

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 16 March 2021

Bulletin No: IB/1071

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 8 March 2021 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on jean.mcpherson@ Crawley.gov.uk.</p>	5 - 8
<p>2 Temporary Traffic Regulation Orders</p> <p>The following documents are attached in relation to Temporary Traffic Regulation Orders:</p> <ul style="list-style-type: none"> List of Temporary Traffic Regulation Orders. Hazelwick Avenue northbound, Three Bridges, 18.03.21 (Appendix A). Hazelwick Avenue southbound, Three Bridges, 18.03.21 (Appendix B). Hazelwick Avenue northbound, Three Bridges, 06.04.21 (Appendix C). Crawley Avenue / Gossops Drive (ban of right hand turn) (Appendix D). 	9 - 18
<p>3 Storage of Councillors' Outlook Emails</p> <p>Personal folders, also known as PSTs, are folders where the Council previously used to store or organise emails away from the inbox. This was done because the old email system didn't have sufficient storage capacity.</p> <p>The Council's current Outlook has sufficient capacity and any previous PSTs can now be brought into your main Outlook inbox. It is hoped this prevents Outlook crashing.</p> <p>Further information and guidance on this is attached.</p>	19 - 20

4 **Change in Membership: Grants Appeal Panel**

In accordance with Paragraph 2.1(o) of the Full Council's Procedure Rules contained within the Constitution and in concurrence with the wishes of the political group, the Democratic Services Manager (acting as Head of Legal, Democracy and HR) has added Councillor Jaggard to the membership 'pool' of the Grants Appeal Panel. This change takes immediate effect.

5 **Online Local Business Directories**

A new online business directory, 'It's Local', has been set up by the Council to provide the public with details about businesses and services in Crawley. Business owners can add their company's details via the website. The directory can be accessed here: www.itslocalcrawley.co.uk.

The Council's website also has a new webpage which lists neighbourhood parade shops. The page gives details of the shops' opening hours, contact information, and products/services. There are currently 30 listings; it is expected that more will be added when shops are able to re-open due to Coronavirus restrictions being lifted. The page can be found here: <https://crawley.gov.uk/culture/shopping/neighbourhood-shops>.

Councillors are invited to publicise these webpages to their ward residents and encourage local business owners to input their company's details.

6 **Action Taken Under Delegated Authority (Significant Operational Decision): Award of Contract for Microsoft Enterprise Licence Agreement**

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Report [DAT/04](#) was considered by Cabinet on 10 March 2021. At that meeting the Cabinet resolved to delegate:

- a) Authority to the Head of Digital and Transformation (in consultation with the Cabinet Member for Planning and Economic Development) to approve the award of the contract for the renewal of the Council's Microsoft Licences following the appropriate procurement process (within the appropriate existing budgets).
- b) The negotiation, approval and completion of the all the relevant legal documentation following the award of contract to the Head of Digital and Transformation, Head of Legal, Governance & HR, in consultation with the Cabinet Member for Planning and Economic Development.

The procurement exercise has been completed and, on 12 March 2021, the Head of Digital and Transformation (in consultation with the Cabinet Member for Planning and Economic Development) exercised delegated authority to award the contract for the renewal of the Council's Microsoft Licences to Bidder B. The 12 March 2021 marks the start of the standstill period. The new contract is scheduled to 'go live' on 1 May 2021.

More detailed information relating to the procurement is attached for Councillors only.

7 **Staff Changes: February 2021**

Staff changes for February 2021 are attached for Councillors only.

8 **Press Releases**

Press releases are available at www.crawley.gov.uk/news

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