



DEMOCRATIC SERVICES COMMITTEE – 2ND MARCH 2016

SUBJECT: PRINTING COSTS FOR MEMBERS

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the Democratic Services Committee in relation to the printing costs of committee papers and agendas as a result of the changes implemented last year.

2. SUMMARY

- 2.1 The budget heading for Members' printing was reduced as part of the 2014/15 budget proposals, however the estimated reduction in the overall cost of printing was not achieved and as a result, a questionnaire was circulated in the summer of 2015 to gauge Member's views on the subject and how best to address the issues of reducing costs. Some changes were trialled following a report to Democratic Services Committee in September 2015, however the estimated savings as a result of the changes implemented have not been achieved. This shortfall will need to be offset from elsewhere in the Democratic Services Budget and these estimated savings are outlined in this report.

3. LINKS TO STRATEGY

- 3.1 The Council's support to Members is a statutory requirement under the Local Government (Wales) Measure 2011.

4. THE REPORT

- 4.1 Democratic Services has several different functions in its support to Members. Monitoring Members' budget and ensuring that budget targets are met is vital to show that efforts are being made to achieve savings throughout the whole Authority.
- 4.2 Overall between 2012 and March 2015 over £122,000 has been spent on Members printing services. Over £34,000 was spent providing all Members with various forms of IT equipment including Ipads, Laptops or Wyze machines and a broadband connection installed in each Member's home with on costs of £2,190 per month covering the line rental and broadband service.
- 4.4 On 27th February 2014, as part of the MTFP savings, Members agreed to a £15,000 reduction in the budget identified for printing committee documents which meant reducing the number of printed papers by 60%. It was agreed that this could be best achieved by reducing the circulation of printed committee papers to Members of the relevant committee or working group only, with additional copies of each committee agenda and reports being made

available in Members Group Rooms and the Members Library. In addition a weekly email is sent to all Members, which includes the timetable of meetings and a link to the electronic versions of the agendas and reports.

- 4.5 As a result of the survey undertaken in the summer of 2015, fourteen Members expressed an interest in receiving committee reports electronically, however the best method in terms of deliverability is still being looked at and the swap from printed papers to paperless is still ongoing. However, some Members with iPads are currently trialling the Mod.Gov app which allows committee documents, to be downloaded on-line and then accessed later offline, the app also allows the user to highlight and annotate the documents in front of them, save them for a specified period of time for reference and presents a possible way forward for 'paperless' working.
- 4.6 Heads of Service no longer receive printed agenda packs and this has resulted in a reduction in the number of printed committee papers. The practice of limiting colour printing continues with its use assessed on a page by page basis has also helped to reduced costs (full colour versions are published and available electronically through the Members Portal or CCBC website).
- 4.7 Further savings may be achieved as a result of changes arising from the 2015 Scrutiny Review, however as the recommendations made are still in the implementation stage the extent of any possible savings cannot be gauged at this time.
- 4.8 Current estimates indicate that savings have been achieved elsewhere in the Democratic Services budget as set out in paragraph 6.2 and that these savings could be used to offset the estimated overspend in relation to printing costs.
- 4.9 It is recommended that trial arrangements introduced in September continue and Officers work with Members to encourage more 'paperless working'.

5. EQUALITIES IMPLICATIONS

- 5.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full EIA has not been carried out. When providing support to Members, the Head of Democratic Services considers how any individual, additional needs or specific requirements can be met. The Council also considered any recommendations from the Diversity in Democracy Group, which is chaired by the WLGA and considered equalities implications of those who may be looking to become Councillors.

6. FINANCIAL IMPLICATIONS

- 6.1 The table below shows the actual amount spent on printing since 2012 and the available budget. All other financial implications are stated within the report.

Printing	Actual	Budget	Variance
2012-13	£35,495.51	£42,139.00	£6,643.49
2013-14	£41,054.17	£32,139.00	£8,915.17
2014-15	£38,703.82	£17,621.00	£21,082.82
	£122,894.91	£109,323.00	

6.2 For the period April 2015 to December 2015, £21,699.00 has been spent on printing committee papers which in relation to the estimated costs projected to the end of the financial year would mean an overspend of £4,275.00. Up to date figures are not available as the recharges are made on quarterly basis. However estimated savings for this year in relation to postage (£5400), the Civic Office (£5000) and the training budget (£3700) could be used to offset the printing budget.

7. PERSONNEL IMPLICATIONS

7.1 There are no specific personnel implications arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses, which have not been incorporated into the report.

9. RECOMMENDATIONS

9.1 It is recommended that:

9.2 The estimated savings set out in paragraph 6.2 are used to offset the printing budget.

9.3 Officers continue to monitor the position and present a further update report at the end of the financial year.

9.4 The trial arrangements implemented in September 2015 continue and Officers continue to work with Members to encourage more 'paperless' working.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To support Members in their role as Councillors.

11. STATUTORY POWER

11.1 The Local Government Act 2000 and Local Government (Wales) Measure 2011.

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