



Policy & Finance Committee

Date: 22 November 2021

Title: I.T. expenditure

Purpose of the Report:

To consider a request for expenditure from Earmarked Reserves.

Contact Officer:

Sarah Sandiford, Deputy Town Clerk

Corporate Objective/s	LLTC Five Year Plan – Objectives 1 (To regularly review how we communicate and seek to embrace new technologies) & 2 (To continue to aim towards a paperless office).	
Implications:		
Financial	Yes	Within available earmarked reserve funds as set out in the report.
Human Resources	No	
Operational/Service delivery	Yes	To ensure the council can operate effectively.
Procedural/Legal	No	
Risk/Health and Safety	No	
Environmental Aims	Yes	To reduce printing.

1 RECOMMENDATION/S

Should the Committee be minded, the proposals are:

- 1.1 To approve expenditure of £600 for 6 monitors and up to £2,500 for 3 laptop computers from the Facilities Improvements earmarked reserve 9038/920.

2 LAPTOPS

2.1 At its meeting held 11 October 2021, the Personnel Sub-Committee recommended for approval a Flexible Working Policy. The legal right to request flexible working is not new but the policy sets out parameters and a framework within which such requests can be considered.

2.2 Flexible working may mean many things – for example longer or shorter working hours, a compressed working week or fortnight, different term time hours. Any request will be considered in terms of potential impact on operational delivery.

2.3 Prior to March 2020, any request for working at a location other than the Town Council's offices/sites would have been unusual and probably unlikely to have been considered favourably unless justification could have been demonstrated. The Covid-19 pandemic however forced a complete sea change in the way in which the Council operated, with most employees working from home for a considerable period of time, despite technological challenges. Working with our I.T. support providers, arrangements were put in place as a temporary workaround to these technological challenges but these do not represent a permanent solution.

2.4 Should Committee and Council be minded to endorse the draft Flexible Working Policy, it is anticipated that there may be an increase in requests for home working. Advice from our I.T. support provider is that only Council owned and maintained devices should have access into our server for security reasons. At present, we have 2 old and 4 new laptops, three of which are currently almost permanently in use.

2.5 Committee is therefore requested to approve the immediate purchase of one additional laptop with approval in principle to purchase another two, should a need be demonstrated.

3 MONITORS

3.1 Several officers recently requested an additional monitor, which has proven very useful when needing to compare information in two different documents or programmes at the same time. Looking ahead, additional members of office-based staff would now like to benefit from the use of an extra screen.

3.2 The ability to use two screens will reduce the need for staff to print information onto paper and is therefore in accordance with the Council's environmental ambitions.

3.2 As there is no scope for additional equipment purchase in the annual I.T. revenue budget, Committee is asked for approval to fund the purchase of 6 additional monitors from the Facilities Improvements earmarked reserve.

End.