



City of Westminster

Mr Daniel Stonard
[Error - No address provided!]

Information Management Team
Westminster City Council
64 Victoria Street
London
SW1E 6QP
Telephone ???
Email jason.loxxxxx@xxxx.xxx.xx

Please ask for Jason Lowther

Our ref: 9797366

Your ref:

Date: 16 May 2019

Dear Mr Stonard

Freedom of Information Act 2000

Thank you for your recent Freedom of Information request. You asked to be provided with the following information:

- 1: *Does the council have a dedicated on-site scanning team for paper records?*
 - a: *If so, how many FTE are within the team?*
 - b: *What volumes are the team scanning on a daily/weekly/monthly/annual basis?*
 - c: *Are the team scanning legacy records or day forward, or both?*
 - d: *what hardware & software is used by the team?*
 - e: *Is the hardware leased, rented or was it purchased outright?*
 - f: *Who is responsible within the council for the procurement of hardware and software? Please supply contact details.*
- 2: *If the council does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?*
 - a: *If so, who is this contract with?*
 - c: *What is the value of the contract?*
 - d: *When is the contract due for renewal?*
- 3: *Does the council have on-site facilities to store paper records?*
 - a: *If so, how many FTE manage the facility?*
 - b: *What is the cost to the council monthly/annually? Include real-estate, FTE, systems and transport.*
- 4: *Does the council have contract(s) for off-site storage?*
 - a: *If so, who is the contract with?*
 - A1: *What is the annual cost of off-site storage for the council?*
 - b: *Does the contract include scan on demand or digitising services?*
 - c: *If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?*
 - d: *What is the annual cost for outsourced scanning ' either on-demand or scheduled?*
- 5: *Are there departments within the council that scan their own documents locally?*
 - a: *If so, what hardware and software is used to manage this?*
 - b: *Are volumes captured? If so, what are they?*
 - c: *What types of documents are scanned?*
- 6: *Who in the council is responsible for records / document management*

programmes/systems?

A: Please provide contact details

7: Who in the council manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers?

A: Please provide contact details

Response

I can confirm that the information requested is held by Westminster City Council. I have detailed below the information that is being released to you.

1: Does the council have a dedicated on-site scanning team for paper records?

- No.

a: If so, how many FTE are within the team?

- NA

b: What volumes are the team scanning on a daily/weekly/monthly/annual basis?

- NA

c: Are the team scanning legacy records or day forward, or both?

- NA

d: what hardware & software is used by the team?

- NA

e: Is the hardware leased, rented or was it purchased outright?

- NA

f: Who is responsible within the council for the procurement of hardware and software? Please supply contact details.

- A team of Category Managers that are not specifically allocated to specific IT services. Opportunities to bid for services are published on capitalesourcing at the appropriate time of a tender process.

2: If the council does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?

- Yes.

a: If so, who is this contract with?

- Ricoh

c: What is the value of the contract?

- c£55k per annum

d: When is the contract due for renewal?

- End Date: March 2023. The agreement also has an optional 2x1 extension period.

3: Does the council have on-site facilities to store paper records?

- Records are stored off-site.

a: If so, how many FTE manage the facility?

- NA

b: What is the cost to the council monthly/annually? Include real-estate, FTE, systems and transport.

- NA

4: Does the council have contract(s) for off-site storage?

- Yes

a: If so, who is the contract with?

- Ricoh

A1: What is the annual cost of off-site storage for the council?

- c£125k

b: Does the contract include scan on demand or digitising services?

- Yes

c: If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?

- Approximately 33k per annum

d: What is the annual cost for outsourced scanning ' either on-demand or scheduled?

- c£55k per annum as per 2.C.

5: Are there departments within the council that scan their own documents locally?

- Documents can be scanned via the MFD's.

a: If so, what hardware and software is used to manage this?

- Ricoh MFD's / Equitrac and "Scan to me" email options.

b: Are volumes captured? If so, what are they?

- Scanning volumes are not captured.

c: What types of documents are scanned?

- Detailed information is not stored but potentially agreements and reports.

6: Who in the council is responsible for records / document management programmes/systems?

A: Please provide contact details

- *Zakki Ghauri – zghauri@westminster.gov.uk*

7: Who in the council manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers?

A: Please provide contact details

- Matthew Bullard - Corporate Contracts Manager (mbullard@westminster.gov.uk)

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Information Management Team
64 Victoria Street
London
SW1E 6QP
foi@westminster.gov.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Further information is also available from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 or 01625 54 57 45

Fax: 01625 524510

Web: www.ico.org.uk

I will now close your request as of this date.

Yours sincerely

Jason Lowther