

To Hythe Town Council
Date 10 January 2020
Status **Non Exempt**
Responsible officer Responsible Financial Officer

Subject **UPGRADE OF OFFICE IT EQUIPMENT REPORT
F&GP/24/19**

SUMMARY: This report reviews the current Office IT equipment and recommends the Committee review in accordance with good practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because:-

- a) The Committee closely monitors actual expenditure against approved budgets.
- b) The Council is committed to manage its financial affairs under the Financial Regulations Act.

RECOMMENDATIONS:

1. To receive and note the report F&GP/24/19
2. To resolve to purchase equipment and software through Option A or B below.
3. To resolve to upgrade Microsoft 365 licenses to include EMS Security.
4. To recommend to release the funds for the resolved items above from allocated IT reserves.

INTRODUCTION

The Council has held off upgrading its computers from older versions of Windows, but Microsoft has announced that it will end technical assistance and security updates for Windows 7 on Jan. 14, 2020. After that, running outdated operating systems will open up the Council to hacks, malware, viruses and other potential future security flaws. Computers running older versions of Windows will also be more vulnerable to ransomware.

The current infrastructure in the Council Offices has become outdated and the free upgrade from Windows 7/8.1 has gone, meaning that the Council will either have to buy new PC's with Windows 10 installed or build our own, spending extra for licenses.

Hythe Town Council currently holds £10,000 in allocated Reserves for such purposes.

The Councils current IT providers have submitted quotes as below;

Quote A

5 x Lenovo V530 PC £506.23 £2531.15

2 HP EliteDisplay E190i £320.34

Installation / Configuration £750.00

Total Quote £3,601.49 (price excludes vat)

Plus Back up storage including installation; Microsoft sharepoint (cloud based network) £2475 (This figure includes user training).

Quote B

5 x HP 290 G3 Micro tower £2500

2 x BenQ GW series 21.5" Monitor £200

Setup and Installation £192.00

Total Quote £2892.00 (price excludes vat)

Plus Back up storage including installation; Microsoft sharepoint (cloud based network) £500

SUMMARY

In view of the imminent risks to the Councils systems, it is recommended to purchase five new towers which already have Windows 10 Pro installed with an additional display for two members of staff.

With regards to back-ups the office currently uses an additional PC to store documents and Live Drive for cloud back up storage. The option to use on line access through Microsoft 365 with storage upto 1TB is recommended this will provide real time online access to users with cloud storage with the facility to share documents through Sharepoint/Onedrive.

There is also be an option to upgrade the control of how data is shared through EMS (Enterprise Mobility Security) a component of Microsoft 365 on mobile devices to ensure that the Council remain GDPR Compliant at an extra cost of £15.10 per month per user.

RISK MANAGEMENT

A summary of the perceived risk follows;

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not upgrade its systems to Windows 10 pro which will open up the Council to hacks, malware, viruses and other potential future security flaws	High	Low	The Council upgrade the office equipment to run with up to date software.

CONTACT OFFICER

If you have any queries about this report please contact The Responsible Financial Officer of the Council

Tel: 01303 266152 or email RFO@hythe-tc.gov.uk prior to the meeting.