

Policy & Resources Committee

Report Title:	Councillor's Laptops
Meeting Date:	18 April 2023
Contact Officer:	Karen Slater, Corporate Services Manager & RFO

Purpose of the Report

To agree a resolution on the purchase of up to 16 laptops for councillors.

Update

1. The proposal for laptops came about from councillor feedback. It was felt that it was not as easy to view documents / use email / type reports on an iPad which overall has been found to be less user friendly. Officers also agreed that councillors using laptops will help as follows:
 - Improve communication and the ability to share working files through better use of Office 365, Teams, planner etc.
 - Remove the need for councillors forwarding council emails and documents to their own laptops.
 - Create the potential for electronic authorisation in the future.
2. An allowance was proposed by the budget working group (meeting notes circulated to all on 13 October 2022 refer), this formed part of our budget / precept which was agreed by resolution in January 2023.
3. It will take approximately 1 month to purchase and set up all the laptops and so time is of the essence to undertake this project and be complete for the May elections.
4. It has been agreed for compatibility i.e., all shared cables / hubs & accessories at the office that laptops should be 'HP' branded. After seeking IT advice for usage, we have been advised to buy a minimum of 256K, 8GB RAM, touchscreen, screen size 15.6", windows 11 specification to meet your needs. Something similar to product in picture below, please note the laptop may vary slightly (different model) if there is one more competitively priced with exact same specification (touch screen is not an essential specification but is chosen based on machines on offer at the same price)



HP Pavilion 15-eg2019na Touchscreen Laptop – Core™ i3, Silver

- Windows 11 Home
- Intel® Core™ i3 1215U (12th Generation)
- 8 GB RAM
- 256 GB SSD
- 39.6 cm (15.6 "), FHD (1920 x 1080), touch screen, 250 nits, 45% NTSC
- Intel® UHD Graphics
- Size 356 x 23 x 1.79cm weight 1.74 kg
- Battery life 7hrs 30mins - charges up 50% in 45 Minutes

Resource Appraisal

5. The laptops are to be purchased using monies from our capital rolling fund and we have made provision in our IT budget 2023-24 for licensing costs which was agreed in January precept. The total project cost £8000.

Action Required

- i) To ratify the decision to purchase up to 16 laptops as soon as possible from the capital rolling fund and agreed budget (2023-24).**