

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

Report from	Deputy Clerk
On behalf of	Deputy Clerk and Town Clerk
Date	20 th June 2023
For Meeting of Council/Committee	Full Council
Date of meeting	27 th June 2023
Agenda item no.	81/23-24
Confidentiality	N/A
TITLE OF MOTION	Mobile Phones for use by Town Clerk and Deputy Clerk
MOTION(S)	<ol style="list-style-type: none"> 1) To consider the options on the supporting document to purchase mobile phones with Sim monthly contracts for Town Clerk and Deputy Clerk or have a 24-month mobile phone contract, separate accessories package from a different supplier (as per supporting document). 2) To approve the purchase of 2 mobile phones, and separate accessories package with Sim monthly contracts as per the recommendations, 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. EE has a better reception.
Background	<p>A motion paper was presented to the Town Council on the 23rd May 2023 Full Council meeting (item 60/23-24), for the purchase of 2 Mobile phones for both NTC officers, on the basis of a 24 month business contract.</p> <p>Following a discussion at that meeting, the item was deferred to the next Council meeting, with officers tasked to renew the motion paper, to update and expand with a specific focus on;</p> <ul style="list-style-type: none"> • Obtaining additional quotes for outright purchase of the phones, with Sim-only contracts to be included as option. • Checking Council's insurance cover and consider whether additional insurance cover may need to be considered.
Issues/items for consideration by the Council	<p>The mobile phones are to 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 a Sim only 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 It is outdated and no longer efficient or appropriate for the level of business and does not have a very good reception service. No capacity to be Wi-Fi enabled or indeed to make/receive calls at all, without being able to hear clearly.</p>

	<p>The Deputy Clerk has so far had to use 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 in Northstowe. The Deputy Clerk is now also receiving calls from unknown callers' landline and mobile numbers, no messages being left to state who they are, something that is unwanted on personal phones.</p> <p>It is considered critical that both the Town Clerk and Deputy Clerk are to be provided with new and efficient phones to be able to do business on the go, and in the office.</p> <p>The additional research carried out has provided additional useful options for the Town Council to consider – see supporting document.</p> <p>The following model is recommended to be purchased: Apple iPhone, with provider either EE or O2 (noting that EE has a better reception). This model is preferred over other options for the following reasons: is the iPhone 13. And the 360 Group because they deal with EE and as Cllr Owen pointed out at the last FC meeting on the 23rd May that seems to be the preferred network.</p> <ul style="list-style-type: none"> - 128gb memory as opposed to the 12 and the SE which has 64gb, with having Microsoft 365, videos and pictures on also this will quickly use up the memory the 13 offer double the storage. - iPhone 14 although newest model, this is not really needed as the 13 has the same storage and will be futureproofed, unlike that of the 12 and SE. - With 360Group will have a dedicated account manager. - Aerial only deals with O2. - Although relatively high initial purchase costs, the Council will save money over time when compared with a monthly plan, as originally proposed for the 23rd May 2023 Full Council meeting. <p>Re: Insurance: Information obtained from the Northstowe Town Council's insurance company shows that the current policy provides a standard cover of £5,000 for business equipment; as long as the Council's total amount required for business equipment such as laptops, printers, mobiles etc. does not exceed that, then the phones will also be covered.</p> <p>The Town Council will, in this, need to consider that several other equipment purchases are to be made still (such as monitors; fire proof safe; others) which means that the general Council insurance cover will need to be increased accordingly anyway and which will be brought to the Council's attention in due course.</p>
<p>Recommendations</p>	<p>For the Town Council:</p> <p>To approve the purchase of 2 mobile phones for the Town Clerk and Deputy Clerk to use for business purposes.</p> <ol style="list-style-type: none"> 1) To consider the options on the supporting document to purchase mobile phones with Sim monthly contracts for Town Clerk and Deputy Clerk or have a 24-month mobile phone contract, separate accessories package from a different supplier (as per supporting document). ➤ Please see the supporting document for details of original and additional options researched with quotes obtained. 2) To approve the purchase of 2 mobile phones, and separate accessories package with Sim monthly contracts as per the recommendations, for

	<p>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. EE has a better reception.</p> <p>➤ The model iPhone 13 is proposed to be purchased, for the reasons as set out in above paper and supporting document.</p>
Appendices	N/A
Documents:	Please see Word document, called "Mobile Phones 2- Paid Outright" which has all the quotes on from the business contacted for mobile phone options.

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

Input needed from Clerk?	Clerk has fed into development of this motion paper, throughout.
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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	
Staffing Implications: ⁱⁱ	YES – appropriate equipment will help speed up and improve in all work areas, which is especially important now the central staffing team has expanded	←
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 above and associated document with quotes	←
	There is provision within the budget Budget heading & details: NO – There is a budget for £500 for 'phone and internet' – no other costs are expected against this budget heading. 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. There are also budget headings for 'Market Manager' and 'Facilities Manager' which are almost certainly also see significant underspend and from which budget could be moved.	←
	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 ^{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:	Current phone situation, as explained in above paper, is not sustainable and needs to be addressed.	←

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.

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- ^{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](#).