

# Business bulletin

## Governance, Risk and Best Value Committee

**10.00am, Tuesday, 29 October 2019**

Dean of Guild Courtroom, City Chambers, High Street, Edinburgh


Nicola Harvey

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# Governance, Risk and Best Value Committee

Convener:	Members:	Contact:
<p>Councillor Joanna Mowat</p> 	<p>Councillor Joanna Mowat (Convener)</p> <p>Councillor Eleanor Bird</p> <p>Councillor Jim Campbell</p> <p>Councillor Maureen Child</p> <p>Councillor Phil Daggart</p> <p>Councillor Gillian Gloyer</p> <p>Councillor Melanie Main</p> <p>Councillor Rob Munn</p> <p>Councillor Gordon Munro</p> <p>Councillor Alex Staniforth</p> <p>Councillor Norman Work</p>	<p><u>Jamie Mcrae</u> Committee Officer</p> <p><u>Martin Scott,</u> Assistance Committee Officer</p>

Recent news	Background
<p><b>Paper “less” Project</b></p> <p>The aim of the project is to:</p> <ul style="list-style-type: none"> <li>• Reduce print costs</li> <li>• Reduce printed paper usage</li> <li>• Deploy scanning technology to agreed processes with a view to reducing the costs of transporting documents and reduce the storage space required for paper archives</li> </ul> <p><b>Our Paper “less” Plans</b></p> <ul style="list-style-type: none"> <li>• Set up a council wide paperless working group - complete</li> <li>• Introduce Hybrid Mail, referred to on the Orb front page as “My letters” and which allows all employees letters to be sent directly by Royal Mail resulting in the reduction of paper purchasing, envelope purchasing, labour and postage costs. The technology roll out is complete and awareness campaigns have started with current uptake at 30%,</li> </ul>	<p>Nicola Harvey</p> <p>Head of Customer and Digital Services</p> <p><a href="mailto:Nicola.harvey@edinburgh.gov.uk">Nicola.harvey@edinburgh.gov.uk</a></p> <p>0131 469 5006</p>

meaning a reduction in time and effort in creating office based mailings reducing manual production and transportation.

- Introduce scanning of inbound mail into the Council during 2019 – anticipated September and dependant on the solution being rolled out by CGI. Councillors confidential mail processes will however remain unchanged.
- Promote best value printing buying using a new software product called “Skyline” with anticipated delivery in September and dependant on the solution being rolled out by our partners CGI
- Reduce colour printing as it is very expensive and make it cheaper when required – a new copier contract to be tendered in 2019. Defaults to most copiers have already been set to black and white over the estate. (1 colour print / copy costs 10 times that of a black and white one)
- Reduce printing by changing behaviours and educating staff with a campaign which ongoing and will run throughout 2019
- Promote scanning rather sending documents in internal mail and use electronic storage rather than paper deep storage warehouses, where data / records retention rules allow it.
- Promote electronic storage rather than scanning paper after the event (e.g. Invoices) – store print perfect PDF’s rather than paper where we can roll out in Dec 2019
- Reduce current transactional printing and mailing cost, for example, servicing and notification letters being provisioned by the cheapest methods and using new frameworks, while exploiting any internally developed capability – by the end of 2019
- Reduce paper “forms” and promote more electronic methods of data capture – Lean team initiatives are being rolled out, to move away from many paper manual forms such as time sheet, paper forms and increase records submissions by electronic formats.
- Procure a best in class future solution for paper printing by renegotiating the Xerox Contract which is due up in early 2020 and increasing visibility of who prints what and at what cost. This will eliminate some waste and change behaviours over time.
- Reduce paper waste by printing less and sending less to land fill or for confidential shredding which will also reduce costs

- Using recycled paper and envelopes where possible – we have piloted recycled paper types and are analysing envelope usage which is underway with a view to moving to 100% recycled products whenever we need to print.

Councillor's mail will remain confidential and continue to be delivered unopened and to the appropriate Councillors' supporting staff for action.

### **Forthcoming activities:**

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