

| COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 |
|--|---|--|--|
| <p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take decision</p> <p>(3) Give date or period within which decision is to be taken</p> <p>(4) Directorate contact (include e-mail and telephone)</p> | <p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of consultation (external only [if applicable])</p> | <p>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</p> <p>(8) When should they be made by (closing date)</p> | <p>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</p> <p>(10) Is this information unrestricted or exempt?</p> <p>(11) Date first entered in Notice</p> |
| <p>KEY 37/21/22</p> <p>(1) To award contract of MS365 licensing</p> <p>(2) Cabinet</p> <p>(3) 4 July 2022</p> <p>(4) Brinley Hill, Head of Community & Digital Services – Brinley.hill@dover.gov.uk; 01304 872246</p> | <p>(5) None.</p> <p>(6) Not applicable.</p> | <p>(7) Brinley Hill, Head of Community and Digital Services – Brinley.hill@dover.gov.uk; 01304 872246</p> <p>(8) 20 June 2022</p> | <p>(9) Report to Cabinet</p> <p>(10) Exempt</p> <p>(11) 28 January 2022</p> |
| <p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Award of contract for the Council's productivity suite – MS365 licensing.</p> | | | |
| <p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>Cabinet meeting on 4 July 2022 to award contract after going out to tender.</p> | | | |