

Melton PC IT Review 2024 – Proposed Options

Background

Following a request from Cllr. Gradwell, a review of the office IT was carried out by Mr Graham Allen. His recommendations have been used to create this paper.

Option 1 – Do nothing

- Positive – Zero cost and disruption
- Negative – Poor quality and small monitors could give eye strain to staff; Clerk’s machine will be out of support after 14th Oct 2025 as it cannot run Windows 11

Option 2 – Partial Upgrade

Upgrade the following items:

Item	Cost
Clerk’s Desktop to a Laptop	£730.78
Provide Docking Stations for both Clerk and Asst Clerk	£360.38
Provide 2 new Monitors for both Clerk and Asst Clerk	£384.00
Add extra Ports to Ethernet Switch	£26.99
Upgrade RAM on Asst Clerk’s present Laptop	£100.00
Cables and Ports Allowance	£150.00
Time for Engineer (allow 10 hours)	£500.00
Total	£2,252.15

Items to budget for in future:

Item	Cost
Asst Clerk’s Laptop to a new Laptop	£800.00
New Printer	£200.00
Time for Engineer (allow 4 hours)	£200.00
Total	£1,200.00

- Positive – upgrade of Clerk’s machine to a Laptop would mean more flexible working is possible; new screens would assist both staff members with DSE requirements; Both machines will be running Windows 11 and in full support
- Negative – cost and disruption (this can be managed through upgrades taking place on a Friday)

Option 3 – Full Upgrade

Upgrade the following items:

Item	Cost
Upgrade both machines	£1,461.56
Provide Docking Stations for both Clerk and Asst Clerk	£360.38
Provide 2 new Monitors for both Clerk and Asst Clerk	£384.00
Add extra Ports to Ethernet Switch	£26.99
New Printer	£200.00
Cables and Ports Allowance	£150.00
Time for Engineer (allow 10 hours)	£500.00
Total	£3,082.93

- Positive – upgrade of Clerk’s machine to a laptop would mean more flexible working is possible; new screens would assist both staff members with DSE requirements; Both machines will be running Windows 11 and in full support, all equipment will be updated at one time.
- Negative – cost and disruption (this can be managed through upgrades taking place on a Friday)

Note

It is understood that the prices quoted were correct as of 20th September 2024. These can be volatile, and Councillors should consider a 10% variation on these.

Recommendation

Kelly and I would like to recommend **Option 2 – Partial Upgrade**. Kelly’s Laptop is only 3 years old and is presently running Windows 11 with no issues. The printer is working fine and is also approx.. 3 years old. Both these machines can be upgraded in 2 years.

Judi Hallett

Clerk to Melton Parish Council

10th October 2024