

Committee: Resources

Date: 10 January 2023

Title: Purchase of 5 Tablets

Purpose of Report

To consider purchasing 5 tablets for use during Town Council and committee meetings, removing the need for printed paper copies.

Recommendation:

- a) Recommend to Full Council that officers be delegated authority to source 5 Android tablets in collaboration with the Chair of Resources
- b) Recommend to Full Council that once the tablets have been purchased, officers upload all reports and agendas for meetings to a central cloud location for access by all members
- c) Recommend to Full Council that once the tablets have been purchased and the cloud document storage has been implemented that the Council commits to a paperless stance for members documents (unless circumstance calls for paper copies)

Background:

1. Currently officers spend a considerable amount of time producing paper copies of agendas and reports for members to refer to at Town Council and committee meetings.
2. Not only does the production of these reports take up officer's time it also goes against the Council's green commitments as it produces unnecessary paper waste and the reports take power to print.

Report:

3. The proposal in this report is that 5 Android tablets are purchased and that all documents are available on them before a meeting so that any Councillor who wishes to refer to documents at the meeting and does not have their own digital means of doing so may borrow a tablet for the meeting to review the documents.

4. For ease of reading I would suggest that the tablets have a 10" screen. There are many options for this type of device and the ball park cost is £100 excluding VAT per tablet making the total for this project circa £500 excluding VAT.
5. Funds have not been allocated currently in the budget, however there is a budget heading (361/1) for the 2023-24 Financial Year that would allow for tablets to be purchased. There is £10,000 identified for building and administrative purposes and as such the Town Clerk has confirmed that funds could be made available from this budget heading should members agree to this proposal. This would mean that funds from General Reserves would not need to be allocated.
6. The tablets would be connected to the Council's existing Office365 infrastructure allowing officers to upload all documents into one place in our secure cloud which would make them available on all 5 of the tablets automatically.
7. Another benefit of this is the cloud location would also be made to all members for access on their own devices meaning there would be one location for all meeting documents, removing the need for any paper reports or agendas for members.
8. Members to consider recommending to Full Council the following resolutions;
 - a) Recommend to Full Council that officers be delegated authority to source 5 Android tablets in collaboration with the Chair of Resources
 - b) Recommend to Full Council that once the tablets have been purchased, officers upload all reports and agendas for meeting to a central cloud location for access by all members
 - c) Recommend to Full Council that once the tablets have been purchased and the cloud document storage has been implemented that the Council commits to a paperless stance for members documents (unless circumstance calls for paper copies)

Ben Jenner-Hurford
Councillor
January 2023