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| **Agenda item** | **For Trust Secretary use** | **Enclosure** | **For Trust Secretary use** |

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| **Report to:** | Adrian Eggleton, Head of Estates and Facilities |
| **Author:** | Luke Champion, Sustainability Manager |
| **Presented by:** | Luke Champion, Sustainability Manager |
| **SUBJECT:** | Warp It re-use network |

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| **This Report is provided for:** | | | |
| **Decision** | Endorsement | Assurance | Information |

|  |
| --- |
| **RECOMMENDATIONS**  The Estates Department is requested to approve the Trust joining the Warp It re-use network in order to realise the benefits from reduced procurement costs, waste disposal cost avoidance and reduced carbon emissions. |

1. **Purpose**
   1. The purpose of this paper is to secure revenue funding to procure a new contract with Warp It which will enable the Trust to achieve significant cost savings by accessing a national item re-use network.
2. **Strategic Case**
   1. The Specific KPI from the Estate Strategy that this Project addresses is:

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| **Key Performance Indicator** | | **Project Specific** |
| **KPI 6.2** | To reduce our carbon footprint by 34% by 2020, based on our 2008 Carbon Footprint and Estate | Reduction in carbon emissions relating to procurement and waste disposal processes |

* 1. The Trust utilises a range of methods to organise disposal of furniture, electrical waste and similar items depending on their quality, potential for re-use and timescale for their removal:
* Items deemed suitable for re-use within the Trust are either stored in the Rikenel garage, listed as offered items on the Anytakers re-use forum page, or donated to charities such as British Heart Foundation.
* Items deemed unsuitable for re-use within the Trust (due to poor condition, lack of storage, short disposal timescale etc) are disposed of, at cost, via external contractors (usually Anyjunk or Printwaste)
  1. If an item offered for re-use is required by another department, the requesting department is responsible for all moving costs (and temporary storage if applicable). The moving of items from one site to another is carried out by a local moving company, County Clearance.
  2. Since May 2015, the Trust “Anytakers” re-use forum has been in operation and has helped to prevent disposal of good quality used items, including desks, pedestal units, storage cabinets, chairs and working electronic items such as fridges. It is estimated that at least £10K cost has been avoided (see Appendix) relating to procurement and waste disposal costs.
  3. Whilst Anytakers has had some notable successes, the full potential of a re-use network has not yet been realised by the Trust. It is estimated that a further minimum of £10K per annum can be saved if the Trust signed up to Warp It. The important point to note here is that Warp It offers a multitude of items – it is not restricted to furniture. Anytakers publicity has been via word of mouth, a forum link on the Trust Sustainability Manager’s email signature, Bytesize links and support from the Finance department Divisional Accountants by requesting that budget holders look at the Anytakers forum before procuring new items.
  4. A central re-use allocation sheet which is managed by the Trust’s Sustainability Manager and the Estates Project Officer keeps track of all items requested and moved within the Trust. This also calculates cost avoidance. Managing this spreadsheet takes a significant amount of time as email requests from departments requesting used items have to be manually transferred to the spreadsheet. Similarly, the spreadsheet has to be updated for every item moved and whether it has been delivered, put on hold or no longer wanted.
  5. The Trust can realise significant benefits by further exploiting the potential for offering items to, and obtaining good quality used furniture and other items from external organisations. Warp It manages a large re-use network similar to Facebook in structure (see Appendix 2.0 for screen shots).
  6. Warp It currently has several large public sector and private sector organisations which use its service. A charge is made depending on the number of employees in an organisation. As the Trust has less than 5000 employees, it would pay £1800 per annum. All items transferred or received are automatically monitored and recorded by Warp It for cost savings and carbon emissions savings with a full audit trail.
  7. Clients signed up to Warp It include: large Universities, HMRC, the Cabinet Office, MoD etc. Organisations signing up to the service can either choose to share their items and their profile to others or keep this information within their organisation. Restricting a profile obviously hinders the full potential for re-use and subsequent cost savings to be achieved.
  8. Warp It guarantees a new organisation annual savings of five times the administration cost within the first year. This guarantee depends on the organisation successfully implementing Warp It into their business operations. For this to be implemented in the Trust, it will depend on a successful information campaign, endorsement by the CEO and Divisional Accountants directing budget holders to use Warp It in the first instance before buying new items. Formalising the use of Warp It in the Trust is the key to take full advantage of the benefits.
  9. Warp It also offers options for loaning items and also selling of items where possible. Contracts of sale, loan agreements or ownership transfer documents can be created and stored with an item advert, which the new owner has to agree to before purchasing or loaning.

