

ICT & GDPR Compliance Activities

To date it has not been possible to renew the subscription to Local Council Public Advisory Service (LCPAS) Data Protection Officer Service. The clerk has been unable to contact the organisation, and is currently investigating alternative arrangements.

New regulations relating to accessibility of council websites come into force in September 2020. The clerk has contacted the website administrator with a view to what actions are required to ensure that the website and its supporting documents (particularly those relating to the parish council) are compliant. This may be an extensive project.

The available space on the clerk's cloud storage is nearing its limit and needs to be increased. The clerk has also noticed a fall off in performance of the laptop, which may be due both to:

1. the range of software which the clerk currently uses in day to day administration of the parish, and
2. the age of the laptop (purchased in financial year 2016/17 @£495.00)
3. the specification of the laptop – core i3 processor (i5 processors are now standard).

The highways Vehicle Activated signs project will require access to a laptop for downloading and storing speed data once it goes live. It would be beneficial for the portfolio holder to be able to use a parish laptop for this purpose, and that the laptop be available from inception of the project. For this reason, the proposal is to purchase a new and higher spec laptop for the clerk's parish administrative work, and to strip out all the records from the existing laptop, leaving a basic Microsoft package for the Highways portfolio holder to use for VAS data.

The clerk has sought advice on the specification of a new laptop and prices for the two models recommended are attached as Appendix A. A Microsoft licence will also be required (the existing licence remaining with the old parish laptop). Moving to Office 365 Business Standard will provide access to the full Microsoft suite plus 1 Terrabyte of Cloud storage and Exchange, Sharepoint and Teams, meaning that longer term, the parish could move to a domain name and more integrated access for councillors.

The clerk has also been contacted by two suppliers of web-based accounting packages each offering a 3 month free trial.

Recommendation:

- 1. To authorise the cost of a new parish laptop at a cost of not more than £500 plus VAT, and the cost of a Microsoft subscription at a cost of £112 plus VAT.**
- 2. To authorise the cost of Microsoft 365 services business standard at a cost of £112.80 plus VAT for an annual subscription.**

Appendix A

Model	Lenovo V15 Core i5 8GB 512GB SSD 15.6" Win10 Home Laptop QuickFind: 947552 Mfr part code: 82C500G4UK <ul style="list-style-type: none"> • Intel Core i5-1035G1 1GHz • 8GB RAM + 512GB SSD • 15.6" FHD Display • Integrated Intel UHD Graphics • Windows 10 Home 	Dell Vostro 3590 Core i5 8GB 256GB SSD 15.6" Win10 Pro Laptop 1. Dell Vostro 3590 Core i5 8GB 256GB SSD 15.6" Win10 Pro Laptop QuickFind: 921049 Mfr part code: N57WT <ul style="list-style-type: none"> • Intel Core i5-10210U 1.6GHz • 8GB RAM + 256GB SSD • 15.6" FHD Display • WiFi + Bluetooth • Windows 10 Pro 	HP 250 G7 Core i7 Laptop, Intel Core i7-8565U 1.8GHz, 8GB DDR4, 256GB SSD , 15.6 LED, DVDRW, Intel UHD, WIFI, Windows 10 Pro QuickFind: 875172 Mfr part code: 6BP88EA#ABU <ul style="list-style-type: none"> • Intel Core i7-8565U 1.8GHz • 8GB DDR4 + 256GB SSD • 15.6 HD LED + DVDRW • Webcam + Bluetooth • WIFI + Windows 10 Pro
E-Buyer	£499.98 plus VAT	£490.83 plus VAT	£499.99 plus VAT
Laptop Outlet	£416.66 plus VAT		
Amazon	£439.99 plus VAT		£666.66 plus VAT
Business Curry's pc world	£393.78 plus VAT	£464.23 plus VAT	£491.65 plus VAT
Laptops Direct		£458.31 plus VAT	£491.64 plus VAT
Lenovo	£374.99 plus VAT		
Dell		£419.00 plus VAT	
HP			£559.00 plus VAT