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| Subject: | Members IT Equipment Package |
| Date: | 22 nd February 2019 |
| Reporting Officer: | Ronan Cregan, Deputy Chief Executive and Director of Finance & Resources |
| Contact 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"/> |
| Some time in the future | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |

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

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| 1.0 | Purpose of Report or Summary of main Issues |
| 1.1 | This report outlines the IT Equipment package that will be refreshed for Members following the Local Government Elections in May 2019. |
| 2.0 | Recommendations |
| 2.1 | The Committee is asked to: 1. Note the new IT Equipment package below: <ul style="list-style-type: none">Windows Hybrid device: Dell Latitude 7390 (or equivalent), 1 Bluetooth touch pen (if required), and laptop caseSmartphone: Either an iPhone XS or a Samsung Galaxy S9 |

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| | <ul style="list-style-type: none"> • Wireless printer for home use (if required): Model to be selected <p>2. Note the HP Elite x2 devices and smart phones currently used by members will be redistributed and reused by Council officers who fit a mobile user profile.</p> |
| 3.0 | Main report |
| 3.1 | <p>Following the adoption of a new Microsoft Enterprise agreement, and in order to maximise the rich features of Office 365 to deliver a more social, mobile, accessible and information-driven work environment, the members IT equipment package was refreshed in 2017. Members were provided with:</p> <ul style="list-style-type: none"> • A HP Elite x2 as the hybrid device of choice for members; • Either an iPhone 7 or a Samsung Galaxy S7, to standardise the models of smartphones supported; • And a wireless printer for home use |
| 3.2 | <p>Digital Services are currently standardising on the Dell Latitude 7390 (2 in 1) as the device of choice for mobile users. The HP Elite x2 are now end of production and co-opted Members are already being provided with Dell Latitude devices. To ensure consistency of support for members, Digital Services are recommending that all Members (who have not already been provided with a Dell Latitude device) be supplied with the same device. To remain within existing budget limits and to ensure good management of the Council's centralised IT Equipment and mobile phone budgets, the HP Elites and smart phones currently being used by Members will be redistributed and reused by Council officers who fit the Council's agreed mobile user profile.</p> |
| 3.3 | <p>Members' mobile phones have reached the end of their 2-year contract and they will be replaced for the new Council term of office.</p> |
| 3.4 | <p>The majority of the home printers provided to Members were purchased in 2013/14 and are now very expensive to operate due to the increasing cost of older toner. These printers will be replaced for those Members who still need to print at home. The most suitable wireless printer is currently being sourced.</p> |
| 3.5 | <p>Digital Services are recommending the following implementation plan for the new IT Equipment package.</p> |

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| | <ul style="list-style-type: none"> • May 2019 – Elected Members who are new to the Council will be prioritised for the receipt of the IT Equipment Package • May 2019 - 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 2019 – 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 ○ HP Elites 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 • June 2019 - Digital Services will arrange an appropriate time to set up home printers for those Councillors who require them |
| 3.6 | <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 • 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. |
| 3.7 | <p><u>Financial & Resource Implications</u></p> <p>To remain within existing budget limits and to ensure good management of the Council’s centralised IT Equipment and mobile phone budgets, the HP Elites and smart phones currently being used by Members will be redistributed and reused by Council officers who fit the Council’s agreed mobile user profile.</p> |

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| 3.8 | <p><u>Next Steps</u></p> <p>The roll out of the new ICT Equipment Package will begin in May 2019 for new members and completed for existing members in June. 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 |
| 3.9 | <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None</p> |
| 4.0 | <p>Appendices – Documents Attached</p> |
| | <p>None</p> |