

Reference:	FOI.10362.22
Subject:	Fax machines, printers and procurement
Date of Request:	24 November 2022

Requested:

I would like to request the following:

1. How many printers and fax machines does the health board have at its disposal?
2. What is the total amount spent on printers by the health board?
3. What is the total amount spent on fax machines by the health board?
4. How many suppliers are considered during a procurement process?

Response:

Hywel Dda University Health Board (UHB) is unable to provide you with all of the information requested for questions 1, 2 and 3, as it is estimated that the cost of answering your request would exceed the “appropriate level” as stated in the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. The “appropriate level” represents the estimated cost of one person spending 18 hours (or 2 ½ working days) in determining whether the UHB holds the information, and locating, retrieving and extracting the information.

In order to provide you with the number of fax machines at the UHB’s disposal, as requested at question 1, all departments across all sites within the UHB would have to be contacted and asked to locate, identify and collate the information requested, as this data is not recorded centrally.

Additionally, to provide you with the financial data requested for questions 2 & 3, the UHB would need to undertake a manual search of its Financial ledger, to identify the total spend on printers and fax machines, as this data is not recorded separately.

The UHB is therefore applying an exemption under Section 12 of the Freedom of Information Act 2000 (FoIA), which provides an exemption from a public authority’s obligation to comply with a request for information where the cost of compliance is estimated to exceed the appropriate limit.

However, under section 16 of the FoIA, we are required, as a public authority, to provide advice and assistance so far as it is reasonable, to individuals who have made a request under the FoIA. Therefore, the UHB provides the accessible information it holds below.

1. The UHB is currently in the process of evaluating the number of printers across the UHB following the pandemic, as part of a managed services arrangement. However, the UHB currently has approximately 1,000 printers in use.

Additionally, the UHB can confirm that it currently has an active project to remove all fax machines from the organisation by 2025 (when BT will be switching off the Public Switched Telephone Network). This project has commenced with Mental Health Services (MHS), where 40 fax machines have been identified for removal. The UHB is now working with the service to identify suitable alternative options, such as secure E-mail, Rightfax, Secure File Sharing Portal etc. to

enable these fax machines to be decommissioned. Upon completion of the decommission within MHS, the UHB will repeat the exercise for all other service areas.

2. & 3. The UHB can confirm that 120 printers have been purchased, costing £27,360.00, during the period 1 April to 31 December 2022.
4. The UHB confirms that Hewlett-Packard is the preferred standardised supplier. However, the procurement of printers is undertaken either through the All Wales NHS Framework through the Procurement Department within NHS Wales Shared Services Partnerships (NWSSP), the National Procurement Service (Wales) or Crown Commercial Services.