



TODMORDEN TOWN COUNCIL

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Report To Full Council

Report Author	Resources Committee
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Date	8th June 2022
Subject	IT Upgrade

PURPOSE OF REPORT

1. To update Members on the current set up of the Councils IT system and the impact on productivity.
2. To consider the recommended upgrade to the system ahead of the office move to ensure no work is lost in that process by the Resources Committee
3. To consider how the recommended upgrades to the system could help support productivity of the Council.

BACKGROUND

4. Todmorden Town Council currently runs on two Microsoft 365 Apps for Business subscriptions which are shared between Officers and those Councillor's with laptops provided by the Council. As these subscriptions are shared it means that basic but very useful functions such as a shared calendar and discrete cloud document storage are not available.
5. Todmorden Town Council currently uses a NAS¹ box to hold all Shared drives and documents. NAS boxes are becoming outdated and are not recommended now as a reliable system for storing and backing up documents.
6. The NAS box does not offer Cloud functionality for document sharing or access via VPN, this means that when working from home Officers can only access documents on the networked shared drive by connecting to the office PCs using AnyDesk remote accessing software. Accessing documents this way can be time consuming and unreliable largely due to the very slow internet connection speeds at Tod College. Additional problems arise because there are times when the staff who are working from home need to log in using any desk to the office PCs for documents/work and this disrupts the staff who are in the office working on the PCs.

¹ Network Attached Storage box - a data storage device that connects to and is accessed via a network.

7. Todmorden Town Council is looking to relocate to Todmorden Town Hall to increase office space and therefore allow all staff to have their own PC and workstation that can all be used at the same time if needed.
8. Todmorden Town Council's current email hosting provision is secure but has limited storage space which is frequently at capacity which risks system failure – when at 100% capacity the system stops receiving and sending emails.
9. At present, annual costs incurred for IT are £1,734.50 with the additional Officer time for clearing mailboxes and sorting out any IT issues.
10. Quotes have been sought from IT providers for the provision of alternative IT systems that remove the problems currently being experienced. The provider which has come out as offering better value for money specialises in IT services for Town and Parish Councils.

FINANCIAL

11. Two companies have been asked to quote for the works and the one that has come out most cost effective has an initial cost of £3,637.50 for full cloud based system with individual Microsoft subscriptions for all Officers and Councillors. This quote includes full set up and training for staff and Councillors on the cloud- based system.
12. Todmorden Town Council has an earmarked reserve of £6,000 for an IT upgrade and this budget would cover the majority costs associated with the proposed new IT system.
13. Savings could be made on the need for a Zoom subscription (£119.90 per annum) as all Councillors and staff would have access to Microsoft Teams.
14. There is a monthly cost (specification in Appendix 2) of £303.90 totalling £3,646.80 per annum, however it will be only £3,039 for the remaining 10 months of this financial year. If the Council go forward with this upgrade there will be £2,362.65 remaining in the EMR leaving £676.50 of the annual cost which could be covered off by no longer having the costs for Any Desk (£1,194 per annum), the two Microsoft subscriptions (£189.60 per annum), Zoom (see above) and email hosting (£231 per annum)

RECOMMENDATION

15. That Full Council accepted the recommendation from the Resources Committee to upgrade the IT Systems and that the EMR for IT upgrade be used to fund this project ahead of the office move.
16. That the Town Clerk be authorised to enter into an agreement with the new IT provider and to operationally implement these changes.

REASONS FOR RECOMMENDATION

17. To allow the IT system to be upgraded and be more suited to the larger number of services/projects that Town Council are taking on.
18. To confirm the transfer of the EMR to cover the initial costs of the project.

19. To support staff to work in a more effective way without interruptions from other staff who are having to work from home due to the office constraints currently in place.

POLICY IMPLICATIONS:

20. None.

CLIMATE CHANGE:

21. None.

IMPACT EQUALITY ASSESSMENT

22. Microsoft has a very high standard of Accessibility within their software.

SUPPORTING PAPERS:

None

FURTHER INFORMATION, PLEASE CONTACT: Naomi Crewe