

23. Replacement laptop for Ennerdale and Kinniside Parish Council

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Need for Replacement.

The Council's laptop is now over six years old. The average lifespan of a laptop is estimated to be between three and five years^{1 2}. The performance of the laptop has deteriorated and is now impacting the effective working of the clerk. Despite back-ups, there is still a risk of some data loss if the hard drive failed.

Health and Safety

Consideration must be given to the health and safety of employees using the laptop³. The key considerations for the Council, given the manner of usage, will be:

- Weight
- Screen size
- Battery life
- Friction pads
- Memory

Personal Preferences

The main or only user of the laptop will be the Clerk, it is therefore advisable to take into consideration their personal preferences for the laptop, as this may support morale and productivity. The preferences held by the Clerk are for:

- A keyboard with a number pad
- A backlit keyboard

As Teams or Zoom meetings are sometimes used, built in webcam, microphone and wi-fi connectivity are essential.

Budget

The estimated budget for the laptop was set at £700, from the contingency provision of £1500. This was to include any software required, such as Microsoft Office or antivirus software.

Recommendation

The Acer Aspire 5⁴ meets the criteria specified above.

The cost at £599 is within budget, although this does not include Office or antivirus software.

¹ <https://www.businessnewsdaily.com/65-when-to-replace-the-company-computers.html>

² <https://www.minitool.com/backup-tips/how-long-do-laptops-last.html>

³ <https://www.nibusinessinfo.co.uk/content/laptop-health-and-safety>

⁴ <https://www.currys.co.uk/products/acer-aspire-5-15.6-laptop-amd-ryzen-5-512-gb-ssd-grey-10239488.html>

Antivirus software can be sourced for free⁵ or paid-for versions are available from around £16 per year⁶. The renewal subscription would have to be budgeted for in future years.

Microsoft Office software is available from as little as £20 from trusted sellers⁷.

The Council is asked to agree to the purchase of this laptop and the software linked. The total cost of which is, at the date of this report, £635 and within the £700 budgeted.

⁵ <https://www.filehippofile.com/?s=antivirus>

⁶ <https://www.bitdefender.co.uk/solutions/antivirus.html>

⁷ <https://shop.winandoffice.com/uk/product-category/microsoft-office/>