

Public Document Pack



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7 July 2022

Dear Councillor

NOTICE OF DELEGATED DECISION – (DD05 22) REPLACEMENT OF CORPORATE LAPTOPS

Please find attached details of a decision taken by Brinley Hill, Head of Community and Digital Services, to replace laptops used by Council staff.

The deadline for call-in of this decision is **10.00am on Wednesday, 13 July 2022.**

If call-in is not activated, the implementation date for this decision will be noon on 13 July.

Members of the public who require further information are asked to contact Kate Batty-Smith, Democratic Services Officer on 01304 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a horizontal line.

Democratic Services Officer

ENCL

1 **NOTICE OF DELEGATED DECISION - (DD05 22) REPLACEMENT OF CORPORATE LAPTOPS** (Pages 2-4)

Decision Notice

Delegated Decision

Decision No:	DD05
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Subject:	REPLACEMENT OF COUNCIL LAPTOPS
Notification Date:	7 July 2022
Decision taken by:	Brinley Hill, Head of Community and Digital Services
Delegated Authority:	Authority delegated by Cabinet at its meeting held on 28 February 2022 to the Head of Community and Digital Services, in consultation with the Portfolio Holder for Finance, Governance, Digital and Climate Change, for the approval of projects included in Annex 6D of the Council's Medium-Term Financial Plan (CAB 87)
Decision Type:	Executive Key Decision
Call-In to Apply?	Yes (<i>the deadline for call-in will expire at 10.00am on 13 July</i>)
Classification:	Unrestricted

Reason for the Decision:	To replace laptops used by Council staff.
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Decision:	To approve a new project to replace laptops used by Council staff which are due for replacement in 2022/23.
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1. **Consideration and Alternatives** (*if applicable*)
 - 1.1 See attached report.
2. **Any Conflicts of Interest Declared?**
 - 2.1 None.
3. **Supporting Information** (*as applicable*)
 - 3.1 See attached report.

Subject:	REPLACEMENT OF CORPORATE LAPTOPS
Date:	7 July 2022
Report of:	Brinley Hill, Head of Community and Digital Services
Portfolio Holder:	Councillor Chris Vinson, Portfolio Holder for Finance, Governance, Digital and Climate Change
Decision Type:	Executive Non-Key Decision
Classification:	Unrestricted

Purpose of the report: Replacing corporate laptops due for replacement in 2022/23.

Recommendation: To approve a new project to replace laptops used by Council staff which are due for replacement in 2022/23.

1. Summary

1.1 To replace up to 100 laptops currently in use by DDC staff with the latest HP ProBook laptops which are located across all departments in the Council.

2. Introduction and Background

2.1 The HP 250 G6 laptops were initially released in 2017. They are now 5 years of age and the number of laptops failing is increasing.

2.2 As part of the rolling replacement programme, the HP 250 G6 and Dell Latitude 3380 models are the next to be replaced.

2.3 The Dell Latitude laptops were transferred to DDC as part of housing being brought back in house. There are 7 of these laptops still in the housing department.

2.4 The HP 250 G6 model is distributed across all departments.

2.5 DDC has been purchasing the HP ProBook series laptops due to their better build quality and connectivity with the HP docking monitors, making working easier.

3. Identification of Options

3.1 Option1 – Do not replace.

3.2 Option 2 – Replace with the latest HP ProBook models.

4. Evaluation of Options

4.1 The option to not replace the laptops has been considered. The laptops being replaced are now 5 years of age. They are not running efficiently, making boot up and shutdown times longer and as newer software requires higher specifications, these will continue to become slower. There has also been a larger number of issues/failures with these laptops over the past 12-18 months.

4.2 Application reliability scores are showing the models due for replacement are under 70% reliable, compared to newer models rating at 100%. This means applications are crashing more often on the older models, affecting productivity.

4.3 DDC has invested in the Microsoft 365 system, as part of this DDC can upgrade to Windows 11 to continue to make the most out of the new features available. The models due for replacement are not compatible with Windows 11, the replacement will allow DDC staff to benefit from the newer software. New features and functionality

from Microsoft will only be added into Windows 11 and Microsoft support is based on the version of Windows being used. Windows 10 support will run out in June 2024.

5. Resource Implications

5.1 There is budget allocated in the ICT reserve for this project.

5.2 The cost of computer hardware is still fluctuating and is vulnerable to global events, the table below shows the costs of 2022/23 replacements based on current pricing.

5.3

Model	Quantity	Cost
HP ProBook 430/450	100	£59,000
HP USB-C Monitor	50	£13,000
		£72,000

5.4 The monitor cost above has been added in case of failures during 2022/23 and to replace any that are not fit for purpose.

5.5 ICT resource will be required to asset, build, and deploy the laptops. This will be completed through a planned schedule.

6. Climate Change and Environmental Implications

6.1 No comments received.

7. Corporate Implications

7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted on the report and have no further comments to add. (LS)

7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

7.4 Other Officers (as appropriate):

8. Appendices

None.

9. Background Papers

None.

Contact Officer: Abi Robinson, Digital Services Manager