



Subject:	IT Equipment Package for Members
Date:	17th February, 2023
Reporting Officer:	Paul Gribben, Head of Digital Services
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Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report/Summary of Main Issues
1.1	This report outlines the recommended IT Equipment package which will be refreshed for Members following the local government elections in May 2023.
2.0	Recommendations
2.1	The Committee is asked to: i. note that the new IT Equipment package will consist of: <ul style="list-style-type: none">• a Windows Hybrid device: Dell Latitude 5330 2 in 1 (or equivalent), 1 Bluetooth touch pen (if required), and laptop case; and• a Smartphone: Either an Apple iPhone 11 64GB or a Samsung Galaxy A53

	<p>ii. note that the current devices and smart phones used by Members will be redistributed and reused by Council officers where possible; and</p> <p>iii. endorse the recommendation that personal printers are no longer provided for home use.</p>
3.0	Main Report
3.1	<p>Following the last Council election in May 2019, IT equipment package for Members was refreshed. Members were provided with:</p> <ul style="list-style-type: none"> • a Windows Hybrid device: Dell Latitude 7390, 1 Bluetooth touch pen (if required), and laptop case; • either an iPhone XS or a Samsung Galaxy S9; and • a wireless printer for home use (if requested)
3.2	Digital Services has standardised on the Dell Latitude 5430 as the laptop device of choice for mobile users. To ensure consistency of support for Members, Digital Services is recommending that all Members be supplied with a similar laptop device but in a 2 in 1 hybrid version (Dell Latitude 5330 2 in 1).
3.3	Digital Services is also recommending either an Apple iPhone 11 64GB or a Samsung Galaxy A53. Where new mobile phones are required, they will be replaced to cover the full term of office. Some Members will already have received the recommended new equipment and will not require replacement kit.
3.4	All mobile phones will be enrolled in Intune mobile device management software which will help to securely protect Council data.
3.5	Digital Services continues to promote a more sustainable approach to print management in an attempt to reduce our environmental impact. This is achieved through the use of print management software that makes printing more cost efficient and by reducing paper waste. We do this through smart printing features, nudges that change user behaviour, and flexible print policies that promote doubled sided printing and the reduction of expensive colour printing. New Multi-Function Printers are being installed in each of the Party rooms to provide a more cost effective and secure printing service for all Parties.
3.6	Members are the last group of users who are provided with personal printers. Personal printers are much more expensive to operate and support. The use of Microsoft365 productivity apps

	<p>and a move to more electronic ways of working over lockdown has delivered a significant reduction in printing costs and a move away from paper-based processes. We are recommending the removal of personal printers from the elected Members IT Equipment package.</p>
<p>3.7</p>	<p>Digital Services is recommending the following implementation plan for the new IT Equipment package.</p> <ul style="list-style-type: none"> • May/June 2023 – Members who are new to the Council will be prioritised for the receipt of the IT Equipment Package • May/June 2023 - Digital Services will then work with those Members who have not been re-elected to collect their equipment, facilitate data transfer and to allow the transfer of mobile phone numbers to a personal account. See 3.6 below. • June/July 2023 – Remaining Members will be invited to scheduled workshops where staff from Digital Services will facilitate the delivery of the new IT Equipment package. This will require: <ul style="list-style-type: none"> ○ The transfer of information between devices ○ Laptops and smart phones to be returned to Digital Services for reuse (on supply of new devices) ○ Registration of the new device on the Council’s Wi-Fi network ○ An overview of the features of the new devices ○ Collection of the old smartphone, sim-swap, activation of new smartphone and transfer of data
<p>3.8</p>	<p>For Members who are not re-elected the following actions must be taken:</p> <ul style="list-style-type: none"> • Windows accounts and Council email addresses will remain active for 2 weeks to allow Members to put in place alternative arrangements, • BCC accounts will then be disabled, • Digital Services will facilitate data transfer of personal data to removable media e.g. memory stick, during this period.
<p>3.9</p>	<ul style="list-style-type: none"> • A PAC code will be provided to allow Members to transfer their mobile phone number to a personal mobile phone contract • After 2 weeks, the BCC phone contract will be terminated.

	<u>Financial and Resource Implications</u>
3.10	To remain within existing budget limits and to ensure good management of the Council's centralised IT Equipment and mobile phone budgets, the Dell laptops and smart phones currently being used by Members will be redistributed and reused where possible.
3.11	<p><u>Next Steps</u></p> <p>The roll out of the new ICT Equipment Package will begin in May 2023 for new Members and completed for existing members in June/July. An installation schedule will be drawn up with Officers from Democratic Services.</p> <p>Several options for training will be available including:</p> <ul style="list-style-type: none"> • Familiarisation on handover of equipment • Scheduled drop-in clinics • 1-2-1 sessions
3.12	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None</p>
4.0	Documents Attached
	None