

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Carolyn Williamson – Deputy Chief Executive and Director of Corporate Resources
Date:	4 June 2020
Title:	Purchase of IT Equipment to Enable Better Home Working

Contact name: Rob Carr – Head of Finance

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1. The decision:

- 1.1. That the Deputy Chief Executive and Director of Corporate Resources (Chief Financial Officer for the County Council), in consultation with the Chief Executive and the Leader of the County Council, approves:
- 1.2. The purchase of IT and other equipment up to the maximum value as outlined in the confidential report.

2. Reasons for the decision:

- 2.1. Paragraph 2.31 of the County Council's Financial Regulations provide that where an urgent financial decision is required that falls outside of the defined process or limits within Financial Regulations but is felt to be in the wider interests of the County Council, the Chief Financial Officer in consultation with the Chief Executive and the Leader can make the decision subject to it being reported to the next appropriate decision making body.
- 2.2. This decision is an urgent decision within paragraph 2.31 of Financial Regulations and will be reported to the next meeting of the Cabinet.
- 2.3. The Chief Executive and Leader of the Council have been consulted about and support this decision.

3. Detail of proposal

- 3.1. Due to COVID-19 and the government policy of "Lockdown" the majority of HCC staff are currently working from home.
- 3.2. The HCC IT strategy delivered over the past 4 years culminating with the roll out of MS Teams, combined with the extension of the Legacy Hantsnet service, has meant that staff with IT access have been able to work from home with a high level of efficacy.
- 3.3. The original IT provision was intended for a short period of home working but staff have already been working in this way for 11 weeks, and it is now clear an extended period beyond this is likely to be required. This may be

as a result of an extended lockdown, repeat local lockdowns, or where staff are compelled to self-isolate as a result of 'track and trace'.

- 3.4. This decision record proposes expenditure for a more sustainable solution considering staff welfare and productivity following a detailed report that was approved by Corporate Management Team (CMT) on 3 June.
- 3.5. Consideration is given to both 'Fixed' staff currently working on their own equipment accessing Legacy Hantsnet, and 'Flexible/Field' staff working at home on corporate equipment with the following objectives:
 - Provide all Fixed staff with suitable equipment to support an extended period of home working with a corporate mobile device as a minimum.
 - Offer 'Flexible/Field' staff with existing mobile devices with additional equipment to support extended periods of home working.
 - Keep expenditure to a minimum, whilst considering the total cost of ownership.
- 3.6. Significant further work will be required to understand the volumes of equipment to be purchased which will be influenced by staff's own circumstances around existing kit, available space etc.
- 3.7. The costs of the equipment will be funded from grants allocated by the Government to meet the response and recovery costs of Covid-19.

4. Other options considered and rejected:

- 4.1. To not purchase the additional equipment, which would have a profound impact on staff welfare and productivity and limit our ability to respond effectively during this extended lockdown period.

5. Conflicts of interest:

- 5.1. Conflicts of interest declared by the decision-maker: None
- 5.2. Conflicts of interest declared by other Executive Members consulted: None

6. Dispensation granted by the Conduct Advisory Panel:

- 6.1. None

7. Comments from consultees:

- 7.1. Both the Chief Executive and Leader supported the decision.

Approved by:

Date:



5 June 2020

Carolyn Williamson
Deputy Chief Executive and Director of Corporate
Resources

Officer Decision Supported by:

Date:

5 June 2020

Councillor Keith Mans
Executive Member for Policy and Resources and Leader
of the Council