

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

Report from	Town clerk										
On behalf of	N/A										
Date	20 th April 2023										
For Meeting of Council/Committee	Full Council										
Date of meeting	25th April 2023										
Agenda item no.	23/23-24										
Confidentiality	N/A										
TITLE OF MOTION	COMPUTER EQUIPMENT NEW MEMBER OF STAFF										
MOTION(S)	1) To approve the purchase of a laptop for the Deputy Clerk.										
Background	<p>The Town Council currently owns (see asset register) one laptop, in constant use by the town clerk.</p> <p>The current laptop, obtained by the Town Council as part of the hand-over from the SCDC-led interim Council in May 2021, is of the following type: HP 255 G8 Notebook PC; it comes with the following spec: Processor AMD Ryzen 5 3500U APU with Radeon Vega Mobile Gfx 2.10 GHz Installed RAM 8.00 GB (5.94 GB usable) System type 64-bit operating system, x64-based processor</p> <p>Following the decision to appoint a Deputy Clerk (item 245/22-23(3), FC meeting on 28th Feb. '23), a start date has been arranged for the Deputy Clerk to start as an employee with Northstowe Town Council on 1st May 2023.</p> <p>The Deputy Clerk will need their own laptop, to be able to deliver their work duties.</p>										
Issues/items for consideration by the Council	<p>The Town Council is asked to consider a laptop amongst a choice of laptops deemed suitable.</p> <p>A selection of options have been researched; a selection of the many options available has been presented in below table, based on the following criteria:</p> <ul style="list-style-type: none"> - At least similar in quality and spec to the one in use by the town clerk, as this seems to be fit for purpose; - Reasonable price, considering laptop options below £1,000. - As far as can be seen from online information all below options come with a standard 1-year warranty. - Also to consider upgrades where possible, to ensure futureproofing of data processing needs. <table border="1"> <thead> <tr> <th>Option</th> <th>Type</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>HP 255 G9 Laptop, AMD Ryzen 5 5625U, 8GB RAM, 265GB SSD, 15.6 Full HD LED, AMD Radeon, Windows 11 Pro (ebuyer.com)</td> <td>£539.99 inc. VAT</td> <td>Relatively similar HP model to the one in use by clerk</td> </tr> <tr> <td>Dell Vostro 5625 Laptop, AMD Ryzen 5 5625U, 8GB RAM, 256GB SSD, 16" Full HD+, AMD Radeon,</td> <td>£623.99 inc. VAT</td> <td>Similar spec to above, different brand</td> </tr> </tbody> </table>		Option	Type	Comments	HP 255 G9 Laptop, AMD Ryzen 5 5625U, 8GB RAM, 265GB SSD, 15.6 Full HD LED, AMD Radeon, Windows 11 Pro (ebuyer.com)	£539.99 inc. VAT	Relatively similar HP model to the one in use by clerk	Dell Vostro 5625 Laptop, AMD Ryzen 5 5625U, 8GB RAM, 256GB SSD, 16" Full HD+, AMD Radeon,	£623.99 inc. VAT	Similar spec to above, different brand
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	Windows 11 Pro (ebuyer.com)		
	Lenovo V15 Core i5 8GB 256GB SSD 15.6" FHD Win11 Pro Laptop Ebuyer.com	£659.99 inc. VAT	Similar spec to above, different brand
	Inspiron 16-inch Laptop with AMD Mobile Processor Dell UK	£718.99 inc. VAT	Direct from Dell supplier AMD Ryzen 7 16 GB RAM 512 GB Hard Drive
	HP ProBook 455 G9 15.6" FHD Laptop with AMD Ryzen™ 7 - HP Store UK	£744.12 inc. VAT	<i>OPTION RECOMMENDED</i> Direct from HP supplier. AMD Ryzen 7 16GB RAM 512 GB SSD
Recommendations	For the Town Council; 1) To approve the purchase of a laptop for the Deputy Clerk. ➤ To consider the options proposed and decide on a suitable laptop purchase. ➤ It is recommended to go with an upgrade, to future-proof data processing needs; to this end the final option in above table is recommended for purchasing.		
Appendices	N/A		
Documents:	N/A		

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:	Staff equipped to work efficiently	√
Staffing Implications: ⁱⁱ	YES – Access to own laptop is key need for NTC staff.	√
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 – laptop & data security and ensuring risks of theft are limited	√
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 – details of purchase costs included in this document.	√
	There is provision within the budget Budget heading & details:	√

	YES – can come out of the following agreed budget heading: - IT Hardware, Software & Support - £2,200.	
	Decisions may give rise to additional expenditure; Details: YES – further equipment, including keyboard, mouse, large screen, are to be purchased as well – will form part of future motions, once equipment needs become clear in first few weeks of Deputy Clerk starting in their position.	√
	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: YES - Details: Laptop to be covered under Council's insurance policy.	√
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](#).