

8 July 2020

Report of	Assistant Director – Corporate and Improvement	Author	Kieran Johnston ☎ 507880
Title	Amended approach to supply of IT equipment		
Wards affected	All wards		

1. Executive Summary

- 1.1 The Cabinet report of 29 January 2020 sought approval to delegate the award of the contract for the supply and management of leased ICT devices to the *Portfolio Holder for Customer, in consultation with the Assistant Director, Corporate and Improvement Services*. This decision was resolved, awarding Delegated Authority as proposed (minute 427).
- 1.2 The Covid-19 pandemic has had a significant effect on the availability and cost of devices and the relative costs of buying as compared to leasing. Buying ICT equipment on a rolling replacement basis is now the option that provides the best value for money within available budgets.
- 1.3 The management of the devices from a security point of view is not impacted by this proposed change and the contract award for managing the security and compliance of the devices is continuing under the previous decision as referenced in 1.1

2. Recommended Decision

- 2.1 To note and approve the change from leasing ICT equipment to buying ICT equipment in accordance with the Council's Contract Procedure Rules.

3. Reason for Recommended Decision

- 3.1 The council needs to invest to replace aging desktop and laptops and the market now dictates that buying is preferable to leasing whilst maintaining the benefits outlined in the previous Cabinet paper. The proposed approach continues to enable the council to refresh and standardise equipment within ongoing revenue budgets; ensuring always up to date, secure devices that are managed and secure, and support the Council's stated ways of digital working.

4. Alternative Options

- 4.1 The Council could lease new devices rather than buy outright, however this approach would now be prohibitive in terms of cost.

5. Background Information

- 5.1 Our Service Desk and Asset Management software reports that we currently have 525 WYSE Boxes and 575 laptops within Colchester Borough Council, NEPP and CCHL. 335 of these WYSE boxes are in Rowan House with 55 allocated to home users and the others spread across the other corporate locations.
- 5.2 Devices will be procured in accordance with the Council's Contract Procedure Rules and Procurement Strategy.
- 5.3 The Public Services (Social Value) Act came into force on 31 January 2013. The act requires that public authorities consider wider social and environmental benefits when they choose suppliers, rather than basing commissioning decisions solely on price and quality. The Council considers things such as apprenticeships, tenant training and work experience, reducing the impact on the environment and supporting community projects all good examples of providing social value.

6. Equality, Diversity and Human Rights implications

- 6.1 Through the Procurement Strategy, staff ensure that all procurement and purchasing documentation recognises, understands and supports CBC policies with regard to equal opportunities, diversity and human rights.

7. Strategic Plan References

- 7.1 The Strategic Plan sets out clearly the Councils priorities. All the services and projects delivered by staff are supported and enabled by the ICT equipment they use. The provision of modern, appropriate devices therefore contributes directly to supporting delivery of the Strategic Plan 2018-2021 priorities

8. Consultation

- 8.1 Staff and managers have been engaged and actively involved in defining the standard catalogue of devices.
- 8.2 Staff feedback in surveys has highlighted that access to suitable ICT equipment is seen as a priority requirement at all times but increasingly so as a result of more homeworking due to the pandemic.

9. Publicity Considerations

- 9.1 No external publicity considerations

10. Financial implications

- 10.1 Provision for the ongoing cost of the proposals set out in this report has been included in the 2020/21 budget.

11. Health, Wellbeing and Community Safety Implications

- 11.1 Through this contract the Council will ensure that staff have access to equipment that improves their working experience and enables them to work flexibly whilst securing our data.

12. Health and Safety Implications

- 12.1 All equipment provided, and desktop set ups will meet the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

13. Risk Management Implications

- 13.1 By following a procurement process that is compliant with the Public Contracts Regulations 2015 and by implementing the controls and recommendations as set out in this report, the Council is seeking to mitigate against any potential risks or challenges.

14. Environmental and Sustainability Implications

- 14.1 The approach supports the Council's commitment to becoming carbon neutral by 2030 as it replaces our older, less efficient devices and enables all staff to connect directly to our Azure, cloud-based environment which is significantly more efficient than a local datacentre.