SUBJECT:	**W10 laptop replacement**
MEETING:	**Cabinet**
DATE:	**4ᵗʰ September 2019**
DIVISION/WARDS AFFECTED: None	

1.   PURPOSE:

This report seeks funding for the replacement or upgrade of laptop/PC stocks, bringing them up to a minimum of Windows 10 operating system and meeting our ICT network security requirements.

2.   RECOMMENDATIONS:

2.1 That Cabinet approves the use of one-off capital or reserve funding of £239,300 to ensure that our workforce and site equipment stocks meet the minimum required security standards of Windows 10 operating systems by January 2020.

2.2 That cabinet approves a one-off top up of the central equipment budget of £67,000 to cater for normal operational equipment renewals for the remainder of the financial year.

2.3 That cabinet acknowledges the increasing pressure on the central equipment budget resulting from an increase in overall devices as well as a reduction in laptop lifespan. In order to address this, Cabinet is asked to endorse this pressure being considered as part of the forthcoming annual budget setting process.

3.   KEY ISSUES:

3.1 The council owns just over 1900 workforce mobile devices (laptops and tablets) that are essential tools of the trade in our digital environment. The number of devices have increased in the last 3 years from 1500 to 1900 due to the digitisation of services and the necessity to provide the right equipment for our very mobile workforce.

3.2 As MCC is a Microsoft site, our laptops are built on Windows 10 (W10) and previously Windows 7 (W7) operating systems. From January 2020 Microsoft will cease to support the W7 operating system, and we will be unable to connect W7 laptops to our ICT network without compromising our cyber security arrangements and contravening security regulations and accreditation. The SRS has provided inventories to identify the equipment affected, and the DPO has calculated the number and cost of replacing them at £550.00 each. Further detailed investigations may identify devices that are duplicates or no longer in active use so won't need to be replaced, but these numbers are unlikely to be significant.

3.3 In addition to the workforce devices, some site equipment (mainly PC) is located within Leisure Centres, School admin offices, Hubs etc. The non-school equipment is typically located in public areas and are used as servers to operate tills or for members of the public to use. PC's

are generally used instead of laptops as they are more robust and are less able to be 'removed' from their location.

3.4 The current situation with W7 equipment that needs replacing is:

- 346 devices to be replaced from the centrally held workforce equipment budget amounting to £190,300.
- 89 PC's located in remote sites and connected to the admin network at a replacement cost of £49,000
- 70 PC's located in schools admin departments to be funded from schools delegated budgets at a total of £38,500
- 209 devices that have a good enough technical specification to be upgraded at no additional cost

4.   THE EQUIPMENT REPLACEMENT POLICY

4.1 The Digital Programme Office (DPO) assesses the type of equipment to be used, ensuring that it fits in with people's job roles as well as being the right technical specification. The DPO also ensure that there is consistency and standardisation of our laptop stock alongside our SRS partners to make it easy for technicians to take advantage of procurement, maintenance, security and training schedules. Laptops are replaced when an ICT technician assesses that they are broken beyond repair or no longer fit for purpose.

4.2 The average lifespan of a device has been 6 years, though in order to balance economy with effectiveness we have a replacement policy that enables us to 'sweat' our equipment as long as it continues to do the job as well as meet essential security requirements. This this has proved to be an effective and economic way of replacing equipment though it means there are a number of laptops that are perfectly functional but more than 6 years old. Internet tools and business systems are becoming more complex and this, coupled with the need for increased cyber security, has an impact on the technical specifications of our mobile devices. As a result and they require more regular upgrades and the lifespan is shortening to 5 years, with an impact on our available replacement budgets.

5.   EQUIPMENT REPLACEMENT BUDGETS

5.1 Workforce equipment - Each year a budget of £116k is set aside for the rolling laptop replacement programme i.e. essential workforce tools for individuals to do their job. This budget is held centrally within the Digital Programme Office (DPO). The budget level was set 7 years ago when much fewer laptops were in circulation, the cyber security requirements weren't as stringent and the basic technical specification for equipment was much lower.Over the last 2 years the priority has been to replace W7 laptops within the existing budget, but the 2019/20 budget is now exhausted and there are still 346 W7 laptops that need to be replaced prior to January 2020, leaving a total budget shortfall of £239,300 this financial year. In addition to this, a budget is required to service the normal operational equipment replacements for the remainder of this financial year, which is estimated at £67,000. This is an exceptional expenditure requirement arising from the removal of support for the W7 operating system coupled with an increased number of devices that need to be replaced.

