

Wem Town Council – Procurement of Tablets for Councillors form 1.5.25

Summary

The purchase of tablets will enhance Council efficiency, reduce printing costs, and support environmentally sustainable practices. Challenges such as training and budgeting for ongoing costs can be managed effectively. This investment modernises operations, improves collaboration, and achieves long-term savings.

Budget Allocation (2025-26)

- Total budget for purchase: £4,600 (including £2,000 from general reserves).
- Estimated total cost: £5,574 (leaving a shortfall of £975).

Key Benefits

1. Improved Work Efficiency

Quick access to agendas, reports, and emails for better meeting preparation.

2. Cost Savings & Environmental Benefits

Reduced reliance on printed documents lowers printing costs and paper waste.

3. Enhanced Security

Strong security measures to protect sensitive Council information.

4. Better Accessibility

Secure shared drive for remote access and online meetings.

5. Standardised Tools for Councillors

Ensures consistency and ease of use across all Council members.

Considerations

- **Purchase Costs:** Covered within the 2025-26 budget.
- **Technology Confidence:** Training and IT support will be provided, along with ongoing support.
- **Ongoing Maintenance:** Devices include 24-month warranties; reserves should be allocated for future replacements.
- **Risk Management:** Protective cases provided, and an Acceptable Use Policy will be adopted.

Financial Implications – Samsung Galaxy Tab A9+ Purchase

1. Upfront Costs

Item	Cost per Unit	Quantity	Total Cost
Samsung Galaxy Tab A9+ 11" Wi-Fi	£181.84	15	£2,727.60
Delivery	£15.00	1	£15.00

Protective Cases & Screen Protectors	£20.00	15	£300.00
Tablet Setup Fee (30 mins per device)	£50.00	15	£750.00
Total Upfront Cost			£3,792.60

2. Ongoing Costs for 15 Users

- Microsoft 365 Licensing options:
 - a) 12-month contract: £882 per year.
 - b) Rolling 30-day contract: £1,058 per year.
- IT Support Costs:
 - a) Telephone/remote access: £900 per year.
 - b) Telephone/remote access + site visits: £1,800 per year.

Funding Considerations

- Insurance should be reviewed to ensure coverage for loss or damage.
- £300 for cases and protectors were not included in the original budget, council could consider allocating from other sources such as the website budget.

Recommendations

1. Approve the purchase of 15 Samsung tablets with protective cases.
2. Opt for a 12-month Microsoft 365 contract with telephone/remote IT support at £1,782 per year (£882+£900).
3. Adopt an Acceptable Use Policy for Councillors.
4. Set up an Earmarked Reserve from 2026-27 for future device replacements.

A Roberts RFO