

Reprographics – Finance Sub Group Outsourcing Exercise

Form an Alliance – Shared Service

- Annual billing – Council Tax
Housing Rents
- Weekly billing/reminders – Council Tax
- Benefits
- Agendas
- On demand - Mono
Enveloping
Binding
- Business Cards
- Compliment slips
- Visitor passes
- Training Handouts
- Full colour printing
- Large runs
- Licensing consultations
- NCR/numbered forms
- Housing – Leasehold

Retain

- Legal documents – originals bound
Scanning
- CT – summons
- Disciplinary documents
- Paper and envelop ordering, delivery
and storage

Ensure right equipment is in place if
elements are kept in-house

Elimination

- Movement to on-line billing may reduce
need for CT printing and housing rents
- Gain Member agreement for electronic
copies only
- No paper copies for officers
- NCR/numbered forms
- Visitors passes – done in a different way

Out Sourcing

- Annual billing – Council Tax
Housing Rents
- Benefits
- Agendas
- On demand - Mono
Enveloping
Binding
- Business Cards
- Compliment slips
- Visitor passes
- Training Handouts
- Full colour printing
- Large runs
- Elections Poll cards
Postal Votes
Ballot papers
(specialist company)
- Licensing consultations
- NCR/numbered forms
- Housing – Leasehold