

**From:** [REDACTED] (ECWL - Education Directorate - Digital Learning Division)  
**Sent:** 21 August 2024 17:59  
**To:** [REDACTED]@cardiff.gov.uk>  
**Cc:** [REDACTED]@cardiff.gov.uk; [REDACTED]@cardiff.gov.uk>;  
[REDACTED] (ECWL - Education Directorate - Digital Learning Division)  
<[REDACTED]>; [REDACTED]@cardiff.gov.uk  
**Subject:** Cardiff Hwb Commitment and Migration Plan

Good Afternoon [REDACTED],

I just wanted to follow up in writing on our conversation earlier. As you are aware, significant progress has been made in promoting a Hwb 1st approach across Schools in Wales. However, given the current austerity measures and the pressing need to ensure value for money, we need to continually review our position to ensure a consistent utilisation of Hwb and Microsoft services across Wales.

Hwb will soon commence negotiations with Microsoft for a new three-year agreement. This negotiation is critical, as it will shape the future funding and support for Microsoft licenses under the Hwb programme. Our ongoing discussions with Microsoft, which could involve an investment upward of £15 million over three years, are predicated on the assumption that all local authorities will fully embrace the Hwb platform.

As part of the Memorandum of Agreement signed at the outset of the Hwb Programme, each local authority committed to championing the Hwb initiative. This includes acting as the Strategic Digital Delivery Partner for all maintained schools, ensuring the effective implementation of ICT requirements, and supporting a Hwb 1<sup>st</sup> approach to align with the programme's key outcomes.

To ensure we are aligned and can secure the best possible terms with Microsoft, we need each local authority to provide a firm commitment and a detailed plan for migrating to Hwb. Specifically, if schools within your local authority are not currently utilising the Microsoft suite through Hwb, it is important to have a future migration plan including email migration. As discussed, without this, we may need to consider the removal of their Microsoft licenses to avoid duplicating funding and ensure ongoing national licensing efficiency.

As we discussed, we kindly request a written commitment by **4<sup>th</sup> September 2024**, confirming your intention to support the migration of schools in Cardiff to a Hwb-first approach. Additionally, we also require a draft migration plan to be submitted to us by the **30<sup>th</sup> September 2024** which will demonstrate your intended timelines and approach. We will be happy to discuss your progress and intentions as the plans are developed to ensure a joined-up approach and a reasonable agreed timeline.

Hopefully, these target dates will provide ample time to engage with those schools that have not yet fully adopted the Hwb platform and to further embed your digital strategy. Your commitment and detailed migration roadmap will not only strengthen our position in negotiations but also ensure that we are collectively supporting our schools in the most cost-effective and sustainable manner.

We look forward to working collaboratively and supporting your Hwb 1<sup>st</sup> approach.

Thank you for your understanding and ongoing cooperation.

Regards

[Redacted]

Yr Is-adran Dysgu Digidol / Digital learning Division

Grŵp Addysg, Diwylliant a'r Gymraeg / Education, Culture & Welsh Language Group

Llywodraeth Cymru / Welsh Government

**Hwb**<sup>®</sup>



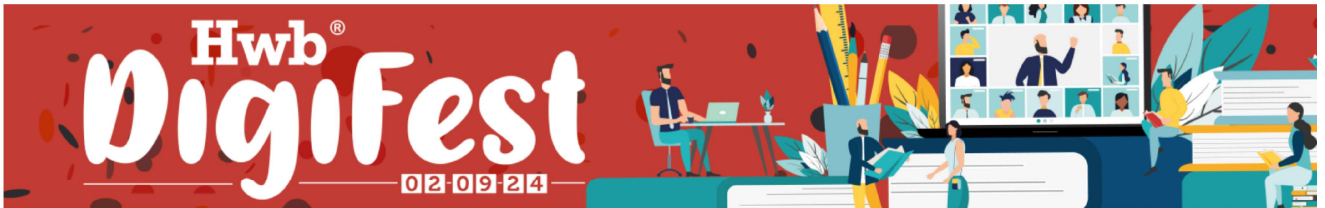
[Hwb.llyw.cymru](https://hwb.llyw.cymru) / [Hwb.gov.wales](https://hwb.gov.wales)



[Redacted]



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