

**TO: RESOURCES SCRUTINY COMMITTEE - 3 DECEMBER 2002**

**SUBJECT: PRINTING REVIEW**

**FROM: MEMBERS' & CUSTOMER SERVICES**

---

**1. PURPOSE OF REPORT**

In accordance with the Committee's Work Plan, to report on the progress of implementing the action plan following the review of the Council's printing arrangements.

**2. BACKGROUND**

In September 2001, the Executive agreed that the following actions should be taken as an alternative to introducing a managed printing service:

1. the Council's corporate style and image should be reinforced to ensure common standards for document production;
2. all print and design should be sourced through the Print Unit in order to potentially reduce costs on external printing and to protect the corporate image;
3. explore buying in/sharing a graphic design service with a neighbouring local authority in order to obtain a service at a lower cost than using a freelance or employing another member of staff;
4. negotiate with a single supplier for the provision of all copiers in Riverside House, and possibly in other locations, with a view to introducing multi-function copier/printers, in order to achieve economies of scale, reduce the number of machines, and reduce running costs;
5. reduce the number of desktop laser printers in use in order to reduce running costs, reduce waste heat, increase the amount of desk space/ office space, and help break the practice of printing emails;
6. investigate other methods of handling peak loads by outsourcing the annual ICT Billing Printing; and
7. introduce a scanning service for up to A0 size documents.

### 3. **POLICY AND BUDGET FRAMEWORK**

The review of printing relates to the outcome of the original ICT Fundamental Review , and the introduction of cleaner and more efficient modern copiers will reduce the impact on the environment.

### 4. **OUTCOME(S) REQUIRED**

To note the progress made in implementing the action plan.

Robert Inman  
Members' & Customer Services Manager

## **BACKGROUND PAPERS**

Reports relating to the ICT Fundamental Review  
The reports considered by the Executive on 20 August and 17 September 2001

**Areas in District Affected:** None.

**Executive Portfolio Area and Holder:** Corporate and Strategic Leadership:  
Councillor R Crowther

### **For further information about this report please contact:**

Contact Officer: Robert Inman  
Tel: (01926) 456100(Direct Line)  
E-Mail: rinman@warwickdc.gov.uk

### 5. **PROGRESS**

With regard to the actions shown in paragraph 2, the following progress has been made:

1. Every effort is being made to ensure that all print and design work is sourced through the Print Unit. This requirement has been emphasised to all units within the Council. As a result, the Printing Manager is able to monitor the corporate style of leaflets and a wide variety of other documents and ensure that a standard style is used. The Printing Manager is liaising with the Communications and Information Officer on

issues relating the publicity and the design of the web site to ensure that a consistent, corporate style is followed.

2. The new Printing Manager, Emma Townsend, was appointed in April this year and her expertise in graphic design has made it possible for an enhanced graphic design service to be established in house. The amount of work being produced by external designers and printers has reduced considerably and this has had the effect of reducing costs.
3. As there is now extensive graphic design capabilities within the Print Unit, it has not been necessary to buy in graphic design services from neighbouring local authorities. The additional level of design work now being produced in house has resulted in a marked increase in the pressure of work. Ways of dealing with this situation are being explored.
4. A new fleet of Ricoh copiers has been introduced over the past six months. These are being monitored from a PC in the Print Unit and progress is being made towards enabling work to be sent electronically to printers. An assessment of operational costs has been made and it has been found that previously with the copiers which have now been replaced, costs amounted to approximately £53,000 per annum. It has been assessed that the equivalent costs of the new copiers will be approximately £30,000 per annum.
5. Once the networking of the copiers has been achieved, it will be possible to reduce the number of desktop laser printers in use.
6. The capacity of the new copiers in the Print Unit is sufficient to deal with peak loads, such as the annual ICT billing printing and so, at this stage, it has not been necessary to take action regarding the possible outsourcing of peak load printing.
7. As part of the introduction of the new equipment it is now possible to scan A0 size documents.

## **6. CONCLUSION**

In conclusion, since the arrival of the new Printing Manager and the introduction of the new copiers, virtually all of the action plan has been achieved. In implementing this plan, it has been possible to increase the amount of printing and design work undertaken in house thereby reducing costs. It has also been possible to enhance the corporate image and this task will continue into the future.