



South Holland District Council

Review of

Printing and Postage

Update for September 2018 Following Introduction of Recommendations

An Overview and Scrutiny Review undertaken by the Reduction of Paper and Postage Task Group on behalf of Policy Development Panel

10th September 2018

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1. Introduction.

1.1 In 2017 the final report of the task group and its recommendations was presented to Cabinet for consideration. The recommendations were as follows:

Non-cash:

- That further training should be provided to members and officers on the use of Mod.Gov application to review and annotate agendas.

Cash:

- That meeting rooms 1 and 2 plus the Council Chamber should have fixed projectors or display equipment installed, and that use of these becomes commonplace within **ALL** meetings.
- That as part of the ICT Refresh, collaboration software is deployed (e.g. Microsoft Lync) to enable individuals in **ANY** location to be able to share information or video conference between their devices.
- That where possible officers should produce reports (containing items other than text) capable of being printed in black and white (rather than colour) to further reduce printing costs.
- From 1st May 2017:
 - Recipients should opt-in to receive paper copies of agendas.
 - Any agendas being posted are sent 2nd Class.
 - Planning agendas are not automatically printed for those not on the committee.
 - Democratic Services no longer produce spare copies of agendas for members use or copies for officer's use.
 - Full Council agenda is reduced in size by including electronic links to Committee Minutes.

1.2 The recommendations were accepted by Cabinet, and following a slight delay were implemented from 1st September 2017, with the exception of the **following**:

- That as part of the ICT Refresh, collaboration software is deployed (e.g. Microsoft Lync) to enable individuals in **ANY** location to be able to share information or video conference between their devices
- Any agendas being posted are sent 2nd Class
- Full Council agenda is reduced in size by including electronic links to Committee Minutes

1.3 This report focusses on savings achieved for committee agendas. However, an update re progress on Officer and South Holland Centre recommendations can be found in sections 3.2 and 3.3.

2. Scope of the Update.

2.1 The scope of this update was to:

- Review the distribution of agendas for the period from 1st September 2017 to 31st August 2018.
- To estimate the reductions in:

- Paper usage.
 - Reduction in cost of printing.
 - Reduction in cost of postage.
 - Reduction in officer time spent printing and collating agendas.
- Update on progress re Officer printing and use of paper and postage at the South Holland Centre.

3. Summary of Findings.

3.1 Member Agenda Printing

3.1.1 The breakdown of how members review their agendas:

- 13 Members have opted to receive only electronic agendas.
- 17 Members have a mix of paper and electronic agendas.
- 7 Members rely on paper only agendas.

3.1.2 Of those relying on paper agendas:

- 3 Members have all their agendas posted.
- 12 Members have some of their agendas posted.

3.1.3 The breakdown of agendas produced is as follows:

Committee	Members	Electronic	Printed	Posted
Cabinet	14	8	6	2
Committee of the Licensing Authority	15	9	4	3
Full Council	37	23	14	8
Governance and Audit	7	5	2	1
Joint PMP/PDP	25	21	4	3
Licensing Committee	14	10	4	3
Licensing Panel	13	9	4	3
Performance Monitoring Panel	15	11	4	3
Planning	37	22	15	10
Policy Development Panel	16	15	1	1
Spalding Town Forum	11	11	0	0

3.1.4 Summary of Findings:

Summary	Prior to Task Group	Post Task Group	Reduction	Percentage Reduction
Agendas Printed	1134	386	748	66
Agendas Posted	887	239	648	73
Cost of Consumables	781	277	504	65
Officer Time (in hours)	113	39	75	66
Cost of Postage	1,238	336	902	73

3.1.5 Reduction in Number of Agendas Printed.

The number of agendas printed has reduced from 1134 to 386, a reduction of 748, or 66% in percentage terms.

Committee	Agendas Printed (For ALL Members)	Agendas Printed (For Members not Paperless)	Reduction
Cabinet	84	36	48
Committee of the Licensing Authority	45	12	33
Full Council	296	112	184
Governance and Audit	42	12	30
Joint PMP/PDP	50	8	42
Licensing Committee	42	12	30
Licensing Panel	13	4	9
Performance Monitoring Panel	75	20	55
Planning	407	165	242
Policy Development Panel	80	5	75
Totals	1134	386	748

3.1.6 Reduction in Number of Agendas Posted.

The number of agendas posted has reduced from 1237 to 335, a reduction of 902, or 73% in percentage terms.

Committee	Agendas Posted (For ALL Members)	Agendas Posted (For Members not Paperless)	Reduction
Cabinet	42	12	30
Committee of the Licensing Authority	30	9	21
Full Council	216	64	152
Governance and Audit	30	6	24
Joint PMP/PDP	42	6	36
Licensing Committee	27	9	18
Licensing Panel	13	3	10
Performance Monitoring Panel	65	15	50
Planning	352	110	242
Policy Development Panel	70	5	65
Totals	887	239	648

3.1.7 Reduction in Estimated Postage Costs.

The estimated cost of posting agendas has reduced from £1238 to £336, a saving of £902, or 73% in percentage terms.

