

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

<b>Report from</b>	Deputy Clerk
<b>On behalf of</b>	Deputy Clerk and Town Clerk
<b>Date</b>	17 <sup>th</sup> May 2023
<b>For Meeting of Council/Committee</b>	Full Council
<b>Date of meeting</b>	23 <sup>rd</sup> May 2023
<b>Agenda item no.</b>	60/23-24
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>MOBILE PHONE CONTRACTS FOR TOWN CLERK AND DEPUTY CLERK</b>
<b>MOTION(S)</b>	<ol style="list-style-type: none"> <li>1) To consider the options to purchase phones with provider contracts for Town Clerk and Deputy Clerk (as per supporting document).</li> <li>2) To approve the purchase of 2 mobile phones, for the Town Clerk and Deputy Clerk, to be used for business purposes. The recommended brand is an Apple iPhone, with provider either EE or O2.</li> </ol>
<b>Background</b>	<p>The mobile phones will be used for business calls receiving and making them and taking photos, using Microsoft 365, Microsoft Teams, and to be able to access files, to enable on the go effective working.</p> <p>Currently the Town Clerk has an old model android phone (Teeno) which is with Giff Gaff which is on a monthly contract and was given to him by the interim Town Clerk originally. It is outdated and no longer efficient or appropriate for the level of business and does not have a very good reception service.</p> <p>The Deputy clerk is using her own personal phone to make business calls and take photos, She has an iPhone 13 pro, this has a good reception, and is capable of using Microsoft 365 and Teams on the go and when not connected to Wi-Fi, can operate off 4G and 5G in Northstowe.</p> <p>Thus both the Town Clerk and Deputy Clerk need new and efficient phones to be able to do business on the go, and in the office.</p>
<b>Issues/items for consideration by the Council</b>	<p>To consider the options and quotes received from 3 different companies as laid out in a separate Word document.</p> <p>I have highlighted the fact to the 3 businesses that the reception strength is not very good at Northstowe at this present time. 360 communications and Aerial checked the Network Checker and the EE network and O2 were found to have the best coverage in this area, both 4G. This will also allow us to be able to put live feedback and output when elsewhere, e.g.- Market and Events and for external meetings, as well as for office use.</p>
<b>Recommendations</b>	<p>For the Town Council;</p> <ol style="list-style-type: none"> <li>1) To consider the options to purchase phones with provider contracts for Town Clerk and Deputy Clerk (as per supporting document).</li> <li>2) To approve the purchase of 2 mobile phones, for the Town Clerk and Deputy Clerk, to be used for business purposes. The recommended brand is an Apple iPhone, with provider either EE or O2.</li> </ol> <p>➤ See details as indicated in the section above, 'Background'.</p>
<b>Appendices</b>	N/A

<b>Documents:</b>	Please see Word document created which has the quotes on from the 3 business contacted, Aerial, BT One and 360 Communications.
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**SECTION 1B - To be filled in by submitter of the Motion:**

<b>Input</b> needed from Clerk?	N/A (NB: Clerk has provided input along the way).
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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 days<sup>i</sup> 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	
Staffing Implications: <sup>ii</sup>	<b>YES</b> – appropriate equipment will help speed up and improve in all work areas, which is much more important now the central staffing team has expanded	←
Volunteer need implications:	N/A	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity <sup>v</sup>	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 <sup>vi</sup>	There are no financial implications at this stage: N/A	
	There will be financial implications; Details: <b>YES</b> : - costs as per above and associated document with quotes	←
	There is provision within the budget Budget heading & details: <b>PROBABLY</b> – There is a budget for £500 for ‘phone and internet’ – no other costs are expected against this budget heading. The total costs will depend on the package chosen. Please note that there is a significant underspend under ‘Salary Deputy Clerk’ due to the one-month later filling of the position than what was budgeted for – thus additional costs needed could arguably be coming out of that budget heading to bridge any funding gap, and to ensure staff are equipped with a good quality phone and provider deal.	←
	Decisions may give rise to additional expenditure; Details: Unlikely	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> Local Government Act 1972, s. 111	
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: N/A	
	Other considerations: N/A	

Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

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

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

<sup>iii</sup> 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.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

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

<sup>vi</sup> 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.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).