

Reference: IR885

Date issued: 31 August 2023

Audit Wales – Paper Usage

I am writing in response to your email of 3 August 2023 in which you requested information regarding paper usage.

For ease of reference, I have reproduced your questions below and set out our corresponding responses.

What is the usage of paper across the organisation in the latest financial year – this includes printing and paper forms usage. If detailed enough, can this be broken down into specific offices / properties.

Audit Wales used 115 reams in 2022-23 compared to 270 in 2021-22. We only record this information at the organisation level, rather than at the individual office/property level. As we are fairly small in size, we can easily identify usage trends at a particular office—we only have three offices. It may be helpful if I note that paper use has decreased substantially from around 3,500 reams in 2015.

If no data is held – what is the ambition of the organisation regarding paper usage, is there an ambition to become paperless?

Data as above. As we have substantially reduced paper use making continuous improvements, our targets no longer specify a fixed reduction amount. We continue to aim to increase use of scanning and electronic archiving through new technology, and we continue to promote paper reduction and associated waste reduction. Although we are much nearer to a paperless environment than we were a few years ago, given the nature of our work, it would not be realistic to be fully paperless.

Do you have any policies relating to paper, forms or printing usage in the organisation and what do they specify?

We do not have a specific policy *per se*. We are, however, committed to purchasing recycled paper and stationery. We use Adobe Pro licenses to prevent the need to print large reports. Our executive leadership have paperless meetings. Our invoicing and remittance arrangements are electronic, and we make extensive use of Teams and SharePoint for sharing documents, etc.

If you have any queries, or questions about my handling of your request, please do not hesitate to contact me.

Yours sincerely,

Information Officer