



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Cllr Alan Vincent, Resources Portfolio Holder	27 February 2019

### Purchase of Tablet Devices for Councillors to Enable Paperless Meetings

#### 1. Purpose of report

- 1.1 To seek approval to invest in tablet devices and accessories for all Councillors to facilitate paperless meetings from May 2019.

#### 2. Outcomes

- 2.1 We will progress the digital transformation of services as part of our #DigitalWyre strategy.

#### 3. Recommendations

- 3.1 Approval is given to invest £22,330 to purchase tablet devices and their accessories for all councillors following the elections in May 2019. This figure is based on prices as at December 2018 and includes a 10% contingency on the total cost and a provision for eight spare devices over four years in case of breakages.
- 3.2 The Capital Programme for 2019/20 to be updated to include the purchase of tablet devices funded from a transfer from general balances to the IT Reserve of £22,330.
- 3.3 Approval is given to provide £10,080 for the cost of device set up, ICT training, support (£5,130) and security software (£4,950) funded from general balances.

#### 4. Background

- 4.1 In September 2017, a business case was produced and approved by the Council's Digital Transformation Board, for the procurement of a purpose built committee minutes system. It was calculated that use of the system,

alongside the introduction of paperless working for councillors, could produce annual cashable savings in the region of £13,708, by restructuring staff and significantly reducing the amount of paper, printing and postage. These savings were intended to provide the funding for the investment in the software system.

**4.2** In May 2018, the Modern.gov software was implemented replacing the earlier system for the publication of Council agendas, reports and supporting documents. As a result, improvements have been made to the agenda compilation and issue process.

**4.3** Four councillors from the Overview and Scrutiny Committee have trialled a number of different tablet devices for approximately six weeks. Feedback received has been largely positive and was reported to the O&S committee on 7 January 2019.

## **5. Key issues and proposals**

**5.1** To commence the roll out of tablet devices to all Councillors to allow paperless working and realise the associated cashable and efficiency savings following the May 2019 elections.

**5.2** The 50 devices and their accessories will cost £22,330 to purchase (including provision for spare devices to cover breakages) and will therefore be subject to the standard procurement process.

**5.3** The estimated cost per device over the four year lifetime of the contract is £201.62 for device set up, ICT training, support and security software. Totalling £10,080 for all devices over the four year lifetime of the device.

**5.4** The devices have a life expectancy of four to five years. It is planned for the devices to be replaced every four years, just after the election.

## **6. Delegated functions**

**6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution):

“To consider arrangements for a strategic approach for the Council's procurement of goods and services”.

<b>Financial and legal implications</b>	
Finance	The cost of each tablet device and its accessories is £385, totalling £22,330 for all devices and spares. This will be funded from the cessation of the members' ICT allowance (currently £186 p.a.) as recommended by full Council in January 2019. Expenditure will be met from general balances via a top-up to the IT Reserve with a payback

	<p>period not exceeding four years. The scheme will be added to the Capital Programme for 2019/20.</p> <p>The cost of device set up, ICT training, support (£5,130) and security software (£4,950) for the four year lifetime of the device is estimated to be £201.62. In total this is expected to be £10,080 for all devices. This will be funded from the balance of the ICT allowance, initially via a transfer from general balances with a four year payback period (<math>£186 \times 50 \times \text{four years} = £37,200</math>, less £22,330 and £10,080 leaves £4,790).</p> <p>Assuming no more than 10% of members will be eligible to claim hardship, this leaves a balance of £1,070 (£267 p.a.) which will be used to offset the savings from the earlier report and not yet realised, reducing the amount to £13,440.</p>
Legal	The Council's procurement process will be followed to obtain and evaluate quotations for the provision of the tablet devices and accessories to comply with the Council's Financial Regulations and Procedure Rules.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	✓
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
ICT	✓
data protection	x

### **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Claire Dubelbeis	01253 887645	Claire.Dubelbeis@wyre.gov.uk	13/02/19

<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

**List of appendices**

None

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