Birmingham City Council

Cascading Surplus Computer Equipment Policy

If you have any enquiries about this Policy, contact the Information and Strategy Team on 0121 675 1431 or 0121 464 2877.

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CONTENTS

1. OVERVIEW AND PUBLICATION PARTICULARS 3
Overview 3
2. KEY COMPONANTS OF THIS POLICY 4
3. OUTLINE EQUIPMENT CASCADING PROCESS 4
4. EXCEPTIONS 5

1. OVERVIEW AND PUBLICATION PARTICULARS

Document History

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Document Reviewers

Name	Organisation	Role
CISG members	BCC/SB	Reviewer
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Document Approval by Birmingham City Council

Name	Organisation	Role	Date
BTCG	Birmingham City Council	Authorising Body	24/11/2011

Overview

The purpose of this policy is to ensure that Birmingham City Council gets maximum benefit from its investment in computer devices by ensuring that surplus equipment is redeployed within the council while it continues to be of a usable specification.

Authority[1]	Birmingham City Council – Assistant Director Performance and Information Division
Owner[2]	Birmingham City Council – Information and Strategy Manager
Scope[3]	The policy covers all desktop, laptop and tablet devices, other than any specially constructed or configured machines which are usable only by specific service areas.
Review period[4]	This document will be reviewed at least annually or more often if justified by a change in circumstances.
Related documents	None

[1] AUTHORITY: The person or organisation who is responsible for enforcing this policy

[2] OWNER: The organisational position of the person who has rights to authorise changes to, or disposal of, this policy

[3] SCOPE: The organisations, persons or equipment to which the policy applies

[4] REVIEW PERIOD: How frequently the policy should be reviewed

2. KEY COMPONANTS OF THIS POLICY

Any equipment with effective life should not be discarded if it could be used somewhere else in the council.

Higher specification equipment will be needed to run newer versions of software such as Window 7 and equipment capable of running Windows 7 will be needed to support the roll-out.

The ICT Asset Owner should ensure that personal or sensitive data is removed.

Software must be recovered and accounted for to allow reuse within the organisation. Recovered software will be recognised as surplus and reported to the ICF.

An outline of the process is provided below. More detailed guidance to supplement this Policy can be found in the Service Birmingham Cascading of Surplus Equipment Procedure available on the PSPG database on Lotus Notes or via Inline.

3. OUTLINE EQUIPMENT CASCADING PROCESS

1. Surplus equipment needs to be identified and notified to the directorate ICT Asset Owner Each directorate needs to maintain its own process for ensuring that surplus equipment can be identified and dealt with. This may include direct updates from agility, service redesign or other business change projects.

   The list of current ICT Asset Owners will be kept up to date by Service Birmingham and made available to the BDG's via the ICF.

2. The directorate ICT Asset Owner should check whether the surplus equipment is capable of being reallocated according to defined criteria. The criteria include whether the machine is a Lenovo machine and is less than 4 years old. If a machine is more than 4 years old the recommendation is to replace it; however this decision remains with the directorate BDGs.

3. If the surplus machines do not meet the criteria (i.e. the answer is **No**), then the ICT Asset Owner should invoke the standard disposal process for computer equipment. This is detailed in the Disposal of Information Processing Equipment Standard which is available in the PSPG database on Lotus Notes or via Inline. The ICT Asset Owner should arrange for the Asset Register to be updated.

4. If the surplus equipment does meet the criteria (i.e. the answer is **Yes**), the ICT Asset Owner or other appropriate person should determine whether the machines can be reallocated within the directorate. Each directorate will need to maintain its own method of deciding where and how equipment can be reallocated but further guidance is given in the detailed procedure.

5. If the machines can be reallocated within the directorate, then the Originating ICT Asset

Owner should arrange for any personal data or service specific data on the PC to be removed during the reallocation process. The Asset Register should also be updated to reflect the changes.

6. Once any personal data has been dealt with, each directorate will need to define a process for managing the licensing for service specific software and legacy specialist products not managed by Service Birmingham.

7. If IT equipment cannot be reallocated within a directorate it can be offered to ICT Asset Owners in other directorates. The ICT Asset Owner receiving the equipment should raise a surplus equipment IMAC call with Service Birmingham. As part of the IMAC cascade process the IMAC Engineer will update the asset register detailing the new user, new section and new building. After the transfer the Receiving ICT Asset Owner will need to check that the necessary changes have been made to the asset register. Any issues around cost are to be agreed between the respective ICT Asset Owners.

There are no corporate facilities for storing machines at any part of the process. ICT Asset Owners will need to make their own arrangements for storage. If all options for internal redeployment are exhausted than it may be necessary to arrange for PCs to be disposed of externally as part of the normal disposal procedure.

EXCEPTIONS

There are no exceptions to this Policy.