



OFFICIAL EXECUTIVE DECISION NOTICE PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

Title of decision	CAPITAL RELEASE REPORT (April 2024) DEPARTMENT: TECHNOLOGY SERVICE AREA/ PROGRAMME: DIGITAL & INTELLIGENCE/ ENABLING RELEASE: Microsoft CoPilot Trial
Reference No.	1106
Date of decision	Tuesday 14 May 2024
Call-in expiry date	Tuesday 21 May 2024
Relevant Select Committee	Corporate Resources and Infrastructure Select Committee
Relevant Wards	All

Decision made

Cabinet Members making the decision	Councillor Martin Goddard – Cabinet Member for Finance Councillor Douglas Mills – Cabinet Member for Corporate Services
Decision	Approved That the Cabinet Member for Finance and the Cabinet Member for Corporate Services agreed to the following capital release request of £31,000 from the Corporate Technology & Innovation Programme 2024/25 budget for the funding of the Microsoft Copilot Trial Licences (Appendix A of the associated report).
Reason for decision	This project aims to leverage the latest technologies and tools to optimise internal processes and productivity. The project involves becoming an adopter of MS 365 Copilot, a new functionality within the Microsoft 365 suite of applications, which has the potential to release savings in officer time and costs through more efficient working.
Alternative options considered and rejected	The alternative option is to do nothing which involves maintaining the status quo with the existing Microsoft tools.
Classification	Part II – Members Only and Not for Publication
Link to associated report	<i>That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that</i>

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	<i>information) and that the public interest in withholding the information outweighs the public interest in disclosing it.</i>
Relevant Officer contact & Directorate	Darren Everden – Digital & Intelligence
Any interest declared by the Cabinet Member(s) / dispensation granted	N/A

Implementation of decision & scrutiny call-in

[Internal Use only]	
When can this decision be implemented by officers?	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p>5pm on Tuesday 21 May 2024</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p>
Councillor scrutiny call-in of this decision	<p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p><u>Scrutiny Call-In - Power Apps</u> (secure)</p>
Further information	<p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: democratic@hillingdon.gov.uk.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;">Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</p>