

AGENDA MANAGEMENT SHEET

Name of Committee Resources, Performance & Development
Overview And Scrutiny Committee

Date of Committee 4th March 2008

Report Title Progress report on 2007/8

environmental/print savings

Summary

This report outlines progress on delivering the £700,000 environmental/print savings required as part of the 2007/8 budget, and what further steps are in hand to control print spending

For further information please contact:

Eric Britton
Head of Communications
& Media
Tel: 01926 412836

Oliver Winters
Head of Finance
Tel: 01926 412441

Would the recommended decision be contrary to the Budget and Policy Framework?

No.

Background papers

None

CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees

Local Member(s)

Other Elected Members

Cllrs Booth (Chair), Atkinson, Haynes

Cabinet Member

Cllr Cockburn

Chief Executive

Legal

David Carter – reporting officer, Sarah Duxbury

Finance

David Clarke – reporting officer

Other Chief Officers

District Councils

Health Authority

Police

Other Bodies/Individuals

FINAL DECISION

Executive Summary

1.1 As part of the 2007/8 Budget Resolution all directorates (excluding schools) were set a combined target of achieving £700,000 savings to reduce the Council's impact on the environment, including the reduction of the use of paper, publications etc.

1.2 This combined target was shared between Directorates by top slicing their overall budgets. The targets set for individual directorates were as follows:

P&D:	£88,000
Resources:	£67,000
CYPF:	£211,000
AHCS:	£134,000
CP:	£23,000
E&E:	£177,000

1.3 In response to a Resources P&D O&S Committee request, this report sets out each Directorate's approach to achieving those savings, and the progress made. It also outlines further steps being taken to monitor and control print spending.

Agenda No

Resources, Performance & Development Overview and Scrutiny Committee - 4th March 2008.

Progress report on 2007/8 environmental/print savings

Joint report of the Strategic Director of Performance and Development and the Strategic Director of Resources

Recommendation

The Committee is asked to note the progress made in delivering the 2007/8 environmental/print savings

1 Introduction and Executive Summary

1.3 As part of the 2007/8 Budget Resolution all directorates (excluding schools) were set a combined target of achieving £700,000 savings to reduce the Council's impact on the environment, including the reduction of the use of paper, publications etc.

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2 Progress

2.1 While the challenge was to generate the saving from environmental activities including less paper and publications, no central tracking has been done to identify where the savings ultimately fell. The expectation was that

Directorates would take appropriate action to balance their reduced overall budgets.

- 2.2 In the process of preparing this report, a request was therefore made to each Directorate for information on what steps have actually been taken. The responses are set out below:

3 Directorate action

3.1 Performance & Development:

The Directorate reduced the print, publications and postage allocations for each Division by 25 per cent. It also reduced the Travel Allocations for each Division by 10 per cent. In total these achieved the savings required to meet the target set by the County Council.

- 3.1.2 In addition, the Directorate has continued to modernise the way in which it works by seeking to reduce the amount of paper which is produced in the day to day operations of individual officers and to maximise the use of electronic communications. In particular, different ways of working are being piloted in the Improvement and Support Services Team and in the Law and Governance Division.

- 3.1.3 Generally, the Directorate has sought to increase awareness of cheaper methods of getting information across to Customers Partners and Staff. Managers and staff are aware of the need to use the most cost effective format and specification for publications, without compromising the reputation and image of the Council. Some of the steps taken include printing materials in black and white, which were previously printed in colour. Inevitably this creates difficulties because in electronic format we can maximise the benefits of the use of colour, with no additional cost, but this does not always translate effectively into a black and white format.

- 3.1.4 The Directorate has also applied the Council's agreed policy on the circulation of paper copies of Committee Agendas.

- 3.1.5 The Directorate has also been involved in a printer rationalisation project, which includes replacing all individual/desktop printers with shared printers - the toner is cheaper for these shared ones, and they are all automatically duplex. Energy costs are also reduced as there are less appliances on standby. In addition, the lack of a desktop printer encourages staff to think about whether they really need to print something.

3.2 Resources:

The Resources Directorate looked at its savings targets in the round, rather than addressing the issue of printing savings separately. However, a number of small savings have been delivered relating to printing and stationery budgets, which amount to £20,000. Additional savings of £6,000 are anticipated in 2008/09, consequent on actions taken in 2007/08 to reduce the need for printing from the financial systems.

3.2.1 In addition, the Resources directorate has been instrumental in helping to deliver network printing across the County Council, to provide more efficient printing solutions, with targeted savings of £25,000 in 2007/08 and £50,000 in a full year. Further, work to produce policies on mobile and flexible working and to support their implementation through both ICT support and Business Process Re-engineering support, has the potential to provide substantial future savings across all directorates.

3.2.2 The directorate has made progress on a number of environmental issues. Work on the Salix funded energy saving schemes has yielded £25,000 savings to date across the County Council. The introduction of a furniture recycling scheme has saved £19,000 in 2007/08. Discounts have also been negotiated with Chiltern Travel to reduce the cost of train fares and, thereby, improve the incentives for rail travel.

3.3 **Children, Young People and Families:**

The final budget allocations (including the printing and stationery savings) were identified quite late in last year's budget process, so it was difficult to make all necessary changes to instigate savings of this magnitude within the Children's directorate and generate a full year effect. A £50,000 savings target was allocated directly at all cost centres for printing and stationery by directly reducing these for every manager. The remaining £211,000 was allocated as part of the wider savings target (including efficiency savings) across the whole of the Directorate. This was partially based on the fact that a number of services moving into the Saltisford buildings either already had, or would be, making savings arising from the shared printing arrangements in the buildings. There are no printers for individuals or specific offices (all printers are shared) and all printers automatically print double sided and are the County-wide specification for efficiency and "green" operation. In addition, all managers have been reminded to focus on reducing printing costs wherever possible. So, for example, greater use of email contact with schools has been introduced and this has reduced the number of paper financial statements being sent to schools by making them available electronically for schools to browse on-line in a secure environment. The Directorate has not monitored printing expenditure separately so far this year, but it is on target to deliver the overall savings target that was set as part of the 2007/08 Budget setting process.

