

Print Policy

Policy Status	Draft
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Policy Sponsor	<i>Kate Bond, Head of Customer Communication & Improvement, Business Services</i>
Authorised by	<i>Policy & Resources Committee</i>
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1. Policy Statement

This Policy and associated procedure seeks to ensure that a cost effective, efficient and 'fit for purpose' printing service is provided to meet the Council's current and future business needs. This supports the delivery of the Strategic Outcome of Public Service Excellence (Council Plan 2013-2017).

In all Council offices and buildings, provision of printing, scanning, faxing, maintenance and print consumables (except paper) will be by one provider, Xerox UK Ltd.

2. Scope of Policy

This Policy applies to all Aberdeenshire Council employees and councillors.

This Policy applies to all Council offices and establishments with access to corporate, curriculum or public networks and all devices in such offices and establishments that provide printing, scanning or faxing functionality.

This Policy includes all externally procured print materials such as brochures and mail-outs and all bulk printing requirements. The Provider is also responsible for additional services such as enveloping, mailing and postage.

The production of all printed materials, postage and mailing fulfilment will be through the following channels:

- Localised network printers
- Multi-functional devices (MFDs); a combination of print, copy, scan and fax functionalities
- High volume bulk printing from Central Print Services
- Postage and Mailing services

3. Principles

- 3.1 To give clear guidance on the use of print devices and associated services including bulk print and mailing.
- 3.2 To reduce spend and print volumes across all associated printing, copying and mailed services through an outsourced service solution which provides the necessary print management to deliver better value for money from the service.
- 3.3 To support the transition to the Digital Strategy.
- 3.4 To promote the strategic management of outsourced printing services ensuring that high volume, colour printing, postage and mailing are channelled to the most appropriate delivery method with the necessary equipment and resource to provide this service.
- 3.5 To continue to promote the use of environmentally friendly printing processes to support the Council's Environmental Policy.

4. Related Links

Print Procedures
Acceptable Use Policy
Information Security Policy
ICT Asset Management Policy
Digital Strategy
Environmental Policy

5. Index of Documents

Revision Date	Previous Revision Date	Summary of Changes
31 January 2016		Creation of document
5 February 2016	31 January 2016	Consultation with Head of Customer Communication & Improvement and Commercial Manager, Commercial & Procurement Services
7 March 2016	5 February 2016	Consultation with key stakeholders.