



MEETING PAPER

Subject: Software for Councillors

Meeting: Finance and Governance Committee

Date: 10/03/25

~~CONFIDENTIAL~~/NON CONFIDENTIAL

Background/Introduction

Lowestoft Town Council has previously made a decision to purchase the Decisions software from our IT provider. This software creates meeting packs which will improve the efficiency and streamline the recording of decisions, tracking actions and accessing documents.

The setting up of this software has taken some time as the various templates are created and training arranged. These templates aim to replicate the look of our current agendas and meetings so that there is a minimal aesthetic change to these documents. The training will help officers and councillors to best utilise the additional functions of this software, such as individual note taking, tracking of decisions and document access. The first of these sessions for officers taking place in a few weeks before being offered to councillors.

Whilst this process takes place, there is the option for any councillors to have their Microsoft 365 package upgraded to help with the accessing of any documents that are downloaded onto their laptops. The current price for a Business Standard account is **£10.30 per month per user** (when fully set up, **Decisions will cost £7.90 per user**). There would also be an additional cost for labour to have this set up as our IT Provider will need to action this by accessing each laptop remotely. Each device would take a couple of hours to set-up.