

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Director of Corporate Operations
<b>Date:</b>	20 September 2022
<b>Title:</b>	IT End User Device Replacement
<b>Report From:</b>	Head of IT

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#### Purpose of this Report

1. The purpose of this report is to obtain funding approval for a proposed contract to enable the replacement of existing IT end user device hardware for the current year and the following 6 years.

#### Recommendation(s)

2. That the Director of Corporate Operations approves that a contract will be awarded through an appropriate procurement process. This contract will enable the purchase of hardware over 7 years based on the principles agreed with CMT in January 2020 and updated in May 2021 and March 2022.
3. That the Director of Corporate Operations approves spend for up to £25m to be spread over 7 years for IT Desktop Hardware, including peripherals, which will ensure supported IT Desktop Service until 2032.
4. That the Director of Corporate Operations notes the budget exists for current levels of IT desktop hardware within the IT Devices Reserve and will be managed through the existing governance process.
5. That the Director of Corporate Operations notes it is expected that any growth is funded by services.
6. That the Director of Corporate Operations notes the implementation is being carried out by IT therefore implementation costs are not included in the budget figure.

## **Executive Summary**

7. This report clarifies the IT Hardware Budget required for the replacement of end user device hardware (hybrids/laptops/fixed PCs) over the next 7 years as originally agreed with CMT in January 2020 and updated in May 2021 and March 2022.
8. This paper does not include mobile phones or one-off IT resource costs.
9. There is an existing budget and funding approval is therefore sought to award a contract for existing services through an appropriate procurement process.

## **Contextual information**

10. In January 2020, the Corporate Management Team (CMT) considered a report on the planned replacement of hardware deployed by the Enabling Productivity Programme (EPP). This report also set out principles for underpinning future device replacement and deployment.
11. In May 2021 during the COVID-19 pandemic outbreak, a subsequent paper was brought to CMT. This paper outlined a new 'mobile by default' principle, revisited (and supported) the 4-year lifecycle for mobile devices and revised the original guiding principles for device replacement.
12. In March 2022 a paper went back to CMT to reaffirm the IT plan for replacement of end user device hardware (hybrids/laptops/fixed PCs) and to restate the principles underpinning device replacement and deployment.

## **Finance**

13. The budget exists for current levels of IT desktop hardware within the IT Devices Reserve and will be managed through the existing governance process.
14. It is expected that any growth is funded directly by services.
15. Implementation is being carried out by IT therefore implementation costs are not included in the budget.
16. Disposal costs are covered within a separate existing contract. Any residual value from disposal or recycling will be transferred to the IT Devices Reserves.

17. As outlined in the May 2021 CMT report, monitors will be replaced on failure, with budgetary allowance made to replace a portion each year. This is based on previous experience of monitor lifespan and failure rates and ensures resources will only be used to replace items when necessary.

## **Performance**

18. Mobile devices deployed mid-cycle will be consolidated into their nearest planned replacement after four years of life. This is in order to ensure we maintain the best bulk discount pricing for devices.

## **Consultation and Equalities**

19. CMT have been updated regularly on the approach and principles for replacing IT Hardware.
20. Services have been actively engaged through the IT Device Refresh Business Readiness User Group (BRUG).
21. Users with specific accessibility devices are being catered for through the contract and replacement process, including the mechanisms for collecting/swapping devices.

## **Climate Change Impact Assessment**

22. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

### **23. Climate Change Adaptation and Mitigation.**

A full assessment of climate change vulnerability was not completed as the initial vulnerability assessment showed that the project is at minimal risk from the climate vulnerabilities because the project does not contain physical infrastructure and is not vulnerable to climatic variables (such as heatwaves and flooding).

All devices will follow the IT Equipment Disposal and Re-use Policy. While devices are reused across the Council for as long as is practicable, this policy

is in place to ensure the confidentiality of Council and its partners' data is maintained when the useful life of Council devices with the technology to hold data has been reached. Also to ensure during the disposal and re-use of these devices the Council meets its legal obligations regarding the General Data Protection Regulation and the European Union's Waste Electrical and Electronic Equipment (WEEE) directive.

E-Cycle are the supplier of the existing contract for disposal of assets and are an Authorised, Approved Treatment Facility (AATF) who are audited by the Environment Agency and comply with all environmental legislation including the WEEE Directive. Their commitment towards zero landfill, is monitored as part of their ISO14001:2015 standard. Data safe equipment that has been Parts Harvested will be sent for final WEEE treatment which will break-down the metals and plastics. E-Cycle will always maximise re-use and minimise waste by returning the equipment back into the marketplace for the equipment's' original intention in accordance with the Governments Green IT Strategy for Sustainable Computing.

## **24. Carbon Mitigation**

The contract will clarify that the contractor must limit the amount of packaging for all the goods supplied through the contract to that which is necessary. The contractor must aim to use recyclable material in their packaging as much as possible and limit the use of non-recyclable materials. When disposing of packaging this must be done in an environmentally friendly way. The contractor must comply with the criteria for environmental management systems set out in ISO14001. The contractor must be accredited to this ISO standard by an independent certification body that have been accredited by members of the International Accreditation Forum (IAF)

## **Other Key Issues**

25. Due to the contract length it will not be a fixed price. In the hardware market it is common for contracts to be variable rate. Therefore quarterly pricing meetings will take place throughout the length of the contract. Tolerances will be set with the supplier for pricing increases.

## **Conclusions**

26. The IT Device Replacement contract is required to enable devices to be replaced at the agreed schedules in order to keep the council operating in a secure and efficient way.

## REQUIRED CORPORATE AND LEGAL INFORMATION:

### Links to the Strategic Plan

**This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because:**

The IT Device Replacement contract will allow devices to be replaced at the agreed schedules in order to keep the council operating in a secure and efficient way underpinning the Strategic Plan.