 10)  
Report of the Corporate Director Communities

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Corporate Director Communities	Councillor Michael Vincent, Resources Portfolio Holder	23 September 2021

### Microsoft Enterprise Agreement Renewal

#### 1. Purpose of report

- 1.1 To seek approval to renew the Microsoft Enterprise E3 Agreement for a three year period.

#### 2. Outcomes

- 2.1 Ensure the council is adequately licensed for supported Microsoft products.
- 2.2 Enable the continued use of cloud based products and services and further develop the cloud-based offering as part of the delivery of the #DigitalWyre Strategy.
- 2.3 Develop and utilise the expansive feature set of Microsoft 365 in order to improve our approach to flexible working and to provide enhanced data visibility and governance.

#### 3. Recommendations

- 3.1 That approval is given to proceed with a three year Microsoft Enterprise Agreement remaining on the same level as the current licence agreement - Microsoft 365 (M365) E3 licence.
- 3.2 That approval is given by the Resources Portfolio Holder to deal with the agreement under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules; on the grounds that exemptions may apply where "a framework agreement is available that necessitates the council not having to go out to tender and the goods, works and services will still provide the Council with best value for money".

## **4. Background**

- 4.1** Microsoft Operating Systems (Microsoft Windows and Microsoft Windows Server) provide over 95% of the operating systems for the terminal services clients, laptops, PC's and servers in use by Wyre Council.
- 4.2** Officers at Wyre Council use the Microsoft Office suite of applications (Microsoft Word, Microsoft Excel, Microsoft Outlook) in their daily roles accessing both internally and externally created documents. It is therefore critical to the organisation to ensure that we have sufficient Microsoft licences to meet the needs of the business.
- 4.3** During the pandemic, the collaborative working features of M365, such as Microsoft Teams, have proven invaluable and undoubtedly simplified the transition to remote working, and are seen as key to the continued success of a flexible working approach.
- 4.4** The current E3 licence expired at the end of July 2021 and has automatically rolled forward for twelve months and this report is seeking to formalise this and extend to a three year arrangement.
- 4.5** The M365 offering has matured over the last three years, and there are new features and benefits added to our licence model on a regular basis. We are also utilising more of the product as time goes on and we have the time to develop the features, controls and policy management on offer.

## **5. Key issues and proposals**

- 5.1** The council use Microsoft products including Office, Teams, OneDrive, SharePoint etc., and a range of "back-end" automation products throughout the organisation. These products allow integration with our third party applications more effectively and efficiently than alternative office products would.
- 5.2** As an organisation we have transitioned more of our core corporate systems to SaaS (Software as a Service – hosted in the cloud) solutions allowing for greater resilience and mobility. Utilising the Microsoft cloud offering for Office and other products allows greater flexibility for officers whilst dealing with the challenge of ensuring data security and protection for our systems.
- 5.3** There are multiple licensing options for M365, with the E3 licence sitting in the middle of the tier. A step up to the enhanced E5 M365 licence would offer the council significant benefits. However officers need the capacity and resources to first evaluate the full impact and then implement the changes. Instead, we have the option to licence features individually within M365, therefore a more realistic approach would be to adopt features gradually and then move to the E5 licence once it becomes cost effective to do so. Our preferred approach would be to adopt additional features on an individual basis to allow time for accurate

implementation. The renewal of the E3 licence can be obtained via the Crown Commercial Service G12 Cloud framework as a direct award.

## 6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider departures from Rules relating to financial and contractual matters if appropriate."

Financial and legal implications	
Finance	The current budget for the E3 licences is £85,950. The annual cost is £88,970 and the small shortfall will be met from general balances if savings cannot be identified within the ICT budgets.
Legal	A contract for the purchase and implementation of the IT equipment will be entered into with the successful supplier, which complies with the Council's Financial Regulations and Financial Procedure Rules.

### Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	✓
data protection	x

### Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

**List of appendices**

None

dem/ph/re/cr/21/0009lb3



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Corporate Director Communities	Councillor Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder	23 September 2021

### Participation in the Afghan Locally Employed Staff (LES) Scheme and Operation Warm Welcome

#### 1. Purpose of report

- 1.1 All local authorities have been invited to be part of the relocation element of the Government's Afghan Relocations and Assistance Policy (ARAP). The relocation element of this policy is the Afghan Locally Employed Staff (LES) Scheme and Operation Warm Welcome. This report describes the LES Scheme and requests approval for Wyre Council to be involved.

#### 2. Outcomes

- 2.1 The resettlement of UK Government supported Afghan Nationals in Wyre.

