

## Report to P&F - Provision of IT to Council Members

Further to the establishment of a policy to offer IT provision to all Council Members a budget of £15,000.00 was added to the EMF Computer Equipment Renewal to facilitate this.

The rationale behind the proposal was outlined in an email to Members:

*Whilst it will be impossible to stop the use of a personal phone used to access emails 'on the move' you are encouraged to think very carefully about downloading to personal devices from a GDPR and Data Protection point of view. With a Town Council device, you can download your emails and working documents to a device that you know is secure and that no-one else will have access to.*

*Town Council meetings – all the documents available to you on the device and you will be able to make any notes on the device prior to the meeting. Everything in one place!*

*A 'Green' approach to business – this would allow the paperless meeting to be a reality! Ultimately a time saving and cost cutting approach for the Council. Confidential papers can be delivered and destroyed effectively without anyone having to worry about 'where did I leave that piece of paper'.*

*Ultimately having a Council issued device to keep all your Council related emails and documents on is for your protection as well as the Council. Those of you who attended the Data Protection Training will be aware of the importance of good data management - knowing what you have and where it is. Using multiple devices that could be accessed by others, even devices that are shared with other family members, poses a risk that can be avoided.*

To keep the process as straightforward as possible two options have been suggested – a laptop or an iPad including appropriate accessories with the emphasis on portability, camera for remote meetings and a suitable size screen for viewing documents at meetings.<sup>1</sup> All devices will be set up with required software.

The devices will remain the property of the Town Council on loan for the period of office. Members will be required to sign for the devices on collection and confirm that they will abide by the Provision of IT and Acceptable IT Usage Policy and the Information and Data Protection Policy.

Members who choose not to take up the offer of IT will be asked to sign a form confirming that they will conform with the Information and Data Protection Policy when processing data within their Saltash.gov.uk email account.

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<sup>1</sup> Requests for reasonable adjustments will be considered.

## Poll

A poll was held asking Members for their opinion as follows:

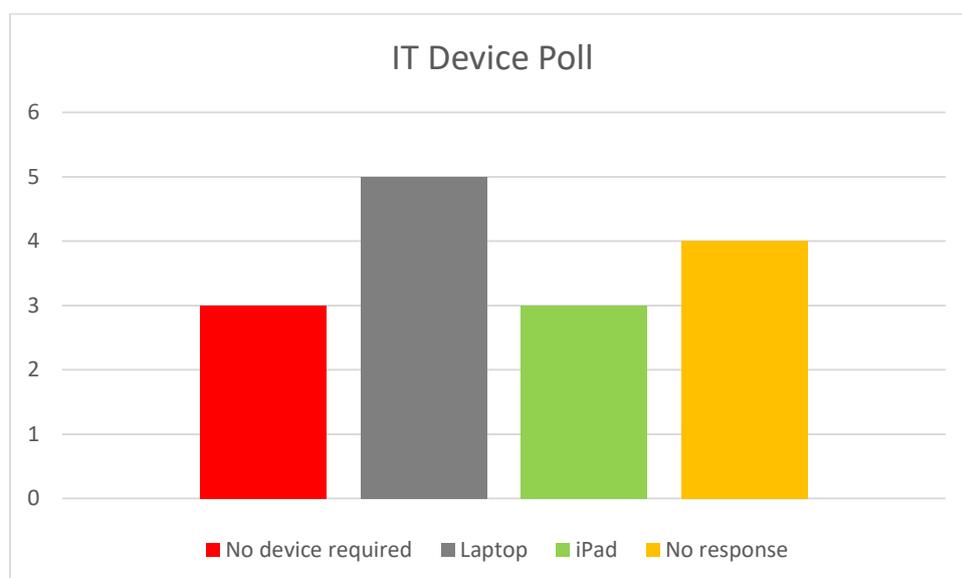
Please indicate whether or not you would like an IT device

A No I do not require an IT device

B Yes I would like a laptop

C Yes I would like an iPad

Poll results: (11 responses)



Quotations were obtained from two sources – an external business supplier and the Council IT Consultant. Prices and device specifications were comparable.

External Business Supplier: Devices would need to be set up using STC licences and the Council IT Consultant is unable to offer any support where devices are not supplied by his company.

Council IT Consultant: Devices will include all required software and set up in the cost quoted. Ongoing support can be provided.

### **Device details**

Item	Quoted cost (£) + VAT
Laptop (Dell)*	600.00
iPad Air	539.00
Smart Keyboard	154.00
Apple Pencil (Gen 2)	104.00
Setup	Included

\*Please note that there is a problem with the supply of laptops at present and it is possible that those quoted for may not be available at time of order or be subject to a delay.

Additional costs:

Targus Protective Laptop Bag from Amazon	£13.19
Logitech Wireless Mouse from Amazon	£9.99
Seymac Slim Protective iPad case (where no keyboard required)	£25.99
Upgrade to software licences: £8 per account (+ VAT)	

Recommendation

The recommendation is to proceed with purchase from the Council IT Consultant.