

<b>Motion for Bute Community Council</b>	
<b>Date</b>	November 2022
<b>Title</b>	IT Provision for Community Councillors and Council business 2022
<b>Description</b>	<p>The council notes that currently, all councillors are using personal email accounts to handle Community Council business.</p> <ul style="list-style-type: none"> <li>• Ideally all councillors have their own council email address</li> <li>• Named positions have position@ addresses, i.e. treasurer@</li> <li>• Ideally addresses like contact@ deliver mail to all councillors, etc</li> </ul> <p>The council notes that there is an expectation for councillors to read, produce, and manage a range of document types.</p> <ul style="list-style-type: none"> <li>• This includes having the software necessary to read and produce these document types</li> <li>• This includes the safe storage of information, both from a privacy and security perspective, and from a hardware failure perspective</li> </ul> <p>The council notes that the last decade has seen the rise of collaboration tools, that allow for documents and data to be shared between individuals and worked on at the same time.</p> <p>The council notes that communication and conference tools play a part in communicating with the public, topic specialists, other councillors, and other groups and organisations. Providing councillors with a standard, shared tool base would be of benefit for experience and knowledge sharing.</p> <p>The council notes that Microsoft, via their Microsoft 365 (formerly Office 365 depending on timing) product, addresses all notes above, and depending on subscription level, offers additional tools that could be leveraged in community engagement activities.</p> <ul style="list-style-type: none"> <li>• Creating a Microsoft 365 organisation and subscriptions for councillors would provide a secure, shared space where councillors could <ul style="list-style-type: none"> <li>○ receive and send council email in the ways noted above</li> <li>○ create, share, and store documents securely on the provided cloud storage for each subscription account</li> <li>○ provide the software needed to create and read documents</li> <li>○ provide the shared communication both inside the community council and outside with MS Teams</li> </ul> </li> <li>• Without Discount or other offer, the above notes could be addressed by Microsoft 365 Business Basic subscriptions, at £4.50 excl. vat per user per month (at time of writing) (Microsoft) <ul style="list-style-type: none"> <li>○ Discounts from Microsoft may be available</li> <li>○ Free subscriptions may be available, depending on Microsoft's view on community councils (Microsoft)</li> <li>○ Discounts or Free subscriptions may be for higher subscription tiers, offering greater value</li> </ul> </li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• To engage with the A&amp;BC Community Council Liaison Officer to determine if a discount or free service provision of Microsoft 365 can be made to Bute Community Council via Microsoft's outreach programs</li> <li>• To engage with Microsoft, if contact can be found, on what offers they can make a community council</li> <li>• On conclusion of the above</li> </ul>

	<ul style="list-style-type: none"> <li>○ Council to determine whether to adopt Microsoft 365 as IT services provider</li> <li>○ If council does not adopt Microsoft 365, to investigate other options to provide IT services to address the points as noted above</li> </ul>
<b>References</b>	<p><b>Microsoft.</b> Microsoft 365 Business Plans. <i>microsoft.com</i>. [Online] [Cited: 03 November 2022.] <a href="https://www.microsoft.com/en-gb/microsoft-365/business/compare-all-microsoft-365-business-products">https://www.microsoft.com/en-gb/microsoft-365/business/compare-all-microsoft-365-business-products</a>.</p> <p><b>—.</b> Microsoft Cloud for Nonprofits. <i>microsoft.com</i>. [Online] [Cited: 03 November 2022.] <a href="https://www.microsoft.com/en-gb/nonprofits/microsoft-cloud-for-nonprofit">https://www.microsoft.com/en-gb/nonprofits/microsoft-cloud-for-nonprofit</a>.</p>