

REPORT TO: POLICY & RESOURCES COMMITTEE ON 27 MAY 2008

SUBJECT: COLOUR COPYING CHARGES

BY: CHIEF LEGAL OFFICER

1. Reason for Report

- 1.1 To advise the Committee of the current cost of colour copying in respect of Committee reports, as requested at a previous meeting of the Committee.
- 1.2 This report is submitted to Committee of the Council's Administrative Scheme relating to regulating and managing the finances of the Council.

2. RECOMMENDATION

- 2.1 **That the Committee note the cost of colour copying in respect of Committee reports and, if so disposed, consider approving colour printing of appropriate performance reporting Committee reports and others considered appropriate, in consultation with the relative Committee Chair.**

3. Background

- 3.1 At a previous meeting of the Committee it was agreed that a report be submitted to a future meeting on the cost of colour copying relative to the production of Committee reports.
- 3.2 Due to the previous cost of 15p per A4 sheet for colour copying of Committee reports the previous Administration agreed to refrain from the use of colour copying in respect of Committee reports unless essential to the report eg colour maps. In these cases only 26 copies were produced for Members. Colour copies were available on the Internet copy of the relative Committee papers

4. COST OF COLOUR PRINTING

4.1 Prior to the introduction of the current printing machines, which were acquired as a 'spend to save' initiative, the cost of colour copying was 15p per A4 sheet. The current cost of black & white printing is 3.2p per A4 sheet (single sided) and 4p per sheet in colour. A difference of 0.8p per sheet.

4.2 As an example the cost of printing the Appendix for Item 7 "Performance Review for Period January 2008 to March 2008" on the Agenda for the Planning & Regulatory Services Committee on 3 June 2008 is 19.2p per set of papers for black & white and 24p per set of papers for colour.

4.3 The cost of printing short run high quality colour copies is 12p per A4 sheet. This mainly refers to final copies of items such as booklets and posters.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Development Plan/Community Plan/Service Improvement Plan

None

(b) Policy and Legal

The current policy is to refrain from the use of colour printing in respect of Committee reports, except in special circumstances, due to the previous cost of 15p per A4 sheet. This cost is now 4p per A4 sheet.

(c) Resources (Financial, Risks, Staffing and Property)

The resource implications are set out in Section 4 above.

(d) Consultations

The Printing Services Manager has been consulted and has provided the information on the cost of printing.

6. CONCLUSION

- 6.1 The Committee is invited to note the current cost of colour copying relative to the production of Committee and, if so disposed, to consider approving the re-introduction of colour printing of appropriate performance reporting Committee reports and others considered appropriate, in consultation with the relative Committee Chair.**

Author of Report: Committee Services, in consultation with the Printing Services Manager.
Background Papers: None
Ref: h/P&R /reports/2008/Colour copy charges