

**DEPUTY PRINT MANAGER AND PRINT MANAGEMENT SOFTWARE**

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**1 EXECUTIVE SUMMARY**

- 1.1 This report recommends to Members the need for a Deputy Print Manager and for additional print management software.

**2 BACKGROUND**

- 2.1 Cabinet on 8 January 2003 approved the creation of the post of Print Manager linked to:
- Savings of £150,000 from the replacement of office printers with multi-function devices, and
  - Savings of £150,000 from centralised print procurement
- 2.2 Cabinet on 28 June 2006 approved the purchase of a four colour printing press so that a greater proportion of work could be carried out in house to produce a net saving of £90,000.
- 2.3 A new contract for the provision of office printers and multi-function devices is to be considered by Cabinet on 10 December 2008.

**3 FINANCIAL PERFORMANCE**

- 3.1 Since the appointment of the Print Manager, the financial performance of the Print Unit has been:

2005/ 06	£338,000	surplus
2006/ 07	£62,000	surplus after equipment purchases of £164,000
2007/ 08	£126,000	surplus transferred to General Fund

- 3.2 The financial objective of the Print Unit is to make a surplus consistent with self financing of equipment and smoothing out revenue flows.
- 3.3 The Printing Reserve currently stands at £130,000.

**4 STAFFING AND SOFTWARE REQUIREMENTS**

- 4.1 The success of achieving control over the Council print requirements, in conjunction with the Tourism and Marketing Division of Corporate Services, has to some extent been achieved at the expense of the effort required to optimise the efficiency of office printing through the use of multi function devices.

- 4.2 The Strategic Asset Review will place further demands on the Print Manager to conduct Office Document Assessments by which the most economical mix of printers, faxes, scanners and multi function devices is determined.
- 4.3 To ensure that economies from the rationalisation of office printing and the new multi-function device contract, together with those from externally sourced print continue to be achieved, it is recommended that a post of Deputy to the Print Manager is established to support the Print Manager in these duties.
- 4.4 There is a hierarchy of cost when using print devices. The dearest is the stand alone office printer, through multi function devices to the volume digital printers of the Print Unit. To ensure that print jobs are carried out efficiently, it is recommended that software is acquired which will direct each individual print to the most economical device.

## **5 FINANCIAL AND STAFFING IMPLICATIONS**

- 5.1 Subject to the agreement of the Head of Human Resources, it is proposed that a post of Deputy Print Manager is established at grade PO3 at a cost of £38,250 inclusive of on-cost, to be financed from the Printing Trading Account.
- 5.2 Print software to achieve the greatest economy in print cost can be acquired for £25,000 to £30,000, to be financed from the Printing Reserve.
- 5.3. The recommended tender for the supply, installation and maintenance of photocopiers and multi-functional devices will produce annual savings of £117,700.

## **6 EQUAL OPPORTUNITIES IMPLICATIONS**

- 6.1 There are no ethnic minority, elderly persons or equal opportunities implications arising from this report.

## **7 PLANNING IMPLICATIONS**

- 7.1 There are no planning implications.

## **8 COMMUNITY SAFETY IMPLICATIONS**

- 8.1 There are no implications under this heading.

## **9 HUMAN RIGHTS IMPLICATIONS**

- 9.1 There are no implications under this heading.

## **10 LOCAL AGENDA 21 IMPLICATIONS**

- 10.1 There are no Agenda 21 Implications.

## **11 BACKGROUND PAPERS**

- 11.1 None were used in the preparation of this report.

## **12 LOCAL MEMBER SUPPORT IMPLICATIONS.**

12.1 There are no implications under this heading.

## **13 RECOMMENDATIONS**

That

- (1) the establishment of the post of Deputy Print Manager be recommended to the Employment and Appointments Committee; and
- (2) additional print management software be purchased at a cost of up to £30,000 to be financed from the printing reserve.

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