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19 July 2022

Dear Councillor

**GENERAL EXCEPTION NOTICE – (GE05 22) CHANGE OF CONTRACT AWARD FOR MICROSOFT 365 LICENCES**

Please find attached a General Exception Notice relating to a decision to be taken by Councillor Trevor Bartlett, Leader of the Council, to award the contract for Microsoft 365 licences to a different company to the one agreed by Cabinet at its meeting held on 4 July 2022. This was due to the results of the tender exercise being reported wrongly in the Cabinet report.

Although the original decision was included in the Notice of Forthcoming Key Decisions, this decision was not. However, the decision may still be taken provided 5 clear days have elapsed between publishing the General Exception Notice and informing the Chairman of the Overview and Scrutiny Committee, and the decision being taken.

Members of the public who require further information are asked to contact Kate Batty-Smith, Democratic Services Officer, on 01304 872303 or by e-mail at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a horizontal line.

Democratic Services Officer

ENCL

1 **GENERAL EXCEPTION NOTICE - (GE05 22) CHANGE OF CONTRACT AWARD FOR MICROSOFT 365 LICENCES** (Pages 2-3)