

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Reduction in Printing and Postage Task Group

To: Cabinet – 28 March 2017

(Author: Christine Morgan - Democratic Services Officer)

Subject: Final Reports of the Reduction in Printing and Postage Task Group

Purpose: To present the Final Reports of the Reduction in Printing and Postage Task Group

Recommendation:

That the recommendations of the three separate reports produced by the Reduction in Printing and Postage Task Group be considered.

1.0 BACKGROUND

1.1 The Policy Development Panel established the Reduction in Printing and Postage Task Group on 5 July 2016. It commenced its work on 27 September 2016.

1.2 The scope of the Task Group was:

- To review the use of printed materials and postage regarding committee agendas.
- To review the use of printed material produced by the South Holland Centre
- To review the use of printed materials produced in relation to electoral information, council tax and business rates
- To review the use of printed materials by officers
- To formulate a policy
- To make recommendations for reduction in use of printed material

1.3 The membership of the Task Group consisted of Councillors J R Astill (Chairman), H Drury, M Pullen and A Woolf. Councillor Mclean was initially on the Task Group but withdrew after the first meeting and was replaced by Councillor Pullen. The Lead Officer was Andy Prior.

1.4 At a meeting of the Policy Development Panel on 28 February 2017, consideration was given to the Task Group's three final reports and recommendations. Separate reports had been produced to address the following elements – Printing and Postage of Committee Agenda Packs; Printing and Postage of External Items and Printing of Officer Agenda Packs. These final reports are attached as Appendices A, B and C respectively. The recommendations in Section 7 of each of the reports were approved by the Panel for submission by the Cabinet.

2.0 OPTIONS

2.1 The Cabinet may:

Approve the Task Group's Final Reports and recommendations;

Not approve the Task Group's Final reports and/or suggest that some or all of the recommendations be amended; or
Do nothing

3.0 REASONS FOR RECOMMENDATION

3.1 The costs of printing and postage to the Authority had been identified, and the recommendations in each of the reports aimed to reduce these.

4.0 EXPECTED BENEFITS

4.1 The recommendations detailed within the Final Reports would help to reduce the costs to the Authority of printing and postage through the implementation of new ways of working and more use of IT and technology. The timelines for implementation of the recommendations would be considered and monitored by the Policy Development Panel.

5.0 IMPLICATIONS

5.1 Carbon Footprint / Environmental Issues

5.1.1 The recommendations will, if approved, result in the Council's carbon footprint being reduced.

5.2 Corporate Priorities

5.2.1 The recommendations are in line with the Council's aims under the Moving Forward programme.

5.3 Financial

5.3.1 The recommendations detailed within the reports highlight potential savings of up to £12,637 per year although it is recommended that some of this is reinvested in AV equipment.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 The conclusions of the report will impact all Councillors, officers and residents of South Holland.

7.0 ACRONYMS

7.1 AV equipment - Audio Visual equipment

Background papers:- None

Lead Contact Officer

Name and Post: Andy Prior – Digital and Customer Access Manager
Telephone Number: 07870 835230
Email: andy.prior@breckland-sholland.gov.uk

Key Decision: No

Exempt Decision: No

Appendices attached to this report:

Appendix A
Appendix B
Appendix C

Final Report – Printing and Postage of Committee Agenda Packs
Final Report – Printing and Postage of External Items
Final Report – Printing of Officer Agenda Packs