1. **Economic Case**
   1. **Option 1 – Do nothing**

The Trust maintains the status quo and does not invest funds to sign up to Warp It.

* + 1. **Option 2 –** Trust signs up to Warp It and realises full potential of the re-use marketplace ensuring it is implemented fully into the Trust.

**Cost = £1800 annually for using the Warp It portal.**

**Estimated annual savings from avoided costs = £20K**

* 1. **Benefits**
  2. **Option 1**
* Short-term cost avoidance
  1. **Option 2**
* Achieves significant cost avoidance of approx. £20K pa
* Reduces admin burden across the Trust as less purchase orders would be required
* Potential to significantly reduce costs for capital and revenue projects which involve new office furniture requirements and/or medical equipment
* Potential to further publicise the Trust’s environmental credentials by championing re-use upon signing up to Warp It
* Potential to build new sustainable relationships with external organisations
  1. **Risks**
  2. **Option 1**
* The Trust would fail to achieve an estimated minimum of £20K cost savings (based on avoided procurement costs and waste disposal charges)
* No work efficiency improvements possible
* Limited scope for reducing costs on capital and revenue projects
  1. **Option 2**
* Cost pressure of £1800 pa
* Trust may not achieve estimated cost savings if Warp It is not successfully implemented.
  1. **Preferred option – Option 2**

1. **Commercial Case**

* 1. Only one quote is required in this case. Warp It are the sole supplier of this service.

1. **Financial Case**
   1. Revenue Cost by element:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revenue Element** | **Net Cost** | **Vat** | **Vat Reclaim** | **Gross** |
| Annual Warp It membership charge | £1800 | £360 | £0 | £2160 |
| **Total** | £1800 | £360 | £0 | £2160 |

* 1. VAT Treatment:

This assumes VAT is reclaimable.

* 1. Revenue Impact:

After the first year, the Trust will incur an annual cost of £1800.

1. **Project Management Case**
   1. This project will be managed by the Sustainability Manager working with the Divisional Accountants, Gloucester Shared Service Purchasing, the Head of Estates, CEO and Directors and the Communications Department.
   2. Following approval in principle, implementation of Warp It would begin. Allow 3-6 months for Warp It to fully embed into the Trust.

