

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	26/09/25
Decision Maker (Officer):	Daniel Pobjoy Technical Operations Manager
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Delegation of Executive Functions delegated to Officers paragraph 4.4 (1) <i>With the exception of the matters which the Leader of the Council has determined are to be discharged by the Cabinet or individual Portfolio Holders, as detailed in the Cabinet Scheme of Delegation, the Chief Executive and the Corporate Directors have delegated authority to discharge all executive functions within their respective service areas as set out in Article 12, having authority to act on all such matters. The Chief Executive shall determine from time to time what the service responsibilities of the Deputy Chief Executive and each Corporate Director and Head of Service shall be.</i> (2). <i>The delegation of powers to officers is underpinned by the principle and culture of consultation and liaison with Members, as appropriate and the ability for officers to refer matters to the relevant decision maker i.e. individual Portfolio Holder or a meeting of the full Cabinet, where it is felt that this is appropriate due to the nature of an issue</i>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	Officer decision for the procurement of new laptops and docking stations to replace those that cannot be upgraded to Windows 11.
Reason for Decision (if a report was produced to	This decision is for the procurement of new laptops and docking stations, replacing equipment that is at the end of its realistic lifecycle and thus does not have the required specification to be able to upgrade to Windows 11.

support the Decision, refer to or attach it):	Microsoft have stated that all devices that run Windows 10 as their operating system will be required to be updated to Windows 11 by 14th October 2025. Past this date will result in no further support from Microsoft or security patches / updates released to them. The procurement will ensure the following benefits will be accrued: 1) Value for Money. An RFQ procurement process was carried out to ascertain value for money and the chosen supplier's quote, came out the cheapest. 2) Cybersecurity – The procurement will ensure, older laptops within the Tendring estate are replaced with newer ones that will continue to receive important security updates. 3) Business Continuity. Minimal service disruption and business continuity risk to a complex range of critical digital council support services. 4) Procurement procedures – The obtaining of quotes for the devices was carried out through an Request For Quotation (RFQ) process. 5) Resilience enhancements – The devices procured will ensure that the councils devices remain resilient throughout.
Highlight any associated risks/finance/legal/equality considerations:	The procurement route was carried out using a Request For Quotation (RFQ) procurement process. Budget is in place within the IT budgets for this procurement. The costs for this procurement totalling £16,610 broken down are: • £1,960 for 20 docks • £14,650 for 20 laptops From an equality/ accessibility perspective all of the council's IT supportive services will continue to be offered in an accessible manner.
Details of any Alternative Options Considered and rejected (together with reasons):	1) Doing nothing is not an option. 2) The service has minimal device (laptop and docks) stock levels and this new stock will be issued/ utilised within weeks
Details of any declarations of interest (by Portfolio Holder/Committee Chairman	N/A

who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:		
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions, and Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	☒	Not applicable – Decision [and report] to be published
	If Report is not to be published – tick one of the following boxes:	
	☐	
	☐	N/A
	☐	
	☐	
	☐	
	☐	
	☐	

Officers

Signed:

DPobjoy

Dan Pobjoy

Title: IT Technical Operations Manager