

## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday, 27 September 2021

**Title:** Office 365

**Contact Officer:** Deputy Town Clerk – Adam Clapton

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### Background

Communication is at the centre of being able to provide a professional and efficient service for the residents of Witney.

The restructuring of the Town Council earlier this year resulted in increased staffing and an additional workplace, leaving the teams providing these services more remote and spread over four different sites. It also left the Town Council staff on differing Microsoft Licences and with more emails going through the current server.

The Covid-19 Pandemic has also shown the need for a more fluid way of working, both internally and externally.

### Current Information

The Communications and Events Officer initiated talks with the Council's IT provider about the possibility of an Intranet/Extranet which would hold all relevant up-to-date policies, provide a noticeboard feature for all staff, wherever they work, and provide instant messaging. It will also allow the Council to add Microsoft Teams if this is required at a future date.

The attached roadmap and quote to migrate the Council's email and set up an intranet/extranet is attached for consideration. Some further key points below have been provided by the Council's current IT provider.

**Email** – Same functionality as now but stored on M365 rather than the IT Provider's cloud. Emails will need to move to M365 to get the most out of the Extranet. Moving emails to M365 will also be necessary in the next 12 – 24 months anyway as the IT Provider's cloud email will soon be an end-of-life service.

**Office 365** – Office 365 is the broad term for all 365 services. The new proposal gives the Town Council the extranet, and the email part of 365.

## **Environmental impact**

There is no known environmental impact pertaining from the contents of this report.

## **Risk**

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

The Council should consider the infrastructure needed to continue/or enhance the services required to deliver its services.

## **Financial implications**

- As shown in the attached confidential financial implications summary.
- There is no additional budget for this service.

## **Recommendations**

Members are invited to note the report and;

1. Consider whether the Town Council should migrate onto Office 365.