**Appendix 1.0**

**Used items successfully re-distributed within the Trust since May 2015:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Location name** | **Requester site** | **existing or wanted Item details** | **Item quantity** | **Delivery cost** | **Estimated new item cost** | **Total Estimated new item cost** | **Cost avoidance - (purchasing)** | **Cost avoidance - (waste disposal)** | **Total cost avoidance** |
| Coleford House | Park House | bookcase | 1 | 16 | 100 | 100 | 84.29 | 15 | 99.29 |
| Coleford House | Park House | desk | 4 | 48 | 120 | 480 | 432.00 | 60 | 492.00 |
| Coleford House | Park House | desk | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Coleford House | Park House | bookcase | 1 | 12 | 100 | 100 | 88.00 | 15 | 103.00 |
| Coleford House | Park House | small table | 1 | 12 | 100 | 100 | 88.00 | 15 | 103.00 |
| Coleford House | Park House | easy chair material cover blue | 4 | 48 | 80 | 320 | 272.00 | 60 | 332.00 |
| Coleford House | Park House | easy chair material cover green | 2 | 24 | 80 | 160 | 136.00 | 30 | 166.00 |
| Coleford House | Park House | Swivel chairs | 2 | 24 | 60 | 120 | 96.00 | 30 | 126.00 |
| Rikenel | Park House | small stationery cupboard | 1 | 12 | 40 | 40 | 28 | 15 | 43.00 |
| Coleford House | Park House | desk | 5 | 60 | 120 | 600 | 540.00 | 75 | 615.00 |
| Coleford House | Park House | bookcase | 2 | 24 | 100 | 200 | 176.00 | 30 | 206.00 |
| Coleford House | Park House | small cupboard with plastic drawers | 1 | 12 | 60 | 60 | 48.00 | 15 | 63.00 |
| Coleford House | Park House | desk with lockable drawers | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Coleford House | Park House | small cupboard | 1 | 12 | 140 | 140 | 128.00 | 15 | 143.00 |
| Coleford House | Oak House | 3 drawer filing cabinet with key | 2 | 46.67 | 90 | 180 | 133.33 | 30 | 163.33 |
| Coleford House | Oak House | Fridge without lock | 1 | 23.33 | 100 | 100 | 76.67 | 15 | 91.67 |
| Coleford House | Oak House | desk with drawers | 2 | 46.67 | 120 | 240 | 193.33 | 30 | 223.33 |
| Coleford House | Oak House | 3 drawer filing cabinet with key | 1 | 23.33 | 90 | 90 | 66.67 | 15 | 81.67 |
| Rikenel | Colliers Court | small table | 1 | 12 | 40 | 40 | 28.00 | 15 | 43.00 |
| Coleford House | Park House | small whiteboard | 1 | 12 | 12 | 12 | 0.00 | 15 | 15.00 |
| Coleford House | Rikenel | 2 drawer filing cabinet with key | 1 | 0 | 60 | 60 | 60.00 | 15 | 75.00 |
| Coleford House | Wotton Lawn | 2 drawer filing cabinet with key | 2 | 24 | 60 | 120 | 96.00 | 30 | 126.00 |
| Coleford House | N/A | 4 drawer filing cabinet with key | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Coleford House | Park House | meeting room chairs - green | 2 | 31 | 25 | 50 | 18.57 | 30 | 48.57 |
| Coleford House | Lexham Lodge | desk | 1 | 16 | 180 | 180 | 164.29 | 15 | 179.29 |
| Coleford House | Lexham Lodge | desk - left corner without drawers | 1 | 16 | 150 | 150 | 134.29 | 15 | 149.29 |
| Coleford House | Lexham Lodge | Desk - right hand corner without drawers | 1 | 16 | 160 | 160 | 144.29 | 15 | 159.29 |
| Coleford House | Rikenel | Desk with drawers and key | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Rikenel | Weavers Croft | pedestal unit, with key | 1 | 16 | 100 | 100 | 84.29 | 15 | 99.29 |
| Coleford House | Lexham Lodge | Desk - right hand corner without drawers | 1 | 16 | 180 | 180 | 164.29 | 15 | 179.29 |
| Coleford House | Pavillion (next to Lexham Lodge) | Fridge without lock | 1 | 12 | 100 | 100 | 88.00 | 15 | 103.00 |
| Coleford House | Rikenel | pedestal unit - no key required | 1 | 12 | 100 | 100 | 88.00 | 15 | 103.00 |
| Coleford House | Rikenel | Large bookcase | 1 | 12 | 100 | 100 | 88.00 | 15 | 103.00 |
| Coleford House | Stonebow Unit | desk with drawers without key | 1 | 8.67 | 120 | 120 | 111.33 | 15 | 126.33 |
| Coleford House | Stonebow Unit | Desk with drawers without key | 3 | 26.00 | 120 | 360 | 334.00 | 45 | 379.00 |
