

## Appendix A

### Electronic Working for Members - Financial Position (single package)

**Additional one-off costs**

Standard laptops includes carry case (see note 1)

Printers (all in one scanner/copier/printer)

Monitor/keyboard/stand etc

Members training as required (see note 2)

**Total one-off costs**

**Additional annual costs**

Contribution to renewal and repair fund (see note 3)

Insurance premium for laptops

Allowance for printer cartridges (see note 4)

ICT support (1 phone query per month per Cllr)

Modern Councillor learning pool (see note 6)

Contribution to broadband (see note 7)

Eye tests (see note 8)

**Total annual costs**

**Total cost**

	Year 1	Year 2 onwards
	Proposed laptop package	Proposed laptop package
	£550	0
	£90	0
	£160	0
	£210	0
	<b>£1,010</b>	<b>£0</b>
	£160	£160
	£1	£1
	£50	£50
	£102	£102
	£0	£0
	£102	£102
	£20	£20
	<b>£435</b>	<b>£435</b>
	<b>£1,445</b>	<b>£435</b>

**Set-up costs per councillor**

**£1,010**

**Notes:**

1. Laptop cost shown above is for standard DELL laptop including anti virus (lightweight version is £50 cheaper per unit)
2. The cost shown is the cost of training per member, it is anticipated the take-up will be 50%
3. Contribution to renewal and repair fund for 5 years to allow funding for replacement devices when required
4. Employees are encouraged not to print documents etc unless absolutely necessary. Where printing is required employees should print at the office however where this is not practicable printing may be undertaken at home and employees may claim (on the production of a receipt) for consumables up to the value of £50.00 per annum per employee - for parity this amount has been entered for Members.
5. Laptop would not be used for any exempt reports, therefore no additional security required
6. The costs of the modern councillor learning pool of £1k are to be funded from the members development budget
7. Contribution to broadband is included at 50% of the cheapest package (£17/month) no contribution is made towards electricity
8. VDU policy allows for annual eye tests, the cost shown is anticipated to be the maximum reimbursement required
9. Licence costs do not increase if take-up is higher than anticipated