

## Decision Record

Decision:	Microsoft 365 co-pilot early access programme
Summary of Decision:	This report seeks the approval of the Cabinet Member for Finance and Resources to enter into the Microsoft 365 (M365) Co-pilot Early Access Programme (EAP). Co-pilot is a Large Language Model generative Artificial Intelligence tool that has a range of time saving capabilities such as summarizing meetings and noting action points, assisting in the drafting of standard documents such as tender specifications, and supporting other tooling such as chatbots that enable more efficient website searches etc. Participation in the EAP provides access to licences for M365 Co-pilot and Dynamics Co-pilot with additional support from Microsoft to identify and support deployment opportunities ensuring that security and information governance considerations are balanced against productivity improvements.
Decision taken by:	Cabinet Member – Finance and Resources
Date decision taken:	18/12/2023
Interests and Dispensations:	None
Any exempt information considered:	Fully Public