

## **Briefing Note on the Printing Review Forward Plan Select Committee 3<sup>rd</sup> November 2009**

*Request for a briefing note to the meeting on November 3<sup>rd</sup> 2009 providing information as to what type of printing would be covered, whether the tender covered all buildings and what budget savings would be aimed for. Information as to whether it would be subject to a corporate print standard which takes into account those with sight problems was also requested.*

### **Background**

The Council has been reviewing how it currently prints, scans and photocopies information. Traditionally these services have been commissioned on an ad-hoc basis which is neither cost efficient or environmentally friendly. The latest print technology means that such services can be integrated using multifunctional printers capable of delivering all these functions from one device. Organisations that have implemented these devices have achieved substantial financial savings.

### **Type of printing covered**

The Printing Review covers all office printing, scanning, photocopying and faxing. It excludes specialist offsite printing, offset litho printing and digital plotting.

An audit has already identified that the LBB is producing an estimated minimum of 22 million printed sheets per year.

Industry estimates for an organisation the size of LBB claim that the total yearly print could be up 24 million/year of which around 20% is discarded unread.

### **Buildings Covered**

Currently outside the contract are the Brent Housing Partnership and schools but they would be able to procure through the contract if they wish to join at a later date. All other buildings are covered and all print devices and services will be procured through the corporate contract.

### **Potential Budget Savings**

Research by supplier independent document management consultants (Newfield IT), estimated that for unmanaged print services in a public sector organisation the total cost is £450 per employee per year. For LBB this would mean that the council spends around £1.35 million per year.

Our own current estimate for the total printing budget for London Borough of Brent is around £0.9 million per year excluding energy and office space costs. Estimates of potential savings should be approached with caution. In 2001 Gartner estimated that

it was possible to make 30% savings with the introduction of a managed print service using multi-functional printers and this same figure is frequently quoted by suppliers. However this appears to assume that the whole organisation works in modern flexible open plan offices where a few printers can be easily shared by many staff rather than disparate buildings, some of which have little flexibility in layout.

Ongoing work is taking place to identify the potential level of savings in Brent. Such savings are linked to the total amount of print and the default print policy that the council adopts e.g. a default policy of black and white printing will make major savings over a policy that still allows colour printing.

Initial work shows that even with the limitations of the council's current office accommodation significant savings are achievable. Work is ongoing to calculate these potential savings. Such savings will be achieved through the council adopting a print policy which forces black and white double sided printing. Currently double sided printing is not possible from the majority of the council's printers and some 14% of our printing is expensive colour printing which is likely to grow if not controlled. One of the main project outputs is to identify ways in which the amount of printing can be further reduced. Further savings would be realisable with the move to the Civic Centre where savings on office space and energy costs would be significant and the level of savings predicted by Gartner may be achievable.

### **Contribution to LBB Corporate Policies**

Replacing all the separate departmental photocopier contracts and providing a uniform corporate print service across the whole council at a standard and visible cost will contribute to the 'One Council' policy.

Along with Outlook and the new IP telephony system, the corporate print solution will, by allowing printing from any device on the network, be a basic enabler for flexible working.

Since multi-functional printers can replace separate printers, photocopiers, scanners and faxes the number of separate devices will be significantly reduced. There are more than 550 devices across the council. With the current office accommodation it should be possible to reduce this by 200 devices at least, and considerably more in the new Civic Centre. In addition to freeing up office space this will, combined with double sided printing and a reduction in the total print, significantly contribute to energy savings and reductions in carbon emissions.

### **Corporate Print Policy**

A corporate print policy is being drawn up which will specifically require all print devices to be easily operated by anyone with sight or other disabilities and this will be part of the tender evaluation .

The council's Communications Unit has already issued guidance on current print standards and they can be found here

<http://intranet.brent.gov.uk/comdiv.nsf/Communication%20guides/LBB-3> .

### **Timetable**

It is planned to start the tender process in January with an aim to have a contract signed with the successful supplier by late summer. The roll out will be phased over 6 to 12 months and will be co-ordinated with any interim office moves that may be taking place.

### **Lead Officer**

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