

To: Scrutiny and Overview Committee, 7 November 2013

## **BRIEFING NOTE - ICT DISPOSALS**

The meeting of the Scrutiny Task and Finish Group consisting of Councillors Janet Lockwood, Bridget Smith and Bunty Waters was held on 15 August 2013. Consideration was given by the Group to a number of options with regard to old and redundant ICT equipment and several suggestions were accordingly made.

A number of these have already been implemented or are in process.

**(1) Production of a documented policy on the disposal of ICT equipment.**

This is being developed in conjunction with our recent audit report on asset management and with guidance from the Council's accountancy service. It is intended for the 'new' policy to be embedded within a revised disposals procedure which is part of the project to implement a new IT Service Management platform (Service Desk) currently scheduled for January / February 2014.

**(2) Provision of dedicated on-site storage for obsolete ICT equipment, ensuring that the ICT workshop is cleared and can be used by ICT staff**

The ICT workshop has now been cleared. We currently have no other identified storage space, the focus is to better manage the existing environment by ensuring better use of the racking available and a more effective disposals routine leading to less accumulation of old and obsolete equipment.

**(3) Consider offering laptops previously used and no longer required by Members to Parish Councils or to a community use endorsed by the Parish Council or a District Councillor, free of charge**

This will normally only happen post elections on an annual basis. Any laptops that become available will be offered as above via communication with Members.

**(4) Consider offering monitors, surplus to requirements as a result of the rollout of Thin Client, to Parish Councils or to a community use endorsed by the Parish Council or a District Councillor, free of charge**

We now have a significant number (50+) of 17" flat screen monitors available – as with the laptops above, the availability of these can be made known via communication with Members. The logistics around this process will need to ensure that any offer is taken up within a reasonable timeframe to ensure that item 2 (above) is not compromised. Any equipment left after an agreed timeframe will be disposed of via our accredited supplier system.

**Reminder:**

Equipment is only replaced according to business need and there is no timetabled or defined PC replacement programme.

The Council is bound by a number of considerations and government requirements in terms of its responsibility for data and personal information. For that reason, our disposals process for network attached equipment (PC's, Servers etc) uses only accredited secure services.

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**30 October 2013**