



Brundall Parish Council

Information Technology and Equipment Policy

Information Technology

The Council shall provide and pay the full cost of a computer and ancillary equipment for use by the Clerks to the Council as follows:

- a) A laptop computer of suitable capacity complete with a carrying case and a combined printer and scanner;

or:

- b) A desktop pc and a combined printer and scanner ;

The Council shall meet the full cost of any necessary repairs or maintenance to the equipment specified above.

All computer equipment provided by the Parish Council will remain the property of the Council at all times and shall only be used for Council business.

The Council shall provide and pay the full costs of internet access via an internet service provider, including installation and monthly charges in the office.

When working from home the Council will provide the necessary equipment for the Clerks to the Council, which will include an approved laptop and printer, and consumables, in order to meet the requirements of the role. The Council will provide and pay, pro rata, for any internet access and expenses required to perform the Clerk's role, as per the National Joint Council for Local Government Services (NJC). The Council shall provide all necessary software for the Clerks to the Council to perform their duties. As a minimum, that shall include:

- a) An operating system;
- b) Word processing software;
- c) Spreadsheet software;
- d) Presentation software;
- e) Anti-virus and firewall software;
- f) Internet service provider software;
- g) Web site software.

Whilst the Council will ensure that the software provided for the Clerks to the Council is suitable for the purpose it is intended, it shall be the responsibility of the Clerks to the Council to ensure that all updates included in the costs paid by the Council are downloaded or otherwise obtained as soon as they become available.

In particular, when considering the provisions above, the Clerks to the Council shall ensure that the Council's anti-virus software is updated at least weekly.

All computer software provided by the Parish Council will remain the property of the Council at all times and shall only be used for Council business.

Only software provided by the Council shall be loaded on the Council's computers.

The Council shall carry out a complete audit of computer equipment and associated software at least annually.

The Clerks to the Council shall be solely responsible for backing-up to appropriate resources all computer files twice a month. The appropriate resources shall then be stored at the Council office in a secure fire and flood proof container.

The RFO to the Council shall include an estimate of the cost of computer consumable items for the Council's budget each year and the Council will meet the full cost of such items. Computer consumable items include:

- a) Paper;
- b) Printer ink;
- c) Removable media;
- d) Computer cleaning materials.

Payment for computer consumable items shall be made by the Council against the budget and valid receipts.

The Council shall purchase and maintain a digital projector and screen for use at Council meetings, Committee meetings, public consultations and presentations and other circumstances.

The Clerks to the Council shall be responsible for ensuring that the equipment specified above is maintained in full working order at the expense of the Parish Council.