

## **North Wiltshire District Council**

### **Agreement for Loan of IT Equipment**

North Wiltshire District Council provides a Personal Computer, laser printer and broadband router to support the work of the Members of the Council. I accept the loan of this and any other equipment as detailed on the delivery note which accompanies the equipment, on the following terms:-

1. The machines will remain the sole property of the North Wiltshire District Council.
2. I will take reasonable care of the equipment whilst it is in my possession. When transporting the device, I will use the laptop bag provided by the Council and lock it in the boot of the vehicle, as required by the Council's insurer. When the device is not in use, I will store it securely in a locked cabinet or room.
3. The repair of any damages outside of normal wear and tear, as deemed by the ICT Services Team Leader to be through neglect and misuse, will be charged to me. Payment for such repair work will either be retrieved from my councillor's allowance or be invoiced to me by North Wiltshire District Council.
4. All hardware and software provided will be as detailed on the Delivery Note. I understand that if I do not sign the Delivery Note, then no NWDC equipment will be delivered to me.
5. No additional hardware and software may be used with the equipment, without the express written authority of the ICT Services Team Leader. I understand that a charge will be made for any necessary checking undertaken by ICT Services staff, and that I will be responsible for the cost of any additional hardware and software which may be approved by the ICT Services Team Leader. Any additional hardware or software, the installation of which is approved by the ICT Services Team Leader, will be carried out by North Wiltshire District Council staff, at a charge and within a timescale to be notified to me by the ICT Services Team Leader.
6. The Council cannot be held responsible for any loss resulting from the use of the equipment, including for purposes other than Council business.
7. I will not authorise the carrying out of any work on the equipment without the written consent of the ICT Services Team Leader, and any such work will be at my own expense.
8. North Wiltshire District Council will supply toner and paper. Any consumables will be available on request from the Corporate Administration and Member Support team.
9. North Wiltshire District Council will maintain the equipment, provided I advise the ICT Services Help Desk of any malfunction or damage immediately when it occurs. I undertake to deliver the equipment to, and collect it from Monkton Park reception.
10. Each Member will receive an allowance of £15 per month towards broadband charges for accessing the Council network.
11. I understand that the Council may require return of the equipment at any time and that the Council will give at least 24 hours notice in writing.
12. I undertake to return the equipment to the ICT Services team in good condition, in accordance with paragraphs 3 and 9 above or in the event that I cease to be a Member of the District Council. In the event of my failure to return the equipment, I authorise the ICT

Services Team Leader to arrange removal of the equipment from my home. All equipment is to be returned or removed within two weeks of ceasing to be a councillor.

13. I understand that this agreement is part of the Information Management and Data Security Policy and that I must make myself and abide by the whole Information Management and Data Security Policy.

Signed

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Councillor

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(Please print name)

Date .....