

TORBAY COUNCIL

Report No: **448/2005**

Title: **Photocopiers – Equipment Exchange**

To: Executive on 11th October 2005

1. Purpose

- 1.1 To seek Member approval to progress the recommendations contained in the Ricoh Sub-Print Audit Report regarding the Council's existing photocopying equipment.

2. Relationship to Corporate Priorities

- 2.1 Improving Torbay's Economy – the potential savings will reduce the Council's revenue expenditure.
- 2.2 Valuing our environment - the change in equipment will reduce the volume requirements for printer toners and cartridges as well as the purchase of ancillary equipment. Over 6 million toner cartridges are used in the UK every year, with around 50% of these ending up in landfill sights after single use. The bulk of this will not degrade for thousands of years and represents a significant waste of non-renewable resources. Council's should aim to conserve resources, minimise waste, reduce energy consumption and reduce pollution by specifying environmentally preferable office equipment.

3. Recommendation(s)

- 3.1 That the recommendations contained in the Ricoh Sub-Print Audit Report set out in Appendix 1 be approved.
- 3.2 That the exchanges relating to the photocopying equipment listed in Appendix 1 be approved.

4. Reason for Recommendation(s)

- 4.1 Post the "Gershon" report all local authorities have now to achieve annual efficiency targets in line with targets set by the Office of the Deputy Prime Minister (ODPM). The Council will benefit from the cost and efficiency savings and will be able to report and include them in the annual efficiency statement returned to the ODPM.
- 4.2 The exchange of the equipment listed in the proposal will bring to the Council more efficient, up-to-date equipment that is also easier to use, up-to-date, and environmentally-friendly as well as providing cost benefits.
- 4.3 Adopting the recommendations contained in the Ricoh Sub-Print Audit Report will achieve savings in the region of £37,000 per annum and £180,000 over the 5 year lease period (see 7.5 below).

5. Key Risks associated with the Recommendation(s)

- 5.1 Other than 'Culture change', there is little, if any risk, to progress with the proposal. There is a risk in not acting on the proposal in losing the efficiency gains highlighted by the attached sub-print audit report.

Likelihood	6	6	12	18	24
	5	5	10	15	20
	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2X	3	4
		1	2	3	4
		Impact			

Low risk
 Intermediate risk
 High risk

The "x" in the above matrix denotes where the author has assessed the level of final risk to fall

6. Alternative Options (if any)

6.1 None

7. Background

7.1 Ricoh are the Councils present major contracted and preferred supplier of photocopiers and have carried out this audit on behalf of the Council. Ricoh had been invited to undertake a "print audit" to provide the management information used to identify and inform the business case.

7.2 The majority of Torbay Council's photocopiers have been contractually leased via the Devon wide purchasing agreement (DP39) which is presently placed with Ricoh. The Council also has a number of other leases with a number of other suppliers (Appendix 2).

7.3 The photocopier market has evolved and Photocopiers are now being replaced by a single machine known as Multi-Functional Devices (MFD's) which are capable of photocopying, printing faxing and scanning (Appendix 3).

7.4 As part of the development of the contract with Ricoh they agreed to undertake a Print Audit for the Council. The full print audit is fairly complex and contains a number of elements and will require the involvement of a number of departments to ensure a complete implementation of the changes in policy, practice and equipment. Software is also a major element of the audit. The software is for the management and control of print output and this would require integration with the Councils current IT systems.

7.5 However Ricoh have recently undertaken a sub audit of four of the Councils premises. They have provided a report to the Council, which is based solely on exchanging some of the Council's existing equipment and does not require the software stated above. If the report recommendations are implemented it will provide annual equipment and rental savings in the region of £37,000 per annum and £180,000 over the 5 year lease period (Appendix 4).

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IMPLICATIONS, CONSULTATION AND OTHER INFORMATION

Part 1

These sections may have been completed by the Report author but must have been agreed by the named officers in the Legal, Finance, Human Resources, Estates and Property and Procurement.

Does the proposal have implications for the following issues? If "Yes" - give details. <i>delete as appropriate</i>		Name of responsible officer
Legal	Yes - Photocopier Lease agreements	Jeremy Shute
Financial – Revenue	Yes - Savings reduction AES statement	Paul Looby
Financial – Capital Plan	No	Annette Royce
Human resources	No	Geoff Williams
Property	No	Mike Yeo
Procurement and Efficiency	Yes - Photocopier contract/Annual Efficiency Statements (AES)	Robert Valentine

Part 2

The author of the report must complete these sections.

Could this proposal realistically be achieved in a manner that would more effectively: <i>delete as appropriate</i>		
(i)	promote environmental sustainability?	No
(ii)	reduce crime and disorder?	No
(iii)	promote good community relations?	No
(iv)	promote equality of opportunity on grounds of race, gender, disability, age, sexual orientation, religion or belief?	No
(v)	reduce (or eliminate) unlawful discrimination (including indirect discrimination)?	No

If the answer to any of the above questions is "Yes" the author must have addressed the relevant issue/s in the main report and have included a full justification and, where appropriate, an impact assessment.

Part 3

The author of the report must complete this section.

	<i>delete as appropriate</i>	If "Yes", give details
Does the proposal have implications for any other Business Units?	Yes	Ricoh Sub-Print Audit Report (Appendix 1) outlines those business units based at council premises which will be affected.

Part 4

Is this proposal in accordance with (i.e. not contrary to) the Council's budget or its Policy Framework?		<i>delete as appropriate</i>
		Yes
1.	If "No" - give details of the nature and extent of consultation with stakeholders and the relevant overview and scrutiny body.	
2.	If "Yes" - details and outcome of consultation, if appropriate. The author of the Ricoh Sub-Print Audit Report (Appendix 1) spent considerable time walking through the council locations concerned to better understand the deployment of printers, copiers and fax machines.	

Part 5

Is the proposal a Key Decision?	<i>delete as appropriate</i>	If "Yes" - give Reference Number
	No	

Part 6

Wards

All Wards

Appendices

Appendix 1 Ricoh Sub-Print Audit Report
 Appendix 2 Procurement Contract File Report
 Appendix 3 Benefits of change to MFD's
 Appendix 4 Summary of Savings

Documents available in Members' Room

None

Background Papers:

Ricoh UK - Torbay Council Print Audit Report (Full). January 2005.
 Ricoh UK - Torbay Council Print Audit Report (Executive Summary).