Executive Members for Resources
27 November 2018

Decision to be taken on or after
5 December 2018

Key Decision: Yes

Ward(s) Affected: N/A

Council IT Hardware Refresh

Report by the Director for Digital & Resources

Executive Summary

1. **Purpose**
   - This report sets out the approach for the project to refresh the Council's end-user computing estate (laptops & desktops). The existing estate of laptops and desktops is aged with a large proportion of equipment nearing or beyond the expected usable lifetime of four years.

   - The age of the current estate presents risk of reduced 'Officer' and 'Service' productivity and consumes unnecessary resources to support increases in equipment-related incidents, which often results in expenditure to replace components to keep old equipment usable, which is not cost-effective.

   - Due to the age of the estate, there is an urgent need, but it is also extremely important to ensure the Council's procure the equipment and associated services in the most cost-effective manner.

   - The procurement approach is to run a Further Competition against the Crown Commercial Services' Framework RM3733 (Technology Products). The scope of the procurement will include laptop & desktop computers that are due to exceed their usable life in or before 2020, which equates to approximately 600 devices and 85% of the entire estate.

   - The outcome of the proposed approach will be the refresh of 85% of end user equipment across the Councils. The majority of new equipment will be laptops, but will include desktop computers & monitors that are not fit-for-purpose. Another outcome will be the shift from the old Windows 7 operating system to Windows 10, which is a necessary requirement for 2020 when the old operating is no longer supported and becomes a PSN compliance issue for the Council's.

2. Recommendations

2.1. The Executive Members are asked to release the budget for the Hardware Refresh and approve the procurement approach detailed in this report to enable the project to commence at the earliest possible point.

2.2. The Executive Members are asked to agree a delegation to the Director for Digital and Resources to let the contract following the procurement exercise.

3. Context

3.1. The existing estate of laptops and desktops is aged with a large proportion of equipment nearing or beyond the expected usable lifetime of four years. The age of the current estate presents risk of reduced 'Officer' and 'Service' productivity and consumes unnecessary resources to support increases in equipment-related incidents, which often results in expenditure to replace components to keep old equipment usable, which is not cost-effective.

3.2. Due to the age of the estate, urgent action is required, but it is also extremely important to ensure the Council's procure the equipment and associated services in the most cost-effective manner.

3.3. The procurement approach is to run a Further Competition against the Crown Commercial Services' Framework RM3733 (Technology Products). The scope of the procurement will include laptop & desktop computers that are due to exceed their usable life in or before 2020, which equates to approximately 600 devices and 85% of the entire estate.

3.4. The outcome of the proposed approach will be the refresh of 85% of end user equipment across the Councils. The majority of new equipment will be laptops, but will include desktop computers & monitors that are not fit-for-purpose. Another outcome will be the shift from the old Windows 7 operating system to Windows 10, which is a necessary requirement for 2020 when the old operating is no longer supported and becomes a PSN compliance issue for the Council's.

3.5. Urgent action is required to ensure the Council's workforce remains productive with computing equipment that is fit-for-purpose. Furthermore, the urgency is exacerbated with the end of support from Microsoft for the current operating system; Windows 7, which will result in significant PSN

compliance issues if not addressed before 2019.

4.   Issues for consideration

4.1.   The issue for discussion is the age and state of the end-user computing equipment currently available to Officers. The majority of equipment has passed or is nearing the end of its usable life, and the current operating system will not be supported by Microsoft from 2019.

4.2.   The Council's performed a review of Chromebooks to identify whether this lower-cost option could deliver further savings. The review concluded Chromebooks might be suitable for ~15% of users and, as a result, it was concluded that users will be assessed for suitability during the Windows laptop rollout; where suitability for a Chromebook is identified, it will be supplied accordingly with the new laptop repurposed elsewhere in the organisation.

4.3.   The option to 'do nothing' is not viable because Digital are already seeing increased in call volumes for equipment-related incidents (faults) and are regularly spending Council funds on replacement components to keep old equipment operations (throwing good money after old).

4.4.   The Council's have reviewed procurement options extensively and drawn on advice from their procurement partners (Orbis). It was concluded that the best option is to use the CCS Framework and to procure in greater volumes to maximise discount and reduce the overall cost.

5.   Engagement and Communication

5.1.   In creating this report, the Council's have engaged internally; Digital (IT), Procurement, and Finance. Advice has also be sought directly from the Crown Commercial Service and Orbis (procurement specialists).

5.2.   There will be further engagement internally to plan the to assess user and service needs for the rollout, subject to Executive Member approval.

5.3.   This project does have a bearing on our communities in that old equipment that still has some usable life in a non-commercial environment may be repurposed for digital inclusion i.e. formatted and used by the IT Junction to improve our communities' skills and familiarity with information technology.

6.   Financial Implications

6.1.   The project will be funded by the approved capital budget for Hardware Refresh in 18-19 (£412K), but will also draw on funding from the capital budget for 19-20 for Corporate IT Hardware Refresh (£250K). There is sufficient budget over the two years to fund the project.

6.2.   Paragraph B16 of the Financial Procedure Rules provides that Executive Member approval is required for the release of the budget for any capital project of more that £250,000.

7.   Legal Implications

7.1   s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.

7.2   s1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.

7.3   Under the Public Contract Regulations 2006 (SI 2006/5) where a Public Authority is to enter into a contract for the supply of goods & services, and the value of those goods and services exceeds a financial limit of £181,302 any procurement exercise to contract for those goods and services must be conducted in accordance with the Regulations and any failure to do so may be declared as anti-competitive and in breach of the Regulations.

7.4   Using the Crown Commercial Services Framework as proposed in this report will be EU compliant and will require a mini competition with providers that have already complied with an EU procurement process for entry onto the framework.

Background Papers

●   Chromebook Review (link)

Officer Contact Details:-

Name: Robert Wood
Role: ICT & Digital Services Manager
Telephone: 07736 597499
Email: Robert.wood@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. **Economic**

   ● Matter considered and no issues identified.

2. **Social Value**

   ● Potential benefit to the community by re-using equipment, not fit-for-purpose in a business environment, for community purposes i.e. digital inclusion.

3. **Equality Issues**

   ● Matter considered and no issues identified.

4. **Community Safety Issues (Section 17)**

   ● Matter considered and no issues identified.

5. **Human Rights Issues**

   ● Matter considered and no issues identified.

6. **Environmental**

   ● Any old equipment that is not repurposed will be disposed in a responsible manner i.e. in line with WEEE regulations.

7. **Governance**

   ● Matter considered and no issues identified.