

IT EQUIPMENT

Recommendation:

1. That the report be noted, and the Committee give guidance to officers as to whether IT equipment should be purchased.

	Yes	No
Does the decision involve new expenditure?	Yes	
Is there an existing budget for the proposed expenditure (insert code)	4055	
What procurement level is required?	None	
Are there equalities impacts / an equalities assessment required?		No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	N/A	
Is there a background paper or papers? (provide links below).		No
<ol style="list-style-type: none"> 1. Council has previously agreed to buy laptops for office-based staff which, at the time, were also used for home working. 2. When the Town Council moves into new premises, the laptops will aid the end-of-day clear-desk policy or when officers are working from home. 3. As part of the recent recruitment process, two administration assistants will operate a job-share scheme at the new premises. 4. The current laptop / pc stock is dated with the laptops more than 5years old. 5. One laptop could be purchased for use by both administration assistants. 		
Issues arising from proposal:		
None.		
Rationale for recommendation:		
Not applicable.		