

# Draw down of funds for the Laptop and PC replacement programme

**Decision maker: Director of Resources and Assurance**

**Decision date: 22<sup>nd</sup> September 2023**

**Report by: Senior Project Manager**

## **Classification**

Open

## **Decision type**

Non-key

## **Wards affected**

(All Wards);

## **Purpose**

To drawdown the first year's spend of £365,000 of the allocated budget : second budget of £365,000, third year budget of £415,000 and fourth year budget of £448,000; As set aside for the Laptop and PC Replacement programme; which has already been approved in the 2023/24 Capital Programme (10 Feb 2023). Total of £1,593,000 for the 4 year programme

[https://hc-modgov.herefordshire.gov.uk/documents/g8671/Public reports pack Friday 10-Feb-2023 10.00 Council.pdf?T=10](https://hc-modgov.herefordshire.gov.uk/documents/g8671/Public%20reports%20pack%20Friday%2010-Feb-2023%2010.00%20Council.pdf?T=10)

## **Recommendation**

**That:**

- a) **To spend up to £365,000 in the capital programme for the year 1 delivery of the Laptop and PC Replacement programme.**

**Authority be delegated to Head of ITC to make all operational decisions to implement the above recommendation,**

## **Alternative options**

1. The council could decide not to agree to the continuation of the Laptop and PC replacement programme. This option is not recommended as replacing devices on an ad-hoc basis as they fail, would introduce risks and therefore increased cost implications

## **Key considerations**

2. A rolling programme of device replacement for staff computing across the council has been approved
3. Each year it is anticipated that 25% of the council staff computer equipment will need to be replaced to ensure that device performance is maintained
4. Hoople, on behalf of the council, will begin a rolling programme of device replacement. This will be carried out by identifying devices older than four years or that require fixing or replacing.
5. An implementation phase will begin and deliver the following:
  - Replacement of existing devices older than four years
  - Business as usual device and peripheral replacement. This will include, but will not be limited to break/fix repairs, new starter devices and replacement of any lost devices and associated peripherals
6. This is year one of a four year programme

## **Community impact**

7. The County Plan ensures our essential assets, including IT, are in the right condition for the long-term, cost-effective delivery of services. The council has committed to deliver against bold and ambitious plans and, by working with our local and national partners, we seek to continue to improve the quality of life for the county's residents. Connected to this plan is a stated aim to further embrace digital technology to save costs and improve flexible working practice

## **Environmental Impact**

8. Herefordshire Council provides and purchases a wide range of services for the people of Herefordshire. Together with partner organisations in the private, public and voluntary sectors we share a strong commitment to improving our environmental sustainability, achieving carbon neutrality and to protect and enhance Herefordshire's outstanding natural environment.
9. Consideration has been made to minimise waste and resource use in line with the Council's Environmental Policy.

## Equality duty

10. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:  
A public authority must, in the exercise of its functions, have due regard to the need to –
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
11. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. As this is a decision on back office functions, we do not believe that it will have an impact on our equality duty.
12. Hardware and software will be procured which enables disabled users in the HC workforce

## Resource implications

13. The request is to spend the allocated budget of £365,000 to enable commencing of implementation of the Laptop and PC replacement programme via Hoople.
14. The funding has already been approved and included in the 2023/24 capital programme.
15. The detailed breakdown of the resource allocation is attached in the table below:

Capital cost of project	2023/24	2024/25	2025/26	2026/27	Total
	£000	£000	£000	£000	£000
<i>Replacement device</i>	235.2	235.2	271	295.4	
<i>Build, installation and PM cost</i>	31.8	31.8	33	33	
<i>Monitors and Peripherals</i>	25	25	28	30	
<i>Contingency (20%)</i>	73	73	83	89.6	
<b>TOTAL</b>	<b>365</b>	<b>365</b>	<b>415</b>	<b>448</b>	<b>1593</b>

Funding streams (indicate whether base budget / external / grant / capital borrowing)	2023/24	2024/25	2025/26	Future Years	Total
	£000	£000	£000	£000	£000
<i>Corporate funded borrowing</i>	365	365	415	448	1593
<b>TOTAL</b>	<b>365</b>	<b>365</b>	<b>415</b>	<b>448</b>	<b>1593</b>

16. There are no revenue budget implications as no additional licence costs apply with hardware. More modern devices and equipment will aid efficiency and probably reduce downtime and ICT Helpdesk support over time

### Legal implications

16. All related third party contracts must be procured in accordance with the Council's own contract procedure rules and appropriate contractual documentation put in place to protect the Council's interests.

### Risk management

17. The key risks associated with the options outlined in the paper are as follows:

Risk / opportunity	Mitigation
Cost per device, if purchased ad-hoc, is higher	Devices will be procured in batches to enable discounted prices
Not having devices or ancillaries 'in stock' could lead to a delay in replacement and therefore lost efficiency / service delivery	A small number of devices and ancillaries will be kept onsite by Hoople, for ad-hoc replacement

18. Risks are managed according to the council's risk management framework, aligned with corporate risk strategy and recorded on a service risk register, being escalated to the directorate or corporate risk register according to the significance of the risk.

## Consultees

19. No consultation has been completed as this is a decision to draw down funds only.

## Appendices

None.

## Background papers

None identified.

## Report Reviewers Used for appraising this report:

Please note this section must be completed before the report can be published		
Governance	John Coleman	Date 04/09/2023
Finance	Karen Morris	Date 08/09/2023
Legal	Sean O'Connor	Date 31/08/2023
Communications	Luenne Featherstone	Date 31/08/2023
Equality Duty	Harriet Yellin	Date 07/09/2023
Procurement	Carrie Deeley	Date 05/09/2023
Risk	Kevin Lloyd	Date 07/09/2023
Approved by	Andrew Lovegrove	Date <a href="#">Click or tap to enter a date.</a>