#### 3. Recommendations

- 3.1 That the Council agrees to support the Government's Afghan Locally Employed Staff (LES) Scheme, Operation Warm Welcome and associated resettlement schemes for vulnerable Afghan nationals and we enter into a Memorandum of Understanding with Lancashire County Council to deliver such schemes.
- 3.2 That Wyre initially aims to support the relocation of five families under LES and associated Afghan resettlement schemes.

## **4. Background**

- 4.1** Following the drawdown of UK military operations in Afghanistan, the Government introduced schemes to support current and former locally employed staff (LES) who worked for British Forces. This is in recognition of their service and reflects the work they conducted and the risks involved.
- 4.2** Those arriving in the UK under the LES scheme will have been assessed as being 'under serious threat to life'. Those who qualify and choose to relocate to the UK with their families are not expected to return to Afghanistan. After completing five years indefinite leave to remain they can apply for permanent residence in the UK ensuring that they can settle here permanently and continue to build their lives and future here.
- 4.3** All Local Authorities have been asked to support the Afghan Locally Employed Staff (LES) Scheme and Operation Warm Welcome.
- 4.4** Under the Afghan Locally Employed Staff (LES) Scheme people relocated under the scheme are supported for a twelve month period by the local authority. This will involve an integration package that includes:
- accommodation
  - a package of advice and assistance covering employment, welfare benefits, housing, health, education and utility supply
  - registration with GPs and local Job Centre Plus including receipt of a National Insurance Number
  - assistance in securing school places for school aged children
  - financial support until they satisfy the Habitual Residency Test set by the DWP (which can take up to 3 months).
- 4.5** Funding is provided to participating local authorities from the Government to support families. There is no financial burden on local authorities. Lancashire County Council will hold a Lancashire allocation of funding and participating District Councils, following the agreement of an MOU, will invoice for costs according to an agreed funding schedule.
- 4.6** We are advised that the majority of LES Scheme supported Afghans are likely to be young couples or families, with an average family size of five (majority young children). The individuals are unlikely to have a high level of complex medical issues. Most of the husbands speak good English and are keen to work; most will have Pashto as a first language.
- 4.7** Operation Warm Welcome is the wider name given to the significant cross-government effort under way to ensure Afghans arriving in the UK receive the vital support they need to rebuild their lives, find work, pursue education and integrate into their local communities.
- 4.8** The Council previously took part in the Syrian Resettlement Programme (SRP) and so has experience in welcoming and supporting refugee families.



To date the council has supported 11 Syrian families, five arrived in 2017 and a further five arrived in 2019. Support was provided to another family following a specific request for assistance which we were able to meet. A further cohort of families expected in 2021 did not arrive as planned owing to the Covid-19 pandemic.

- 4.9** A successful network of agencies, providing support, has been established in Wyre (and across the wider Lancashire area) to provide integration support to new arrivals. It is anticipated that these networks will provide integration support to any arrivals under LES.
- 4.10** All arrivals will be co-ordinated with colleagues from Lancashire County Council. Engagement with Fylde Coast Clinical Commissioning Group has taken place. A Fylde Coast multi-agency forum attended by the County Council, CCG, neighbouring Councils and other appropriate partners from the Voluntary, Community Faith and Social Enterprise Sector has been established.

## **5. Key issues and proposals**

- 5.1** That the Council agrees to participate in the Government's Afghan Locally Employed Staff (LES) Scheme and Operation Warm Welcome.
- 5.2** The key limiting factor for the resettlement of Afghan households in the Borough is likely to be access to appropriate housing. As recorded in the latest Census of Population (2011) Wyre has a very high rate of home ownership (78.1%) and low rates of social housing (7.2%) and privately rented properties (13.5%). This serves to create some pressure within our housing market. Despite this, we are confident that we can source at least five properties in the Borough to support this programme.
- 5.3** That Wyre initially aims to support the relocation of five families under LES or other schemes associated with Operation Warm Welcome.

## **6. Delegated functions**

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Portfolio Holder Neighbourhood Services and Community Safety (as set out in Part 3 of the council's constitution): "to consider matters relating to homeless people and vulnerable people in the borough".

<b>Financial and legal implications</b>	
Finance	There is to be no financial burden on participating local authorities. All costs associated with the LES Scheme are to be met by a specific Home Office funding package. Lancashire County Council will hold a Lancashire allocation of funding and participating District Councils, following the agreement of an MOU, will invoice for costs according to an agreed funding schedule.

Legal	A legal agreement is currently being negotiated and will be signed prior to commencement. Local Authorities participating in the scheme will be required to meet obligations set out in a funding instruction.
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equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

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List of background papers:		
name of document	date	where available for inspection
None		

### List of appendices

None

dem/ph/ne/cr/21/0009mb1