Committee	Cost of Postage (For ALL Members)	Cost of Postage (For Members not Paperless)	Reduction
Cabinet	£58.80	£16.80	£42.00
Committee of the Licensing Authority	£26.80	£8.04	£18.76
Full Council	£310.23	£91.92	£218.31
Governance and Audit	£43.20	£8.64	£34.56
Joint PMP/PDP	£53.76	£7.68	£46.08
Licensing Committee	£24.12	£8.04	£16.08
Licensing Panel	£14.30	£3.30	£11.00
Performance Monitoring Panel	£101.79	£23.49	£78.30
Planning	£517.76	£161.80	£355.96
Policy Development Panel	£87.08	£6.22	£80.86
Totals	£1,237.84	£335.93	£901.91

3.1.8 Reduction in Cost of Consumables.

The estimated cost of consumables used to print agendas has reduced from £781 to £278, a reduction of £504 or 65%.

Committee	Cost of Consumables (For ALL Members)	Cost of Consumables (For Members not Paperless)	Reduction
Cabinet	£62.67	£26.86	£35.81
Committee of the Licensing Authority	£6.32	£1.69	£4.64
Full Council	£242.71	£91.83	£150.87
Governance and Audit	£32.90	£9.40	£23.50
Joint PMP/PDP	£21.70	£3.47	£18.23
Licensing Committee	£3.99	£1.14	£2.85
Licensing Panel	£2.90	£0.89	£2.01
Performance Monitoring Panel	£59.33	£15.82	£43.51
Planning	£304.41	£123.41	£181.00
Policy Development Panel	£44.04	£2.75	£41.29
Totals	£780.98	£277.27	£503.71

3.1.9 Reduction in Officer Time (spent collating agendas).

The estimated officer time spent to print and collate agendas has reduced from 114 hours to 38 hours, a reduction of 75 hours, or 66%.

Committee	Total of Officer Time (Collating ALL Agendas)	Total of Officer Time (Collating Agendas for Members not Paperless)	Reduction
Cabinet	8.40	3.60	4.80
Committee of the Licensing Authority	4.50	1.20	3.30
Full Council	29.60	11.20	18.40
Governance and Audit	4.20	1.20	3.00
Joint PMP/PDP	5.00	0.80	4.20
Licensing Committee	4.20	1.20	3.00
Licensing Panel	1.30	0.40	0.90
Performance Monitoring Panel	7.50	2.00	5.50
Planning	40.70	16.50	24.20
Policy Development Panel	8.00	0.50	7.50
Totals	113.40	38.60	74.80

3.1.10 Return of Household Canvass Forms.

As at 28th August, Democratic Services had received back 35 out of the 37 Household Canvass forms issued to Members households.

The method of return for these forms is as follows:

- Completed online: 15 Members (43%).
- Completed manually and returned by post: 20 members (57%).

3.2 Officer Printing and Use of Paper.

A number of initiatives have been put in place to reduce printing and postage by officers. In addition to the measures to reduce the need for printing agenda packs and the move towards smart technology screens in all key rooms, a review of photocopiers is taking place which is resulting in a reduction in the number of machines available and the forcing of black and white printing over colour. This initiative also included moving the photocopy from the Member's room so that it can now be shared between officers and members.

3.3 South Holland Centre.

South Holland Centre has successfully procured the new Spektrix ticket booking system. Training is currently underway with the switch over date scheduled for later this month. This system represents a significant improvement over the old system and amongst the key improvements are the ability to be able to book tickets and seats via Apple devices. In conjunction with the launch of the new system online booking charges are being removed to encourage the online purchase of tickets. These charges are anticipated to significantly reduce the printing and postage costs as online booking grows. The Marketing focus of the theatre and its performances continues to migrate away from print media to online channels however the customer base of the centre continues to be biased towards older people therefore care needs to be taken to ensure these people are still reached.

4. Conclusions.

4.1 Member Agenda Printing.

- That Members have embraced the recommendations to reduce the use of paper, and that the outcomes are better than initially expected.
- That it remains difficult to see how additional savings could be made without mandating the use of electronic agendas.
- That the Councillor Development Group should consider what training is required to help new members (in May 2019) use only electronic agendas.

4.2 Officer printing and Use of Paper.

- In parallel with the reduction of members agenda printing there has also been a reduction in officers' agenda printing. In addition to this other initiatives such as the rationalisation of photo copy facilities and the technical improvements to meeting rooms have also resulted in reduced use of printers and where this is not possible the adoption of black and white over colour.

4.3 South Holland Centre.

- South Holland Centre embraced the recommendations and is currently in the process of installing a new booking system which will result in a reduction of printing and postage