

# GREATER LONDON AUTHORITY

[REDACTED]  
[REDACTED]  
(By email)

Our Ref: MGLA040618-3853

2 July 2018

Dear [REDACTED]

Thank you for your request for information which the Greater London Authority (GLA) received on 4 June 2018. Your request has been dealt with under the Freedom of Information Act 2000.

You requested:

*I am writing to obtain information about your organisation's spending on paper for printing and tablets in 2015/16, 2016/17 and 2017/18.*

*Please include the following information:*

- What was the total cost of paper used for printing in each of 2015/16, 2016/17 and 2017/18?*
- What was total cost of buying tablets in each of 2015/16, 2016/17 and 2017/18?*

*Please include spending on tablets for both permanent staff and elected officials.*

*If you are unable to answer one of the questions, please continue and answer the subsequent ones.*

***What was the total cost of paper used for printing in each of 2015/16, 2016/17 and 2017/18?***

Please find below the information we hold within the scope of your request:

2015 – 2016: Total cost of paper used for printing - total of £17,190.36

2016 – 2017: Total cost of paper used for printing - total of £20,856.71

2017 – 2018: Total cost of paper used for printing - total of £20,211.48

***What was total cost of buying tablets in each of 2015/16, 2016/17 and 2017/18?***

Please find below the information we hold within the scope of your request for 2017-18:

£165,132.77

The figures given represent to cost of the base units only. The do not include any peripherals such as covers, keyboards, Stylus etc.

The figure for 2017/18 is greater than previous years as the organisation moves to support hot desking and remote working and moving towards the implementation of Windows 10.

Unfortunately, to provide the information you have requested for the whole GLA for 2015-2016 and 2016-2017 would exceed the 'appropriate limit' of £450 set by the Freedom of Information (Appropriate Limit and Fees) Regulations 2004.

Under section 12 of the FOI Act, we are not obliged to comply with a request if the cost of determining whether we hold the information, locating and retrieving it and extracting it from other information would exceed the appropriate limit. This is calculated at £25 per hour for every hour spent on the activities described and equates to 18 hours of work.

We have estimated that it would cost in the region of 53 hours to provide a full response to your request.

Prior to 2017-18, we kept no collated records and to extract this information would require checking every purchase order raised. There are 1056 records relating to Tablet and laptop devices (In our asset database Microsoft Surface devices are classed as laptops). We estimate at least 3 minutes on average are required per record to review

To bring the cost of responding to your request to within the £450 limit, you may wish to consider narrowing the scope of your request so that we can more easily provide the information you are seeking. For example, by specifying a more limited range of dates you want information for.

We are today able to provide some figures from the GLA's Technology Group IT budget but this does not capture Tablets/Laptops purchased from other departments' budgets. These figures are not comparable with the figure above for 2017-2018.

2015-2016	£3,381.78
2016-2017	£3,192.45

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA040618-3853.

Yours sincerely

**Ruth Phillips**  
**Information Governance Officer**

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>