

IT Equipment for Councillors

Information:

The latest resolution for the purchase of IT Equipment for Members was received at Policy and Finance held on Tuesday 9th November 2021 as follows:

108/21/22 TO RECEIVE A REPORT ON IT PROVISION FOR MEMBERS

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve the purchase of IT equipment for Members from the Town Council IT Consultant within budget allocated to EMF Computer Equipment Renewal subject to a further poll of Members to confirm requirements.

A report was received under this item – [Report to P&F – Provision of IT to Council Members](#)

Members were given two options. An iPad or Dell Laptop. Due to supply issues, it was advised by our IT Consultant that iPads may have a significant delay. Therefore, Members were given the option to change their order.

To simplify, costs have been broken down into both initial capital costs of purchase and ongoing / annual costs with relevant budget requirements and availability.

Evidence

Bodmin Town Council were approached regarding the procurement of IT equipment for Members. BTC Members approved their IT Policy stating that no staff Member nor Councillor would be permitted access to documents or download data that is not using a Town Council owned device. This is to protect their organization from any threat of cyber security, allowing them to undertake a cyber audit if required and to ensure GDPR is always adhered to.

The IT/Office Administration and Projects Officer advised that BTC originally procured Samsung Galaxy Tablets. The RFO recommended replacements during COVID with a 2 in 1 tablet with a keyboard. This was due to the internal processor and RAM not being sufficient to run all BTC's required applications.

BTC found that the cheaper the device the less efficiently it ran and additional costs were accrued for IT Support and replacement equipment / devices.

Capital Costs

Equipment:

Item	Quoted cost (£) + VAT	Amount Required
Laptop (Dell) <i>Dell Business 15.6" laptop, with SSD and Windows Pro + 3yr warranty – unable to state exact model as it depends on stock at time of order</i>	£625.00	8
iPad Pro 12.9"	£835.00	1
TOTAL COST FOR IT EQUIPMENT: £5,835.00		

Please note: Since November costs have increased for the purchase of the equipment chosen. Costs below have been confirmed as correct from the Town Council's IT Consultant June 2022.

Protective/ Additional equipment:

Item	Quoted cost (£) + VAT	Amount Required
Smart Keyboard	£154.00	1
Apple Pencil (Gen 2)	£104.00	1
Laptop Bag	£13.20	8
Wireless Mouse	£8.99	8
iPad Protective Case	£12.99	1
TOTAL COST FOR PROTECTIVE / ADDITIONAL EQUIPMENT: £448.51		

Please note: Some of the costs above are through Amazon and can fluctuate depending on discounts provided at the time of researching.

System Set Up:

The Town Council's IT Consultant has advised that eight laptops and one iPad will require an allocation of two staffing days to complete a full system set up at a total cost of £400.00 per day. If the set up takes less time the Town Council will be billed appropriately.

Total Cost for IT Set Up: £800.00

One hour has been included in the total costs for procurement of IT Equipment for Councillors. Additional hours may be charged depending on if required. IT Consultant has advised that they would expect support will be required initially with the view that it would reduce as time went on therefore a review after 6 months is to be scheduled.

Hourly Fee for Support: £60.00 per hour

(This is as per the Town Council's existing contractual terms - Page 3 section 5.2. Members IT Support will be monitored and recorded for 6 Months. Further discussions will be held with the Town Council's IT Consultant after 6 months to ascertain how much support is required to be supplied which can then be applied to the existing contract and billed monthly)

Total Capital Costs: £7,143.51
Budget Code: EMF 6370 Computer Equipment Renewal
Budget Availability: £22,046.00

Ongoing Monthly Costs:

Ongoing IT support and increase in monthly subscriptions:

Item	Quoted cost (£) + VAT	Amount Required
Anti-Virus Software (Per Device Per Month)	£2.75	8
Office 365 Business Premium License <i>(Members have office 365 Mailbox accounts at a cost of £3.60 per mailbox this is an increase of £12.00 per month, per user)</i>	£15.60	16
TOTAL MONTHLY COST: £271.60		
TOTAL ANNUAL COST: £3,259.20		

Anti-Virus Software:

Anti-Virus Software is required for all Town Council IT Equipment as per advice from the Town Council's appointed IT Consultant and stated on page 3 of the Town Council's Provision of IT Equipment & Acceptable Use Policy. Anti-Virus software protects the Town Council's assets and data.

Apple devices have their own anti-virus software built into the device and therefore any Apple products procured do not occur a monthly cost.

Office 365 Business Premium Licenses:

The Town Council's appointed IT Consultant has recommended all Members have office 365 premium licenses. This allows all Members to download and use the Microsoft packages such as word, excel, SharePoint and more. This will assist Members to complete Town Council works and provides the best possible protection of the Town Council's documents and data.

Premium licenses provide robust controls and policies which includes Conditional Access, Intune and Mobile Device Management. This relates to what the Town Council / IT Consultant can do with the data and allows control of Town Council devices and OneDrive access.

When the Town Council appointed the IT Consultant in April 2022 it was with the view to eventually remove the physical server located at the Guildhall and move towards cloud-based data and application storage such as SharePoint and OneDrive.

All packages of Microsoft 365 Business offer limited access control, such as guest links to files and permissions-managed sharing within OneDrive. But only Business Premium gives you additional Advanced Threat Protection and Information Rights Management.

Total Annual Cost:	£3,259.20
Pro Rata (8 Months):	£2,172.80
Budget Code:	EMF 6370 Computer Equipment Renewal
Budget Availability:	£22,046.00

Total cost impact for procurement, software, subscriptions, and support:

Total Annual Cost:	£10,402.71
Pro Rata (8 Months):	£9,316.31

End of report
Admin Officer