

**REPORT OF THE SERVICE DIRECTOR – FINANCE, INFRASTRUCTURE AND
IMPROVEMENT****Update on rollout and adoption of Microsoft Office 365****Purpose of the Report**

1. To introduce the presentation to the committee on the current position with regard to the rollout of the Microsoft Office 365 (O365) suite of tools.

Information

2. Members will be aware that the council, by way of the cloud navigator programme, has engaged Microsoft to support the migration of council ICT infrastructure and services to the Microsoft cloud platform.
3. Following the successful migration of the email service to to the cloud, focus has now fallen on the tools the O365 platform offers and how best to facilitate adoption of these tools.
4. ICT Services have been working with Microsoft to understand the capability of the O365 suite and skilling up support staff in the use and support of the technology. We are now in a position where users can be encouraged and supported in exploiting the opportunities the technology presents.
5. The capability and use cases for this technology are best demonstrated by way of a presentation. Therefore, the presentation will outline the range of tools available, how they can be used to support collaboration, new workflow and more flexible working. It will also consider how adoption of the tools is best managed within the context of the council and the services we deliver.

RECOMMENDATION/S

6. That members agree to receive a follow up/update report in the next 6 months and that this be included in the work programme

Nigel Stevenson
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For any enquiries about this report please contact:

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Constitutional Comments (EP 15/11/2019)

Financial Comments (SES 15/11/19)

There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All