

**To receive a report on Town Council IT equipment and consider any actions
and associated expenditure**

Report to: Policy and Finance Committee

Date of Report: 3 March 2025

Officer Writing the Report: Administration Officer

Officers Recommendations

To purchase I.T. equipment from 1 April 2025 listed under the 'Budget Overview' section of this report to maintain the internal operations of the Town Council working within budget 6370 EMF Computer Equipment Renewal

Purchasing laptops is a new way of working for Saltash TC. It will provide flexibility, support, and improve efficiencies i.e. working location, attendance at internal and external meetings, Town Council committee meetings and there will be backups if necessary.

Delegate authority to the Administration Officer to recycle any Town Council equipment designated for disposal, ensuring compliance with the asset disposal process. This must be carried out within the 6370 EMF Equipment Renewal budget, with proper documentation, including a certificate for audit trail and destruction compliance purposes.

Report Summary

It has been identified that some Saltash Town Council I.T. equipment is operating outside of warranty and at risk of not receiving security updates or hardware replacements. The current I.T contract excludes hardware maintenance of all servers, computers and associated networking equipment, cabling, workstation hardware and printers.

Equipment supplied by the current I.T. supplier SoS Consultancy Ltd, have a standard 3-year warranty, SoS Consultancy do not support the purchase of extended warranties.

To identify risk, a new I.T. asset list was commissioned via the current maintenance contract and completed by SoS Consultancy Ltd on 3 December 2024 to include monitors using video graphics array connections.

With the new Town Council year and elections approaching it is recommended to purchase laptops for members who previously opted not to have one, in line with the Town Council's IT Policy section 2. Acceptable IT Usage and user responsibilities

2.1: All data held on STC systems may be subject to Freedom of Information or Subject Access Requests. For this reason, personal use of STC computing and network facilities cannot be deemed to be private.

This further ensures compliance with GDPR and enhances the Town Council's data security and protection measures.

Advice from SoS Consultancy Ltd:

All new computers come with a 3-year warranty which covers hardware up until that point. After that point, we'd recommend a replacement unit as it can be more expensive in time and parts, than the cost of a replacement unit.

Once a unit reaches 5 years old, we'd recommend that the units be replaced, as in this time the hardware security and software updates are no longer renewed, so it becomes very hard to support such machines. After 5 years, technology has also moved on, so newer units support the latest iterations of software and processing speed to keep things working efficiently.

Disposing equipment:

Saltash Town Council appoint WEEE Recycle (based in Plymouth) to dispose of the Town Council's old IT and electrical equipment in a legal, convenient and environmentally responsible way <https://www.weee-recycle.co.uk/e-waste-recycling>. (Plymouth City Council also appoint WEEE Recycle).

WEEE Recycle are fully licensed by the environment agency and use best available treatment, recovery and recycling techniques, to ensure Saltash Town Council is fully compliant within the law.

The in-house part of the process is to identify the items for disposal and package for WEEE Recycle to collect. So many items are needed for a collection to be accepted. We have been gathering items overtime to add to this collection and take the opportunity to review equipment that is no longer in working order.

WEEE Recycle service is free of charge dependant on if the item is able to be recycled. There is a charge for the courier to collect.

A certificate is provided to show a full asset tracking audit trail and destruction, the certificate is kept on file to demonstrate compliance.

How Does This Meet the Business Plan?

Recycling of equipment:

Climate Emergency - To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

<u>New I.T. Equipment</u>	<u>Quantity</u>	<u>Unit Price (ex VAT)</u>	<u>Net Cost</u>
15.6" Business Laptops	11	£675	£7,425
Dell touch screen laptop	1	£1,060	£1,060
14" Business Laptop	1	£725	£725
Docking Stations	9	£165	£1,485
Accessories			£243
Totals			£10,938

Quotes Provided

Saltash Town Council appointed SOS Consultancy to deliver an IT service on behalf of the Town Council. The service includes equipment and maintenance. Should devices be purchased outside of this agreement, SOS will not setup, maintain or assist with technical issues.

Therefore, other quotes were not obtained.

WEEE recycle are local to the area (Plymouth). In the past we have used CPR Computer Recycling based in Surrey which entailed a courier service at a cost to the Town Council.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes.

The purchase of equipment falls under Financial Regulations Section 5.12, as follows:

5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items 5.12.1 to 5.12.4 below:

5.12.1 specialist services, such as legal professionals acting in disputes;

5.12.2 repairs to, or parts for, existing machinery or equipment;

5.12.3 works, goods or services that constitute an extension of an existing contract;

5.12.4 goods or services that are only available from one supplier or are sold at a fixed price.

Budgets

Budget Code: 6370 PF EMF Computer Equipment Renewal

Budget Availability 2025/26: £15,592

Committed Spend: None.

Please note: During the precept setting Saltash Town Council agreed to vire the remaining available balance from 6306 IT Maintenance to 6370 EMF Computer Equipment Renewal at year end – estimated to be £5k to support the purchase of IT equipment.

Signature of Officer:

Administration Officer