

REPORT FROM: CHIEF EXECUTIVE

TO: POLICY AND RESOURCES COMMITTEE

DATE: 28th OCTOBER 2020

Report Author: Marie Mason
Tel. No: 01282 661790
E-mail: marie.mason@pendle.gov.uk

PC REPLACEMENT PROGRAMME

PURPOSE OF REPORT

To seek approval of the Policy and Resources Committee to proceed with the proposed PC Refresh Plan.

RECOMMENDATION

That the Policy and Resources Committee approves the proposed PC Refresh plan.

REASONS FOR RECOMMENDATION

- (1) To update the existing IT estate to provide staff with the appropriate IT equipment to enable continued service delivery along with efficient, effective and productive working practices.
- (2) To maintain the safety, health and wellbeing of staff during the Coronavirus pandemic by enhancing home working arrangements.
- (3) To strengthen the Council's business continuity arrangements.
- (4) To enable the transition to more mobile / agile working arrangements where appropriate.

ISSUE

1. The last major programme to refresh the Council and Pendle Leisure Trust desktop PCs took place in 2013/14. Good practice recommends that PCs should be replaced on a more frequent basis, ideally every 3-5 years, consistent with increasing demands on them due to changes in applications and the general age/durability of the equipment.
2. During the latter part of 2019, Liberata IT Services upgraded the hard drives and memory of all the aged desktop PCs and installed Windows 10. The aim of this was to prolong the life of

devices for a further 1-2 years. Due to these upgrades the ability to undertake the home working arrangements currently in place have been possible.

3. It is now necessary to replace the Council/Pendle Leisure Trust's PC estate.
4. In considering the approach to take with the PC Replacement Programme, the significant change in the way in which the Council now operates due to the Covid-19 Pandemic, which has seen home working arrangements being extended for the foreseeable future, has been an important influence.
5. In undertaking the PC Refresh the strategic aim is to move to more mobile and agile ways of working which will provide greater flexibility for employees to be productive whether they are home or office working. At the same time, the Council's business continuity arrangements will be strengthened with home working capability replacing the need to have a dedicated space and equipment in the event of an emergency.
6. As a result, the plan is to replace the traditional desktop PCs with laptops (including related equipment such as docking stations, etc) for all staff where it is appropriate with alternative mobile, hand-held devices where the employee's role dictates. At the same time, the Council has been rolling out Office 365 (a cloud based version of the Microsoft Office Package) and, where possible, moving applications in to the Cloud to provide maximum flexibility for staff.
7. The proposed refresh programme has been summarised in the table below for ease of reference:

IT Equipment Type	No. required (approx.)	Individual Item Cost £	Overall Estimated Costs £
Laptop	96	£650	£62,400
Monitor for Home Working	136	£158	£21,488
Docking Station & Adaptors	93	£74	£6,882
RDS Licences	95	£110	£10,450
Headsets	48	£48	£1,920
TOTAL			£103,140

8. Acknowledging that the PC Replacement Programme is undertaken periodically, provision has been made in the Council's ICT Reserve to fund the Programme. This has been achieved by crediting unspent funds from the PC Refresh budget to the reserve annually at the end of each financial year. As at 31st March 2020, the balance of the reserve was £222,000.

IMPLICATIONS

Policy: None arising directly from this report.

Financial: The financial implications are as given in the report. In addition to the cost of purchasing replacement PCs, there is the cost of implementation which will be met by development days within the Liberata agreement.

Legal: None arising directly from this report.

Risk Management: None arising directly from this report.

Health and Safety: None arising directly from this report.

Sustainability: None arising directly from this report.

Community Safety: None arising directly from this report.

Equality and Diversity: None arising directly from this report.

APPENDICES

None

LIST OF BACKGROUND PAPERS

IT Asset Register