



To: Scrutiny Management Team

Date of meeting: 23rd May, 2017

Notes of: Corporate Director

PAPER USAGE

The last full Scrutiny review of paper usage was in 2006/07. Much has changed since then with greater use of IT and other working practices.

Now as then the Council has an in house Print Unit which undertakes printing and paper and other materials purchasing for Liberata and the Leisure Trust as well as Council service areas. It operates as a cost centre and recharges for work done.

The overall amount of printing done by the Unit has reduced in recent years mainly due to the need to print less committee papers. More are circulated by e-mail and links to the Council website. The staffing level has been adjusted accordingly and modern more efficient equipment purchased.

Some printing work is commissioned from outside suppliers by various service areas e.g. high quality brochures.

Other alternatives to an in house Print Unit have been looked at but the facility to print/copy at short notice and the need for confidentiality have been determining factors.

Photocopiers and smaller printing machines in the various Council's buildings have been radically reduced following officer efficiency reviews.

Staff are encouraged not to print e-mails and other documents and to read them on screen. Each office has a green waste paper sack which is emptied each day.

Councillors' are similarly encouraged and in particular to receive papers just electronically.

The move to a digital by default approach to customer access and service should also have an impact on the need for printed material.

Nevertheless there is still a large amount of paper usage material and the proposed review should establish whether the Council could do more to reduce the amount of paper it uses and whether

we do all we can to re-use and recycle the paper we do use, with a view to potential cost reductions and environmental benefits.

The following terms of reference are therefore suggested;

1. To investigate the amount of paper used across all service areas for all purposes and to assess whether this is reasonable
2. To identify any areas where savings in paper usage can be made and any consequent direct and indirect cost savings.
3. To investigate the potential for further maximising the use of IT, in particular in relation to support for councillors.
4. To identify any further opportunities for re-use and recycling of paper.

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