

Legal and Democratic Services

Head of Legal & Democratic Services: J M Egan LLB

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Councillor Mr J M Guest
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Please ask for:

Direct Line:

E-mail:

Your ref:

Our ref:

Mr Dixon

01228 817033

lanD@carlisle.gov.uk

IJD/DS

20 October 2004

Dear Councillor Guest

RE: PRINTING FOR COMMITTEE MEETINGS

You will be aware that there is some concern in my Unit with regards to the budget for Committee Services printing and photocopying, which is currently set at £44,190.

I am writing to raise with you, if I may, the matter of the production of reports which was discussed at the Corporate Resources meeting on 14 October last. You may recall that there was some discussion with regards to the production of reports for the Committee. In particular, the fact that in one of the reports relating to the Customer Contact Centre some of the sheets, which were provided in colour with the original report, were not reproduced in colour for the Committee. The Committee made it clear that the sheets should have been produced in colour and have instructed that this should happen in respect of future reports.

I am writing to you to raise a number of issues which would arise from this. The first is an operational issue in that the Council's photocopying facilities, as provided by the Print Room, are only able to produce long print runs of large documents in black and white. There is not the facility to fillet in pages of colour printing as part of a long print run. This therefore means that a report which contains coloured pages has to be run off in several different sections and collated together manually and so time taken in my Unit to prepare reports for dispatch is considerably longer than normal and it would not be possible to achieve dispatch within the statutory deadlines if reports were submitted to the Committee Section after the deadline circulated to internal Units for the receipt of those reports. This is therefore a matter which all Business Units need to be mindful of in future.



The second, and more important, issue is the financial impact; the cost to the Council of producing a single sided copy in the Council's print room on black and white is 2.63p per copy, whereas the cost of colour photocopying is 53p per copy. In the report that was submitted to the Corporate Resources Overview and Scrutiny Committee which I referred to earlier, there were three pages which would have been coloured. This would have added just over £85.00 to the print bill for that one report. If however, we had copied the Talkin Tarn report which is being submitted to the Community Overview and Scrutiny Committee in the same way ie photocopied in colour, all the coloured pages which were received this would have added £2,175 to the print bill for the production of that one report.

As you may be aware, we are already concerned in the Unit with the impact on the Committee Services printing bill and the budget for the last two years has been overspent and we are therefore trying to look at ways of managing the budget more effectively, whilst still giving Members the best service. I am concerned as to how the discussions in the recent Corporate Resources Overview and Scrutiny Committee could have an adverse impact on that budget and about the operational impact of staff spending a considerable amount of time in putting together individual committee reports that include pages that are coloured photocopies. On this last matter I have written to John Nutley, the Head of Customer and Information Services, as the Unit responsible for the Print Room to ask him if there are any facilities which he may be able to offer to help in this (copy memo attached).

However I wonder whether you would consider it within the spirit of the decision taken by the Committee if we were to colour copy only those reports where it was essential to give Members a proper understanding of the issues raised in the report, but to continue producing black and white copies where this did not detract from the substance of the report itself. In this way Members would be given full colour copies where it was required but we could avoid unnecessary printing costs where possible. It would be helpful if you could consider the position and let me have your views when you are able.

Yours sincerely

Head of Legal and Democratic Services

CC Councillor Geddes, 13 Etterby Street, Stanwix, Carlisle, CA3 9JB
John Mallinson, Overview and Scrutiny Manager

Rachel Rooney

From: Elspeth Mackay
Sent: 02 November 2004 12:02
To: Rachel Rooney
Subject: FW: RESPONSE FROM C'LLR GEDDES

-----Original Message-----

From: Susan Hoyle
Sent: 27 October 2004 14:07
To: Ian Dixon
Subject: RESPONSE FROM C'LLR GEDDES

Dear Ian

PRINTING FOR COMMITTEE MEETINGS

Vith reference to you r letter of 20 October 2004 regarding printing for Committee Meetings and in particular to the Corporate Resources Overview and Scrutiny meeting. The committee made it clear that in future photocopied information should be reproduced in colour.

It is my opinion that due to the operational problems and the cost to be incurred for colour photocopying facilities on long print runs of large documents that another means of communicating colour should be sought. I have suggested to the Chairman of the Management Overview & Scrutiny that this item including the costs should be debated at their next meeting. Prior to Executive meetings original colour layouts are available for Executive Members to view in their office. Perhaps this practice could be duplicated by displaying material in the Overview and Scrutiny office as well as in the Committee Room on the day of the relevant meeting?

It should also be noted that to date there have been additional pressures on the printing budget due to the number and frequency of special meetings over and above those scheduled for the year as well as the additional printing pressures created due to call-ins.

I am sure that the facility of presenting original coloured materials at each overview and scrutiny committee is suffice to illustrate the point.

I hope I have covered all the concerns you raised in your letter and just to confirm to you that if required by the Chairman, I will be available to attend the next Overview & Scrutiny Management Committee.

Regards, C'llr Geddes

*message sent on behalf of
C'llr J Geddes
Corporate Resources Portfolio Holder*

INTERNAL MEMORANDUM

From:	Head of Customer and Information Services Unit	Please ask for:	Ian Little
To:	John Egan, Head of Legal and Democratic Services	Extension:	7256
FAO:		E-mail:	ianl@carlisle.gov.uk
		Your ref:	
		Our ref:	IL/CIS
			03 November 2004

RE.COMMITTEE SERVICING – PHOTOCOPYING

Further to your memo dated 18/10/04 regarding colour copying of some pages of committee reports.

The pricing quoted in your memo of 53p per copy is correct for quantities up to 50 sheets, which after discussions with Ian Dixon, was confirmed as the quantity for a standard run.

We have plans to replace the current photocopiers with the latest technology in digital copying. This will give is the opportunity to look at machines that can do both black and colour copying from the same unit.

The quality will be slightly less than digital picture quality but will produce reports that have black and coloured sheets together without having to manually collate them.

The cost of the colour copies from the new machine will be greatly reduced and the automatic collating will save time allowing your business unit to achieve dispatch within statutory deadlines.

The current machines are due to be replaced before August 2005, but we would like to replace them by the early part of 2005 to allow us to utilise the latest technologies.

I Little

Senior Infrastructure Engineer