

## REPORT OF TEAM LEADER DEVELOPMENT MANAGEMENT

---

### **SUBJECT: VARIATION TO FINANCIAL STANDARDS FOR THE PROCUREMENT OF A DEVELOPMENT MANAGEMENT PRINTER**

#### Background

The Authority's Financial procedure FP8 requires the Authority to obtain 3 quotations on the procurement on expenditure between £10,000 and £25,000. The Development Management Team is experiencing an increasing number of problems with the current printer / scanner, (eg fading ink, lines across drawings) which are hindering the effective processing of planning applications and causing unnecessary delays. The team therefore urgently requires a replacement scanner in order to continue to effectively carry out its functions.

#### Financial Considerations

The replacement Oce ColorWave 500MF printer with integrated scanner would require a one off purchase payment of £19,500 together with an annual service contract £1,200, with an expected life of 8-10 years. The specialist nature of the printer has prevented 3 quotations from being obtained however, and in order ensure best value, the purchase has been facilitated through the National Procurement framework.

Given the urgency for this piece of equipment it is requested that the £19,500 be authorised as a spend from the existing 2018/19 budget and that Financial procedure FP 8 is suspended. Year to date there is a £50,000 underspend within the Development Management budget which is more than adequate to cover the one off cost. There is already an ongoing service contract is already in place.

#### Risk Considerations

The unavailability of this piece of equipment for either short or long term would have significant impacts on the length of time taken to determine a planning applications and carry out the appropriate consultations.

#### Human Rights/Equality issues

There are no specific implications.

#### Biodiversity implications/Sustainability appraisal

There are no specific implications

### Welsh Language considerations

There are no specific implications

### Conclusion

The printer / scanner is a very essential part of equipment necessary to carry out the development management function so Members are asked to agree to suspend financial procedure FP8 and to the purchase of the replacement Oce printer /scanner within the 2018/2019 financial year.

### **RECOMMENDATION:**

**Members are asked to agree to the purchase of the replacement Oce scanner.**

Background documents – none.

Report author: Nicola Gandy, consulted with: Director - Jane Gibson, Graphics, Richard Griffiths