



Subject:	Members IT Equipment Package
Date:	17 February 2017
Reporting Officer:	Ronan Cregan, Director of Finance & Resources
Contact Officer:	Paul Gribben, Head of Digital Services

Is this report restricted?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Is the decision eligible for Call-in?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	This report revisits the IT Equipment package currently on offer to Members in the context of the Council's recent acquisition of Office 365.
2.0	Recommendations
2.1	<p>The Committee is asked to agree to the following:</p> <p><u>Recommendation 1:</u> To provide a HP Elite x2 (or equivalent) as the hybrid device of choice for members.</p> <p><u>Recommendation 2:</u> To standardise the models of smartphones supported. Members will be provided with the option of choosing an iPhone 7 (128 Gb) or a Samsung Galaxy S7 in April 2017.</p> <p><u>Recommendation 3:</u> Removal of a separate camera from the IT equipment package as it is included with the Smartphone provided.</p> <p><u>Recommendation 4:</u> Removal of an external hard drive from the IT Equipment package as Office 365 will provide 1Tb of personal storage when OneDrive for Business is implemented.</p>

	Recommendation 5: To provide a wireless printer for home use.
3.0	Main report
3.1	The Strategic Policy and Resources Committee, at its meeting on 15 April 2011, agreed to the standardisation of the IT equipment provided to Members. At the time, this delivered an annual efficiency of £13,000 and for a period resulted in a decrease in the resources required to support the varied IT estate.
3.2	The current IT equipment package for members includes: <ul style="list-style-type: none"> • Desktop PC & Monitor <u>or</u> Laptop, Monitor, Docking station, Laptop case & lock; • All-in-one printer, scanner and fax machine; • 500GB External hard drive; • Blackberry; • Digital Camera (for those Members who do not require a Blackberry); • Members were also supplied with iPads in October 2012
3.3	However, since 2011 the range of IT equipment supplied to Members has become increasingly more diverse as we aim to ensure Members can access information flexibly and from any location.
3.4	To ensure the Council continues to remain at the forefront of advances in technology, Digital Services entered into a Microsoft Enterprise Agreement. This provides access to the rich features of Office 365 which have the potential to deliver a more social, mobile, accessible and information-driven work environment.
3.5	Use of the BCC Office 365 account will provide access to all of the productivity features and benefits of Office 365. Some of the benefits include: <ul style="list-style-type: none"> • The ability to install Office on 5 devices and phones, • Exchange Online including provision of a 50 GB mailbox per user, 500 times the current limit, • Skype for Business to connect with other Skype for Business users via instant message (IM), voice calls, and video calls, and letting people know your availability with your online status. • OneDrive for Business providing each user with 1 TB of personal cloud storage

(4000 times the current limit for 'My Documents') that can be accessed from anywhere and syncs with a PC/Laptop for offline access.

3.6 Digital Services is recommending the provision of HP Elite x2s (or equivalent) as a powerful lightweight portable device that can be used as either a notebook or a tablet. This provides the required level of mobility alongside business grade warranty and support and will replace the need for a separate laptop and iPad.

One of the biggest issues for Members in relation to the management of their iPads is the co-ordination of multiple accounts. This includes windows accounts, Apple ids, email credentials and logon to personal apps. Moving to the HP Elite x2 will simplify business access through a centralised Windows account.

Recommendation 1: To provide a HP Elite x2 (or equivalent) as the hybrid device of choice for members. Which will result in iPads no longer being required.

3.7 9 different makes and models of smartphones are currently supported. We are proposing to rationalise the number of supported smartphones and are recommending the provision of either an iPhone 7 (128 Gb) or a Samsung Galaxy S7 to cover smartphone requirements for the remainder of Members' term of office.

Smartphone replacement is bound by in year revenue budget constraints, this means that Members' smartphones will be replaced in April 2017 in line with revenue estimates.

Recommendation 2: To standardise the models of smartphones supported. Members will be provided with the option of choosing an iPhone 7 (128 Gb) or a Samsung Galaxy S7 in April 2017.

3.8 The quality of cameras that come with Smart Phones removes the requirement to provide a separate camera.

Recommendation 3: The provision of a separate camera should be removed from the IT equipment package, as it is included with the Smart phone provided.

3.9 The requirement for external storage devices has been removed as Office 365 comes with

	<p>1Tb of cloud-based personal storage.</p> <p><u>Recommendation 4:</u> An external hard drive should no longer be provided.</p> <p>3.10 A wireless printer will be supplied for home use. Printing is also supported through the provision of printing facilities in all of the Party Rooms.</p> <p><u>Recommendation 5:</u> A wireless printer will be provided for home use</p> <p>*Note: A wireless printer has already been supplied to the majority of members.</p> <p>3.11 <u>Financial & Resource Implications</u></p> <p>The proposed option will save £565 per Member.</p> <p>The replacement of smartphones is bound by in year revenue budget constraints; this means that Members' smartphones will be replaced in April 2017 in line with revenue estimates</p> <p>3.12 <u>Next Steps</u></p> <p>The roll out of the new ICT Equipment Package, if agreed, will begin in March 2017. An installation schedule will be drawn up with officers from Democratic Services.</p> <p>Several options for training will be available including:</p> <ul style="list-style-type: none"> • Familiarisation on handover of equipment • Scheduled drop-in clinics • 1-2-1 sessions <p>3.13 <u>Equality or Good Relations Implications</u></p> <p>None</p>
<p>4.0</p>	<p>Appendices – Documents Attached</p>
	<p>Appendix 1: Office 365 Features</p>