

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

Report from	Deputy Clerk
On behalf of	Deputy Clerk and Town Clerk
Date	5 th December 2023
For Meeting of Council/Committee	Full Council
Date of meeting	19 th December 2023
Agenda item no.	198/23-24
Confidentiality	N/A
TITLE OF MOTION	Shredder and Laminator for office
MOTION(S)	<ol style="list-style-type: none"> 1) To approve the purchase of a Shredder. 2) To approve the purchase of a Laminator.
Background	<p>Shredder:</p> <ul style="list-style-type: none"> - Currently there is no shredder in the office at the Cabin. The Town Clerk is currently taking home any shredding weekly that has been accumulated, the documents are being torn up prior to shredding in the office and securely destroyed through composting thereafter. - However this is not ideal due to any confidential information in the documents. The preference is securely shredding is done in the office. - When looking at available options (see <u>associated document</u> with options considered), the information provided for each option was considered and it was concluded that a 'Medium Use' shredder should be adequate for the amount of shredding that needs to be done. - Any options for 'Low / Light Use' have been discounted because these are intimated at home use, or occasional office use (shredding is to be done on a daily basis in the NTC office). Less expensive options were also considered, but with the information provided it was felt that we would not get the amount of use we needed out of and risking it potentially breaking down/ having to replace it. <p>Laminator:</p> <ul style="list-style-type: none"> - We do currently have an A4 Laminator in the Office. However an A3 laminator would provide for the facility to produce larger laminated documents, without having to outsource this; thus saving NTC money in the long run.
Issues/items for consideration by the Council	To consider the options as laid out in the supporting Word documents for the Shredder and Laminator in green highlighted recommended options by officers.
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To approve the purchase of a Shredder. 2) To approve the purchase of a Laminator. <ul style="list-style-type: none"> ➤ To approve the purchase of a Shredder from the options Highlighted on the associated Word Document for staff to be used for business purposes. ➤ To also approve the purchase of an A3 Laminator for teh office from the options highlighted in the associated Word document.
Appendices	
Documents:	<ul style="list-style-type: none"> - Shredder- Please see Word document created which has options from two online retailers. - Laminator- Please see the Word document which has options from four online retailers.

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

Input needed from Clerk?	Input provided.
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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 and efficient working; addressing legal requirements	√
Staffing Implications: ⁱⁱ	YES – suitable office equipment will be important for efficient working conditions, as well as providing options for promotional needs (laminator) and addressing legal requirements regarding destruction of sensitive documentation (shredder).	←
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: YES: shredder important tool to securely destroy items where needed.	←
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: 'Office Equipment'. This has £4,500 allocated for the '23-'24 financial year; the net position as of 14 th Dec. 2024 under this budget heading is £2,741.50	←
	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: YES - Laminator would help creation of promotional materials at A3 scale, thereby reducing need to have this done externally (costs and time involvement reduction as a result)	←
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: YES – safe destruction of documents where needed is important.	←
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	Space in office for additional items: yes, is available.	√

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](#).