5.2 Site equipment - Equipment located in the service areas is replaced on a similar basis as the workforce laptops i.e. as and when they fail. As there a fewer PC's spread over a number of services there isn't a formal replacement programme nor a specific central budget. Any failures are paid for from available service budgets as and when they occur. Replacement of these W7 devices will fall as an overall cost on the authorities' budget and it is recognised that their replacement should be catered for at the same time as replacing workforce equipment.

5.3 To ensure business continuity it is essential that the pressure on the annual workforce equipment budget is recognised. The pressure is due to an overall increase in the number of devices as well as a reduction in laptop lifespan. In order to address this, part of the ongoing budget process will seek to review the adequacy of our future equipment budgets.

6. THE AVAILABLE OPTIONS

6.1 Several options to rectify the situation have been considered –

a) Refresh W7 laptops when the new equipment budget comes in April 2020. This holds the risk staff won't be able to connect to the network for 3 months from January to March 2020 to do their jobs, and business continuity will be compromised. This isn't therefore a viable option.
b) Continue to connect to the W7 laptops to the network. This isn't a viable option due to cyber security requirements and accreditation.
c) Ask council services departments to fund any workforce laptop replacements – This would be inequitable as it will unfairly impact on services with a high level of equipment, or where the technical specifications differ from standard. The overall effects on budgets would be the same as arranging central funding
d) Request one-off funding from the ICT reserve or any suitable capital grant allocation. – This has the advantage of providing the equipment needed by the MS deadline as well as complying with security requirements and is the recommended option.

7. REASONS:

7.1 Laptops using the W7 operating system will require replacement due to essential cyber security requirements. The existing laptop replacement budget is not sufficient to replace all remaining workforce W7 laptops as well as maintain the normal refresh schedule due to breakages or obsolescence.

8. RESOURCE IMPLICATIONS:

8.1 The equipment replacement budget ensures that the workforce has the digital tools to enable them to work effectively in a digital environment. This budget is insufficient to refresh 346 workforce laptops that are not able to be upgraded to the W10 operating environment by January 2020. Each laptop is priced at £550 making a budget shortfall of £239,300.

8.2 Temporarily we have already used £67k of the annual central replacement budget to facilitate some of the W7 conversion to W10. The volume of necessary annual replacements necessitates

this funding being replaced, so an additional recommendation is made to reimburse the replacement budget by £67k.

In the first instance we will look to finance this shortfall from any WG capital grant that we are able to apply spend against, if this was forthcoming in the year. Otherwise it will be met from the ICT reserve

9. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

- If our equipment and tools to do the job aren't maintained and kept up to date we will be unable to deliver sustainable digital services effectively. There is no impact on any individual element of the equalities, sustainabilty, safeguarding and corportate parenting. The proposal supports all of the above.

The actual impacts from this report's recommendations will be reviewed every **3** years and criteria for monitoring and review will include:

- The sustainable level of the equipment refresh budget to ensure the right working tools are in place and business continuity isn't compromised.

10. CONSULTEES:
The SRS
The Information Security Leadership Group
SLT
The Digital Programme Office
Service Departments

11. BACKGROUND PAPERS:

None

12. AUTHOR: Sian Hayward

13. CONTACT DETAILS:

Tel: 01633644309
E-mail: sianhayward@monmouthshire.gov.uk

Name of the Officer completing the evaluation SIAN HAYWARD	Please give a brief description of the aims of the proposal
Phone no: 07971556837 E-mail: SIANHAYWARD@MONMOUTHSHIRE.GOV.UK	TO REPLACE EQUIPMENT THAT IS OUT OF DATE AND A SECURITY RISK
Name of Service area Digital Programme Office	**Date** **21/08/19**

