

AGENDA MANAGEMENT SHEET

Name of Committee

Cabinet

Date of Committee

17th November 2005

Report Title

Recycling Redundant PCs

Summary

This paper describes the current arrangements for the disposal of redundant PCs and recommends that a number are recycled for the benefit of deserving causes that meet criteria determined by Area Committees, or for limited internal use by services within the Area. This would be for a trial basis for 12 months initially with a view to making the arrangements permanent.

For further information please contact:

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No.

Would the recommended decision be contrary to the Budget and Policy Framework?

Background papers

None

CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees

☐

Local Member(s)

☐

Other Elected Members

☒ Cllr Ray Sweet, Cllr David Booth, Cllr George Atkinson, Cllr Frank McCarney for information

Cabinet Member

☒ Cllr Colin Hayfield 'It looks fine'
Cllr Alan Cockburn

Chief Executive

☐

Legal

☒ David Carter

Finance

☒ David Clarke

Other Chief Officers

☐

- | | | |
|--------------------------|--------------------------|-------|
| District Councils | <input type="checkbox"/> | |
| Health Authority | <input type="checkbox"/> | |
| Police | <input type="checkbox"/> | |
| Other Bodies/Individuals | <input type="checkbox"/> | |

FINAL DECISION NO

SUGGESTED NEXT STEPS:

Details to be specified

- | | | |
|--------------------------------------------|--------------------------|-------|
| Further consideration by
this Committee | <input type="checkbox"/> | |
| To Council | <input type="checkbox"/> | |
| To Cabinet | <input type="checkbox"/> | |
| To an O & S Committee | <input type="checkbox"/> | |
| To an Area Committee | <input type="checkbox"/> | |
| Further Consultation | <input type="checkbox"/> | |

Cabinet - 17th November 2005

Recycling Redundant PCs

Report of the Director of Contract & Management Services

Recommendation

1. 20 Recycled PCs are made available to each of the 5 Area Committees in 2006/07 for allocation to deserving causes or for service use within the Area on a conditional basis and subject to a budget allocation of £20,000 being made to cover the costs of recycling.
2. An equitable, consistent and transparent allocation protocol is devised and agreed with the County Solicitor and the County Treasurer for adoption by all 5 Area Committees.
3. The arrangement is trialled for 12 months and then reviewed with a view to making it permanent.

1. Background

- 1.1 The County Council's ICT Infrastructure Strategy includes a rolling replacement program for PCs based on a four-year cycle. Given a PC inventory of over 4,000 machines, this means approximately 1000 are replaced every year. The replacement program ensures that all equipment meets the standards necessary to run the authority's business systems and services, and that equipment life-cycle costs are minimised (i.e. the cost of procurement, maintenance, support and disposal).
- 1.2 Currently, the redundant machines are offered for sale internally and externally on a not for profit basis by CAMS. They are cleaned, serviced and fully tested beforehand and have a licensed copy of the Windows 2000 operating system loaded, and a copy of Internet Explorer. No WCC licensed software is installed. VAT is charged.
- 1.3 Leading Members have queried whether 100 of the recycled computers could be made available to the 5 area committees (20 each) for allocation to deserving causes, subject to countywide agreement on qualifying criteria and priorities for allocation. These might include people with learning disabilities, older people, homes for the elderly, voluntary groups, Parish Councils, overseas charities and so on.

2. Issues

2.1 PC Configuration

- (i) At present, no proprietary software is installed on recycled machines as it would be illegal to sell them without a license, and the cost of individual licenses can be prohibitive.
- (ii) If the recycled equipment is to be retained by the County Council but redeployed on a stand-alone basis, for example for use in a home for elderly people, then software licensed to WCC could be loaded and recharged accordingly.

2.2 Network Security

- (i) Currently the County's recycled PCs are sold for private use only and therefore operate on a stand-alone basis. As such they pose no threat to the County Council network. If recycled for County Council business, they must be used on the same basis as to do otherwise our ICT infrastructure strategy would be compromised and might lead to network security problems.

2.3 Maintenance and Support

- (i) Recycled equipment is sold with a three-month warranty and is replaced should a defect occur in that period. Maintenance and support is not provided as it is not cost effective to do so. Moreover it would divert technical staff from internal priorities.
- (ii) In the event that the recycled equipment is retained under County Council ownership but redeployed, it would still not be supported because of its age. In the event that it malfunctions, it would be better to replace it. This arrangement would need to be limited to a fixed period, say three-years.

2.4 Prices

- (i) Prices cover re-cycling costs and VAT. Clearly if recycled PCs are retained under County Council ownership then VAT would not apply. Likewise, if they were "gifted" to another organisation or individual, VAT would not apply.

2.5 Costs

- (i) The cost of recycling is recovered through the price charged for the PC. In the event that the recycled PC is retained in Council ownership or "gifted" away the cost still needs to be recovered. This is approximately £150 per unit including a 15" CRT monitor, keyboard and mouse. Higher specification PCs and peripherals are available at extra cost.

2.6 Insurance

- (i) None of the recycled equipment is insured post sale. That would remain the case even if retained by the Council and redeployed.

2.7 Ultimate Disposal

- (i) Ultimate disposal is the responsibility of the customer. In the event that ownership is retained by the County Council the equipment could be returned to CAMS for disposal but this would incur further costs these would have to be recovered either through the sale price or a supplementary charge.

3. Allocation Protocol

- 3.1 A protocol will need to be devised to ensure that an equitable, consistent and transparent process exists for allocating recycled PCs, perhaps involving some form of application and assessment process similar to other funding award arrangements in Area Committees. However, the intention would be to frame the protocol as broadly as possible, thereby avoiding unnecessary bureaucracy and limitations. Nevertheless the protocol must be lawful and would need to be agreed with the County Solicitor and County Treasurer.
- 3.2 In the event that not all recycled PCs are required in an Area, these could be transferred to Areas with an excess demand.
- 3.3 Should the PCs not be required, they would be offered for sale as normal by CAMS.

4. Budget

- 4.1 100 re-cycled PCs would cost approximately £15,000 per annum. Allowing for some higher specification requirements and additional software, costs might rise to say £20,000 per annum. If a greater number of PCs is required in future years, this could be accommodated for a pro rata increase in budget.

5. Benefits

- 5.1 The main benefit of the proposed arrangement is that the County Council will be seen to be maximising the use of its resources internally and using its redundant resources for community benefit and to support other deserving causes.

MARTYN DAVEY
Director of Contract And
Management Services

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10 October 2005