DATA LABEL: Official

West Lothian Council

COUNCIL EXECUTIVE

ICT ASSET DISPOSAL AND RECYCLING

REPORT BY HEAD OF CORPORATE SERVICES

A.   PURPOSE OF REPORT

The report provides Council Executive with an overview of the processes in place for the disposal of ICT equipment which is no longer required and notes practices within other local authorities.

B.   RECOMMENDATION

It is recommended that Council Executive note the arrangements in place for the disposal of ICT equipment.

C.   SUMMARY OF IMPLICATIONS

I	**Council Values**	Being honest, open and accountable; focusing on our customers' needs; making best use of our resources
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	The council is required to demonstrate Best Value through a structured framework for the management of its assets. Waste Electrical and Electronic Equipment (WEEE) recycling Act, Data Protection Act and the Public Records (Scotland) Act
III	**Implications for Scheme of Delegations to Officers**	Not Applicable
IV	**Impact on performance and performance Indicators**	Not Applicable
V	**Relevance to Single Outcome Agreement**	ICT Asset reuse and recycling supports activities including the following: Outcome 14 – we reduce the local and global environmental impact of our consumption and production. Outcome 15 - Our public services are high quality, continually improving, efficient.
VI	**Resources - (Financial, Staffing and Property)**	IT revenue and general services capital investment support, enable the replacement of

obsolete, underperforming and faulty ICT equipment

VII   Consideration at PDSP   N/A

VIII   Other consultations   N/A

D.   TERMS OF REPORT

D.1   Background

At its meeting on 19 February 2019 the Council approved the nine-year general services capital investment programme for 2019/20 to 2027/28 together with the Corporate Asset Management Strategy. The Corporate Asset Management Strategy (CAMS) establishes the priorities set out in the Corporate Plan and how these relate to the management of all the council's assets, together with aligning to the investment resources set out in the capital programme. The ICT Asset Management Plan distils these priorities and how they relate to the management of ICT assets. In particular the anticipated lifespan of the majority of ICT assets was increased from 5 years to 7 years, this being reflective of a general increase in the reliability of electronic equipment and the easing of a need for increasing performance of client devices as services became more server centric

The council is obligated under the Waste Electrical and Electronic Equipment (WEEE) Act and its associated requirements for the recovery, reuse, recycling and treatment of WEEE.

The Public Records (Scotland) Act 2011 and the Data Protection Act 2018 both require the council to manage and dispose of the data that it collects, processes and stores when it is no longer required.

The council has a current zero-cost contract to manage the disposal of its ICT equipment which is a result of a competitive tender carried out via the Public Contracts Scotland website. The contract is now in the first of two optional one-year extensions and it is anticipated that a re-procurement exercise will be carried out late 2022 / early 2023 with a view to the new contract being in place for the start of March 2023. The intention will be to re-procure via the Public Contracts Scotland website where any interested and suitable qualified bidders may register and submit a tender.

The capital programme for 2019/20 to 2027/28 provides £1.704 million to support refresh of client devices in the corporate estate and £4.447 million in the education estate. The current estate totals some 23,000 devices and an average of 1,000 devices are sent for re-cycling each year.

D.2   Current Processes

During an ICT asset's lifecycle, it will be repaired and upgraded if faults or performance issues are identified and will be reallocated if no longer required for the original task it was procured for. For some service areas, most notably Education, where Microsoft licensing is based on people numbers rather than device numbers, some assets continue to be useful beyond their expected lifespan. However it is not economic to repair or upgrade these assets due to lack of spare parts should the hardware start failing.

When an asset reaches the end of its useful life with the council, a zero-value

contract is in place (currently with CCL North) which sees equipment collected from the council and transferred to a secure recycling facility in Irvine. At this facility, any components which may contain data are securely destroyed using purpose-built shredders before the particles re-join other components which have been segregated and manually dismantled, entering a recycling process to recover precious and base metals, plastics and chemicals. The processes are all carried out using specialist equipment to prevent the release of heavy metals into the environment in a SEPA licensed facility. From the point of collection from council premises the assets are tracked by the contractor and upon final destruction an audit certificate, including serial numbers, is provided back to the council to confirm. All staff involved in the processing are vetted via Disclosure Scotland and the end to end process has been witnessed and verified by council officers.

D.3   Comparison with practices in other local authorities

Contact has been made with other local authorities to ascertain the processes used by them to recycle ICT assets once they have reached the end of their expected lifespan.

Midlothian and East Lothian Councils both use a third-party contractor   who meet all of the compliance and registration requirements for this type of work. Similar to the West Lothian contract all of the equipment destruction and recycling is managed by the contractor who provides certificates of destruction based on device serial numbers.

Edinburgh City council have an outsourced provision with CGI for the management of IT. A contract for the disposal of equipment is in place with a third-party contractor via CGI. All equipment is managed by CGI and certificates of data destruction are provided to the council.

Aberdeenshire council's position on IT disposal also mirrors that in West Lothian however they are assessing adopting internal recycling of equipment in schools (something they don't currently do). West Lothian already adopts a practice of recycling equipment internally within schools, with a number of devices operating well beyond their expected lifespan.

E.   CONCLUSION

The council has in place a process which effectively manages the disposal of its un-needed ICT equipment. It does this at zero cost to the council and minimises the effort required by council staff to manage this process and prepare equipment for disposal. The contract ensures that the contractor is registered with SEPA for this type of recycling activity and their data destruction and audit processes provide the council with assurance that it is meeting its needs under the Data Protection Act and the Public Records (Scotland) Act. Processes and contracts in place are similar to those across other local authorities.

F.   BACKGROUND REFERENCES

Asset Management Strategy and General Services Capital Investment Programme 2019/20 - 2027/28. Report approved 19 February 2019

ICT Asset Management Plan 2019/20 to 2027/28

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