

Microsoft Office

The council's electronic files are currently stored on a usb stick. This is extremely unsecure – all the files could be lost irretrievably in seconds.

It is also not practical. An Office account will allow the clerk to share meeting documents with councillors so that everything required for the meeting is in one place. The office account will also provide continuity – because it's in the cloud the handover from one clerk to another would simply be a question of handing over passwords to enable access.

The items that will be most beneficial for the council are:

- Desktop office apps (you need the full functionality of word and excel so web apps aren't good enough)
- Teams (you no longer have access to Zoom and a Zoom subscription is 14.99 per month)
- OneDrive (allows sharing of relevant documents with councillors)
- Outlook – a much more efficient way of working with emails and will make handover from one clerk to another much more straightforward.
- File security – files are stored in the cloud but can be worked on offline too.

The recommendation is for [Microsoft Office Business Standard](#) for 1 user £9.40 per month.