

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Deputy Clerk & Clerk
On behalf of	N/A
Date	21 st September 2023
For Meeting of Council/Committee	Full Council
Date of meeting	26 th September 2023
Agenda item no.	134/23-24
Confidentiality	N/A
TITLE OF MOTION	PURCHASE OF MONITORS AND HEADPHONE
MOTION(S)	<ol style="list-style-type: none"> 1) To consider the options on the supporting documents to purchase monitors (x2) and head phone (x1) for current staff members. [<u>Attached</u>: Motion Paper; <u>shared with Cllrs.</u>: x2 supporting documents with options for purchase monitors and for headphones] 2) To approve the purchase of x2 monitors and x1 headphone as per the recommended models.
Background	<p>The Town Council received on 15th September 2023 the keys to room 2 in the Temporary Community Centre, hiring this as its official office space. Having worked primarily from home to date, further equipment will need to be purchased to kit out the office and to ensure ergonomic working conditions.</p> <p>This motion is for the purchase of x2 monitors for the two current members of staff, and for x1 set of head phones, for the Town Clerk (Deputy Clerk considering options at a later stage).</p>
Issues/items for consideration by the Council	<p>With this motion paper are two supporting documents, containing an overview of items researched.</p> <p>The two monitors and the head phones highlighted in green in the associated documents are considered a good match for the staffing needs & are considered decent value-for-money; these have the following positive elements;</p> <p>Monitors:</p> <ul style="list-style-type: none"> - 27" screen; - Pixelation: 1920 x 1080; - Anti-glare; - 3- year warranty; - At least reasonable energy rating; - Good customer reviews. <p>Head phones:</p> <ul style="list-style-type: none"> - With wire; - Speaker built in cable; - Compatibility for use also with smart phone; - Good customer reviews.
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To consider the options on the supporting documents to purchase monitors (x2) and head phone (x1) for current staff members. [<u>Attached</u>: Motion

	Paper; <u>shared with Cllrs.</u> : x2 supporting documents with options for purchase monitors and for headphones] 2) To approve the purchase of x2 monitors and x1 headphone as per the recommended models.
Appendices	N/A
Documents:	X2 supporting documents, with options for purchase listed (shared with Cllrs only as these contain potentially sensitive business information).

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Effective working conditions	√
Staffing Implications: ⁱⁱ	YES – appropriate, ergonomic equipment is important for efficient and safe working conditions.	←
Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council’s Plastic-Free Pledge: N/A	
Financial ^{vi}	There are no financial implications at this stage: N/A	
	There will be financial implications; Details: YES: - costs as per associated documents.	←
	There is provision within the budget; Budget heading & details: YES – There is sufficient budget available in the following relevant budget heading: ‘IT Hardware, Software & Support.’	←
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s. 111	
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).