

**REPORT TO:** POLICY AND RESOURCES COMMITTEE – 16 DECEMBER 2002

**REPORT ON:** SUPPLY OF IT EQUIPMENT AND THE WEEE DIRECTIVE

**REPORT BY:** DIRECTOR OF CORPORATE PLANNING/HEAD OF INFORMATION TECHNOLOGY

**REPORT NO:** 900-2002

**1. PURPOSE**

- 1.1 This report proposes an interim policy for the recycling of IT equipment within the context of the forthcoming WEEE (Waste Electrical and Electric Equipment) Directive and recommends that the purchase of IT equipment continue through the GCAT procurement scheme.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that
- (a) the interim policy for recycling IT equipment as detailed in section 6.4.1 is approved
  - (b) the GCAT Procurement Scheme be approved as a permanent means of purchasing IT equipment

**3. FINANCIAL IMPLICATIONS**

- 3.1 The cost of introducing the IT recycling policy until the long-term impact of the WEEE directive is clear will be approximately £10 per PC and is estimated at no more than £10,000 per annum contained within the IT Department's Revenue Budget.
- 3.2 All expenditure relating to the purchase of IT equipment through the GCAT Procurement Scheme will be met from the annual allowance for purchasing in the IT Department's Revenue Budget through a five year operating lease as agreed at Policy and Resources Committee in March 2002.

**4. EQUAL OPPORTUNITIES IMPLICATIONS**

- 4.1 The contents of this report are consistent with the Council's Equal Opportunities policy.

**5. LOCAL AGENDA 21 IMPLICATIONS**

- 5.1 The recommendations in this report will ensure that Dundee City Council will meet and exceed Government targets for recycling computer equipment.

**6. BACKGROUND**

**6.1 The WEEE Directive**

- 6.1.1 The WEEE (Waste Electrical and Electric Equipment) Directive is expected to be transposed by Member States and come into force in mid 2004. The Directive places a responsibility on the producers of, amongst other things, IT equipment to recover and recycle a proportion of their goods. In respect of IT equipment the target is the recovery of 75% of waste and the reuse/recycling of 65%.
- 6.1.2 The WEEE Directive sets a target of 4kg per head of population which is approximately 225,000 tonnes in the UK. This target is already exceeded in the UK, through the scrap

metal chain. However, it is likely that the WEEE Directive will be implemented to some degree in the UK.

- 6.1.3 The Restriction of the Use of Certain Hazardous Substances in Electric and Electronic Equipment (ROHS Directive) will also be implemented at the same time.

## 6.2 Present IT Procurement Policy

IT Procurement policy in Dundee City Council has complied with the Agenda 21 priorities by minimising the need to procure ICT Hardware whilst ensuring that the sustainable effective lifecycle of ICT Hardware is maximised. This has been achieved by the following initiatives:

- **Use of thin Client Technologies** – These technologies transfer the processing power from the Client PC device to the Central Server. This ensures that as software and operating systems are updated, only the fileserver needs to be updated or replaced and the PC device's useful life is extended. The Council has a population of in excess of 950 thin client devices, and many of these machines, in excess of seven years old are still providing effective services. This technology reduces the human resources required to support the infrastructure and also requires less energy consumption.
- **Convergence Printing** – Through scrutiny and analysis of departments requirements, use of networked printers which are shared among many users is maximised. This reduces the number of printers which have to be purchased and maintained. Newer convergence printing technologies which combine printing, photocopying, faxing and scanning are currently being examined. As in the case above, use of these technologies will reduce human resource implications and energy costs. Implementation of these devices will further reduce the number of printing devices which need to be purchased.
- **Scrutiny of Requirements** – All requests for procurement are scrutinised by the IT Division and only bona-fide requests (supported by Departmental Management) are accepted. This is accomplished using an annual bid process which is also scrutinised by the Chief Executive and Director of Finance.
- **Equipment Selection** – As the Council's own IT resources support the infrastructure, procurement policy has been driven by the need to minimise the number of hardware and software platforms which are supported. This reduces the cost of increased spares holding and the need for many different skill sets. This policy ensures that Council staff have expertise in the small number of platforms supported and reduces the impact of downtime on IT users, pupils and citizens.

## 6.3 Current Arrangements for Recycling

- 6.3.1 At present all of Dundee City Council's IT equipment is taken by a local firm Computer Recycling Services (CRS) for refurbishment/recycling. Presently this is an 'ad hoc' arrangement. CRS provides a complete auditable trail for the waste IT equipment, as well as offering the assurance that all data is wiped from hard disks.
- 6.3.2 Dundee City Council is charged by CRS for the collection and recycling of IT waste. This is estimated at present to be in the order of £10,000 per annum, based upon 1000 units @ £10. This is likely to be the maximum cost to the City Council. The alternative options, including disposal through local voluntary and national organisations have been examined and the service provided by CRS has been identified as both cheaper and more efficient.

#### 6.4 Proposal for interim arrangements

- 6.4.1 It is currently impossible to predict the full impact of the WEEE Directive until the UK Government brings forward legislation which is expected in mid 2004. It is therefore proposed that Dundee City Council enter into a formal arrangement with Computer Recycling Services on a pilot basis for the period 2003/04 subject to review once the long term implications of UK WEEE legislation are known.

### 7. **GCAT PROCUREMENT SCHEME**

- 7.1 Government catalogue (GCAT) is a catalogue based procurement scheme originally established in 1996 by the Central Computer and Telecommunications Agency (CCTA). It is designed to provide public sector organisations with a simplified means of procuring, and contracting for a wide range of IT products and related services. The original GCAT Framework expired in September 2001 and it was re-completed in order to ensure continuity of services to customers.
- 7.2 OGC buying solutions (a new trading arm within the Office of Government Commerce) in collaboration with the NHS Purchasing and Supply Agency (PASA) has established revised GCAT arrangements that enable Customers to place orders for IT products and related services online. OGC buying solutions has signed 26 Framework Agreements with contractors.
- 7.3 Under the umbrella of these Framework Agreements, any UK contracting authority in the public and utilities sector (as defined in Directives 93/36/EC and 93/38/EC) is entitled to enter into an agreement known as Customer Access Agreement. There is no joining fee and no commitment to use the scheme exclusively or at all. There is no limit on the value or number of orders that can be placed through the scheme as GCAT contracts were awarded in accordance with the EC Procurement Directives.
- 7.4 Benefits of GCAT include compliance with EC Procurement legislation, ability to call off urgent requirements quickly, E commerce facilities, ease of ordering, wide range of products and services, and competitive prices.
- 7.5 At its meeting on 18 March 2002, Policy and Resources Committee approved acceptance of the GCAT Procurement Scheme (Report No 181-2002) from 1 April 2002 until 30 September 2002. This period was extended to 31 December 2002 at Policy and Resources Committee on 9 September 2002. Following this successful trial period, it is recommended that the GCAT Procurement Scheme be approved as a permanent means of purchasing IT equipment. All expenditure relating to the contract will be met from IT Division's revenue budgets.

### 8. **CONSULTATION**

- 8.1 The Chief Executive and the Directors of Support Services and Finance have been consulted on this report

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23/12/02

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23/12/02