Corporate Policy for the Procurement, Replacement and Configuration of ICT Desktop Equipment

Introduction

Council staff are increasingly reliant on good ICT facilities for the work they do, and it is important that staff are properly equipped with the appropriate ICT desktop equipment.

Objectives of the Policy

- To ensure the proper and consistent provision of desktop equipment to staff

- To improve the delivery of the service to replace desktop equipment

- To optimise the use of the Council's resources in line with Best Value

- To establish priorities when resources are scarce

- To maintain a standard desktop

- To support Business Continuity

Scope of the Policy

- The policy applies to all council desktop ICT equipment.

- The policy applies to the following equipment:

    - PCs, thin client and laptops
    - Printers

- The policy only applies to like for like desktop equipment; additional desktop equipment, e.g. for new staff, dual screens, laptop for PC, will be purchased through the ICT, but the funding will be provided directly from Departments.

The Policy

The Council policy on desktop hardware replacement and procurement is as follows:

Replacement

- The replacement cycle will be specified by ICT Services. Desktop ICT equipment will be replaced or upgraded on a 4 year cycle depending upon business priority. The replacement of printers will be dependant on business needs, rather than technology changes.

- In order to protect the Organization's ICT investment, thin client machines will be installed unless there is a genuine business need, supported by Head of Service. Where laptops are to replace a desktop, the department will be required to fund the difference.

- The replacement cycle will be managed by ICT Services. ICT Services will keep a full asset inventory of desktop hardware, and will provide Departments with details of the desktop assets in their areas and when they will be replaced.

- Where Display Screen Equipment (DSE) assessments identify additional requirements, these will be funded by the Department. This is particularly important in relation to Laptop users.

Procurement

All Desktop ICT (Hardware, Software and Peripherals) procurement (with the exception of consumables) will be made through ICT or in consultation with ICT. Requests should be made through the ICT Helpdesk, or advice given by contacting the ICT Manager.