

MTC Full Council 19.5.20

Report No 7- Purchase of Laptops for Staff Team

1. All staff with administrative duties within their role are currently required under Government guidance working from home. This has been successfully practiced since the Government announced the 'lockdown' due to the threat of Covid 19.
2. All staff are using their own PC's, and in some cases sharing these with either spouses, or their children. Overtime there will be a 'wear and tear' effect on the equipment with the sustained use.
3. The Council currently own two laptops; one of which is clearly very dated and not fit for purpose, and the second although newer as proved to be unreliable for at least the past twelve months.
4. It is likely that homeworking will feature as the Covid 19 episode continues. This could carry on for months and possibly years, with periods of working restrictions either relaxed or restated as the Covid threat is tracked and managed.
5. Laptops were already under consideration as part of the IT review started by the Policy and Resource Committee. This matter would normally be presented to the Policy and Resources Committee in the first instance. However the due to pressures imposed on the Council and staff by Covid 19 this matter is being brought before the Full Council on this occasion in support of the wider Covid 19 considerations. This stated I would be useful to consider this matter in the context of some of the prior deliberations regarding the IT review, by the Policy and Resources Committee; and as such a view from the Chair of P&R, and indeed the Committee members would be useful and welcomed on this matter.
6. It has for a while been recognised that the option for the Deputy Clerk to have a laptop fit for purpose supports the work of the Planning and Environment Committee. Additionally, aside from the Covid 19 conditions, the option for staff to occasionally homework to concentrate on certain tasks (e.g. accounts, report writing) supports a more flexible and agile working culture within the staff team.
7. If purchased the laptops could utilise the current office monitors and keyboards when working at the Town hall, by using 'dongles' to connect and sync; docking stations are not required. This could also enable dual screen use if desired.

8. Therefore the Council are requested to consider the purchase of x6 laptops for the following staff;
 - Town Clerk
 - Deputy Town Clerk
 - Town Hall Administrator
 - Mayor's Secretary / admin
 - TIC staff x2

9. A quote has been obtained from our current IT provider for;
 - Dell Latitude 14" Intel i5 6th gen, 8GB DDR4 256 GB SSD, with windows pro, x18 month warranty £2790 (£465 each)
 - HP Elite 14" Intel i5 6th gen, 8GB DDR3 128 GB SSD, with windows pro, x18 month warranty £2370 (£395 each)

10. Due to the current demands on time and immediacy placed upon the Council by Covid 19 It is recommended that the laptops, if agreed, are purchased via the existing provider who has assured us either of these products can be prepared and supplied within 5 working days and delivered by courier to staff addresses or the Town Hall as required.

11. The Council are asked to consider this matter and instruct the Town Clerk accordingly.

Richard Spencer-Williams – Town Clerk