3.4 **Adult, Health & Community Services:**

The actions taken with AH&CS revolve around office moves and open plan working. Both the relocations that have taken place during 2007 involving significant numbers of staff at Kings House and Saltisford have meant that rather than having stand-alone printers linked to each pc, there is now an average ratio of 1 printer to 25 staff at these sites. This inevitably reduces usage and concentrates usage on larger more economical printers. There will be a significant saving on hardware costs over time, but this has not yet been quantified. The move to mobile and flexible working in which this Directorate is leading also maximises the ability to work electronically and again should reduce the size of print budgets over time.

3.5 Community Protection:

Directorate Environmental Implementation Group tasked with identifying potential saving areas:

- Energy - Target 10% Saving
- Travel - Target 5% Saving by April 2009
- Printing/Paper - Target 5% Saving

3.5.1 Initial focus placed on above areas and a number of campaigns/initiatives developed to support the achievement of these savings:

- Switch it off campaign - following the success of the Corporate campaign the Directorate re-launched an internal campaign.
- Review of travel policies to help reduce the effects of travel.
- Printer replacement programme - obsolete printers being replaced with duplex printers
- Introduction of Adobe 8 - restricting copying and printing.
- Replacing obsolete photocopiers with ones that have network printing capability.
- Paperless meetings - currently under trial

3.6 Environment & Economy:

The £177,000 sum was added to the directorate's savings target and formed part of the overall savings requirement of £2.449m in 2007/08. Although a variety of issues have been discussed during the year, the only formal project that was set up was the replacement of Barrack Street's colour printers, main photocopiers and digital senders with multi-functional devices (MFDs). The first MFD was in place in the September and the remaining three are due to be brought in in April. In order to secure the savings from this project, the directorate now needs to adopt a formal protocol to ensure that local colour printers and digital senders are not replaced at the end of their useful life.

3.6.1 The original review which led to the environmental savings target looked at stationery, advertising (non-recruitment), publicity materials and printing. EED's current position on these budgets is:

	BUDGET	BUDGET TO DATE	SPEND/ COMMITMENTS TO DATE	OVER/(UNDER) TO DATE	FORECAST OVER/(UNDER) TO YEAR END
STATIONERY (EXCL. PAPER)	292,987.23	244,155.99	119,686.66	-124,469.33	-149,363.24
PAPER	5,000.00	4,166.66	16,056.47	11,889.81	14,267.76
ADVERTISING - NON RECRUITMENT	100,858.00	84,048.36	73,884.57	-10,163.79	-12,196.52
PUBLICITY MATERIALS	250,630.00	208,858.36	224,861.47	16,003.11	19,203.76
PRINTING	43,693.00	36,410.82	33,590.84	-2,819.98	-3,383.99
	693,168.23	577,640.19	468,080.01	-109,560.18	-131,472.22

3.6.2 Leadership Team agreed that a further £50k of savings in discretionary spend should be found, so a number of budgets have been reduced according to where there appears to be scope, and a Director's Notice went out in November stating that all such discretionary spending needed to be approved by the appropriate Head of Service.

3.6.3 Other initiatives that have been discussed at Leadership Team are:

Electronic bus timetables

Kevin McGovern has been dealing with this and has included around £14k of savings in the Transport and Highways 3-year savings plan.

Advertisement of Statutory Notices (Annual spend approx. £100k)

Generally there is a legal requirement to publish but with future internet developments there may come a point where electronic adverts become acceptable. We need to continue to liaise with ICT and Legal Services on this.

Local Transport Plan

Roger Newham has been pursuing this with DfT and it is probable that for the next LTP submissions and publications can be electronic and on CD, reducing costs by approx. £10k compared with the last round.

Tender Documents

Discussions with the Procurement unit suggest that there are only minimal savings to be gained by producing tender documents electronically.

Mailshots

In 2006/07 EED spend around £42k on mailshots. This has not really been reviewed and there may still be scope for savings.

4 Further steps being taken to monitor and control print spend

- 4.1 Under the environmental savings targets, print was acknowledged as having a significant impact. Reducing the volume of printed material is therefore seen as an important target in itself.
- 4.2 It would be reasonable to assume that, were all print spending co-ordinated via the Council's print unit (design2print), reductions in overall spend would be reflected in reduced turnover. Design2print turnover to date for 2007/8 is 2% down on last year's, which equates to approximately £25,000. Since not all print is channeled through design2print, however, no firm conclusions can be drawn from this.
- 4.3 Regardless of where print is sourced, were correct coding applied to all print purchases it would still be possible to track shifts in overall spend. Unfortunately this has not been the case.
- 4.4 To remedy this lack of accurate information, steps are being taken to ensure that all print purchases are in future made through Design2print. The Council has a long-standing policy that all print purchases should be made through Design2Print. This was reiterated by the Strategic Directors' Leadership Team in December 2007.

- 4.5 We are also currently undertaking an exercise to capture ledger information to try to determine total spend as best we can, and will report on its findings at a future meeting. We hope to extract spend for 2006/07 and 2007/08 - accepting that the ledger is only as accurate as the coding used and that we are not quite at the end of the financial year.

DAVID CARTER
Strategic Director, Performance &
Development

Shire Hall
Warwick

DAVID CLARKE
Strategic Director, Resources