

Freedom of Information Act 2000

Your request for information has now been considered and the Council's response to your questions is shown below.

You asked:

How many employees does your organization currently have?

Answer:

7503 Employees

Who currently is contracted to supply your main fleet of printing devices (MFD's)?

Xerox are our current preferred supplier although we still have a large number of Ricoh machines in the estate.

What brand of device do they supply you with?

Their own branded devices

How many devices do they supply you with?

Xerox – 119, Ricoh – 226

Do they supply you with an print management software? If so which one?

No

Do they supply you with any scanning software (additional to the software native to the device)?

No

When is this contract (for your MFD's) due to expire?

Currently going out to tender, although existing devices are on individual 3 or 4 year contracts.

What Document Management solution/s do you currently use within your organization?

Agresso Business World - Agresso Limited - Unit 4 - Resource Management System (RMS) - Corporate Finance System

Adoddle – Asite - Collaboration portal - Asite Key Professional for 12 users

eB - Bentley Systems International - EDMS Support - Housing Services

OpenText CLM RKYV Edition - Bytes Software

Capita Revenues and Benefits – Capita Business Systems

Civica Open Housing – Civica

Scanfile – CSG – File Director

Solcase – LexisNexis

Workshare – Workshare Ltd.

SharePoint is included in the Council's Microsoft Agreement. The Council uses some SharePoint functionality currently, notably for data portals. However, it is not deploying SharePoint at the moment as a document and records management application and there are no firm plans at this stage to do so.

What PDF software do you pay for? And how many licenses do you pay for (an average per annum would be a good number here please)?

PDF Docs (4 licences)

Who is the person within your organization responsible for the MFD's and the contract, what is their title, and their email address please?

Jill Craig – Director – Information Services – jill.craig@leicester.gov.uk

The legislation allows you to use the information supplied for your own personal use, or for journalistic purposes. If the information is a dataset (which does not relate to the environment), you may also use the information for commercial re-use under an [Open Government Licence](#).

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager
Information and Support
Leicester City Council
Bosworth House
9 – 15 Princess Road West
LEICESTER LE1 6TH
e-mail: info.requests@leicester.gov.uk**

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You may also seek independent advice from the Information Commissioner at:

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk**

Please be aware that the Information Commissioner does not normally consider requests until the internal appeals process of the Council has been exhausted. You are therefore advised to appeal to the Information Governance Manager before contacting the Commissioner.