| Coleford House | Lexham Lodge | Desk with drawers without key | 1 | 16 | 120 | 120 | 104.29 | 15 | 119.29 |
| Coleford House | Ambrose House | Desk without drawers | 1 | 16 | 100 | 100 | 84.29 | 15 | 99.29 |
| Coleford House | Rikenel | Desk without drawers | 1 | 12 | 160 | 160 | 148.00 | 15 | 163.00 |
| Coleford House | Rikenel | Desk without drawers | 1 | 12 | 160 | 160 | 148.00 | 15 | 163.00 |
| Coleford House | Stonebow Unit | Easy chair material cover blue | 3 | 26.00 | 80 | 240 | 214.00 | 45 | 259.00 |
| Coleford House | Stonebow Unit | Easy chair material cover dark green | 3 | 26.00 | 80 | 240 | 214.00 | 45 | 259.00 |
| Coleford House | Research Centre | controlled drugs cabinet | 1 | 12 | 300 | 300 | 288.00 | 15 | 303.00 |
| Coleford House | Research Centre | controlled drugs cabinet | 1 | 12 | 300 | 300 | 288.00 | 15 | 303.00 |
| Coleford House | Research Centre | large medicine cabinet - no key | 1 | 12 | 180 | 180 | 168.00 | 15 | 183.00 |
| Coleford House | Pavillion (next to Lexham Lodge) | coffee table | 2 | 24 | 60 | 120 | 96.00 | 30 | 126.00 |
| Coleford House | N/A | lockable storage unit with shelves | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Coleford House | Stonebow Unit | pedestal with key | 1 | 8.67 | 100 | 100 | 91.33 | 15 | 106.33 |
| Coleford House | Stonebow Unit | pedestal with key | 1 | 8.67 | 100 | 100 | 91.33 | 15 | 106.33 |
| Coleford House | Stonebow Unit | pedestal with key | 1 | 8.67 | 100 | 100 | 91.33 | 15 | 106.33 |
| Coleford House | Pavillion (next to Lexham Lodge) | Desk with drawers and key | 2 | 24 | 120 | 240 | 216.00 | 30 | 246.00 |
| Coleford House | Stonebow Unit | pedestal with key | 1 | 8.67 | 100 | 100 | 91.33 | 15 | 106.33 |
| Coleford House | Ambrose House | pedestal with key | 1 | 12 | 100 | 100 | 88.00 | 15 | 103.00 |
| Coleford House | Stonebow Unit | pedestal without key | 1 | 8.67 | 100 | 100 | 91.33 | 15 | 106.33 |
| Coleford House | Rikenel | large whiteboard | 1 | 12 | 20 | 20 | 8.00 | 15 | 23.00 |
| Coleford House | Rikenel | small whiteboard | 1 | 12 | 12 | 12 | 0.00 | 15 | 15.00 |
| Weavers Croft | Rikenel | 3/4 height fridge | 1 | 16 | 120 | 120 | 104 | 15 | 119.00 |
| Rikenel | Pavillion (next to Lexham Lodge) | small coffee table | 2 | 24 |  |  | -24.00 | 30 | 6.00 |
| Coleford House | Pavillion (next to Lexham Lodge) | swivel chairs | 2 | 24 | 60 | 120 | 96.00 | 30 | 126.00 |
| Coleford House | Rikenel | swivel chair, material cover blue, straight arms | 1 | 12 | 50 | 50 | 38.00 | 15 | 53.00 |
| Coleford House | Colliers Court | Desk - right hand corner without drawers | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Coleford House | Colliers Court | Desk - right hand corner without drawers | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Rikenel | Colliers Court | Desk, left corner type, with drawers, no key | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Rikenel | Colliers Court | 2 drawer filing cabinet, no key | 1 | 12 | 60 | 60 | 48.00 | 15 | 63.00 |
| Rikenel | N/A | 3 drawer filing cabinet, no key | 1 | 12 | 90 | 90 | 78.00 | 15 | 93.00 |
| Rikenel | Weavers Croft | Bisley metal cupboard with 4 shelves, with key | 1 | 12 | 100 | 100 | 88.00 | 15 | 103.00 |
| Coleford House | Rikenel | swivel chair, material cover blue, ring type arms | 1 | 12 | 60 | 60 | 48.00 | 15 | 63.00 |
| Coleford House | Rikenel | 4 drawer filing cabinet with key | 1 | 12 | 120 | 120 | 108.00 | 15 | 123.00 |
| Rikenel | Stonebow Unit | wooden chairs, modern style purple material cover | 2 | 20 | 40 | 80 | 60.00 | 30 | 90.00 |
| Rikenel | Stonebow Unit | wooden chairs, modern style dark blue material cover | 7 | 60 | 40 | 280 | 220.00 | 105 | 325.00 |
| Coleford House | Rikenel | pedestal with key | 1 | 16 | 100 | 100 | 84.29 | 15 | 99.29 |
| Coleford House | Weavers Croft | easy chairs - blue | 2 | 31 | 80 | 160 | 128.57 | 30 | 158.57 |
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|  |  |  |  |  |  |  |  | **TOTAL £** | **10241.71** |

**Appendix 2.0**

**Warp It re-use portal screenshots**