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics		
Disability	*No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Gender reassignment	*.No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Marriage or civil partnership	*No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Pregnancy or maternity	*No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	*.No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Religion or Belief	*.No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Sex	*No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Sexual Orientation	*.No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Welsh Language	*.No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		
Poverty	*..No impact at all. The equipment needs to be replaced as a working tool and has no effect on any of the protected characteristics*		

2. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales	If the equipment isn't replaced it will have a detrimental effect on the authority as some staff won't be able to work effectively. This is simply a	Not applicable as it doesn't have any negative impacts.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Efficient use of resources, skilled, educated people, generates wealth, provides jobs	replacement of end of life equipment, and failure to do so will mean we can't deliver services.	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	If the equipment isn't replaced it will have a detrimental effect on the authority as some staff won't be able to work effectively. This is simply a replacement of end of life equipment, and failure to do so will mean we can't deliver services.	Not applicable as it doesn't have any negative impacts.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	If the equipment isn't replaced it will have a detrimental effect on the authority as some staff won't be able to work effectively. This is simply a replacement of end of life equipment, and failure to do so will mean we can't deliver services.	Not applicable as it doesn't have any negative impacts.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	If the equipment isn't replaced it will have a detrimental effect on the authority as some staff won't be able to work effectively. This is simply a replacement of end of life equipment, and failure to do so will mean we can't deliver services.	Not applicable as it doesn't have any negative impacts.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	If the equipment isn't replaced it will have a detrimental effect on the authority as some staff won't be able to work effectively. This is simply a replacement of end of life equipment, and failure to do so will mean we can't deliver services.	Not applicable as it doesn't have any negative impacts.
A Wales of vibrant culture and thriving Welsh language	If the equipment isn't replaced it will have a detrimental effect on the authority as some staff won't be able to work effectively. This is simply a	Not applicable as it doesn't have any negative impacts.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	replacement of end of life equipment, and failure to do so will mean we can't deliver services.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	If the equipment isn't replaced it will have a detrimental effect on the authority as some staff won't be able to work effectively. This is simply a replacement of end of life equipment, and failure to do so will mean we can't deliver services.	Not applicable as it doesn't have any negative impacts.

3. **How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle		Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
Long Term	Balancing short term need with long term and planning for the future	The refresh of equipment stocks perfectly balances the need for a short term solution (the withdrawal of support for W7 computers) against a long term plan for refresh of equipment in a sustainable way.	NONE
Collaboration	Working together with other partners to deliver objectives	The equipment refresh is in collaboration with our other local authority partners ensuring advantage is taken of bulk procurement, standardisation, and working together to deliver a complex programme of work in a short timescale.	NONE

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
Involving those with an interest and seeking their views Involvement	We have involved suppliers, the SRS, service areas requiring a refresh, finance colleagues to gather their views.	NONE
Putting resources into preventing problems occurring or getting Prevention worse	This is a request for resources to plug a gap in equipment stocks due to a removal of support by Microsoft. The refresh programme carries an annual budget which will be reviewed to ensure its adequacy and sustainability	NONE
Considering impact on all wellbeing goals together and on Integration other bodies	.There is no collective impact on the wellbeing goals, other than an equipment refresh will ensure people have the tools to deliver on these goals during their working day, in a safe and secure way.	NONE

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	This proposal has no impact on corporate parenting, other than staff need to use it to discharge their responsibilities.	None	N/A

Safeguarding	Having equipment that is secure and complies with cyber security accreditation is critical when working with vulnerable children and adults. Secure equipment enables us to assist our safeguarding responsibilities.	.None	N/A
Corporate Parenting	This proposal has no impact on corporate parenting, other than staff need to use it to discharge their responsibilities in tis area.	None	N/A

5. What evidence and data has informed the development of your proposal?

I have collected all of the data necessary to identify the equipment that needs to be replaced, the location, the cost, and the funding mechanisms. I have worked wit the SRS who have produced lists of the equipment connected to the network, lists of potential duplicate equipment, and lists containing red/amber/green replacement traffic lights.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

.The positive impacts are that MCC will have secure, robust equipment that is fir for purpose to help employees deliver their outcomes whether in the community or in an office.

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Review the future budget provision for equipment refresh	**Feed into the budget proposals for 2020/21**	**Sian Hayward**

8. **VERSION CONTROL:** The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc		