

Freedom of Information Act 2000

Onsite Print Room Management



Ref No: **FOI-1516-0344**

Q1: Does the Council have one or more onsite print rooms?

Response:

Yes

Q2: If the Council has an onsite print room is it managed in house or outsourced?

b) When is the print room contract renewal date?

Response:

The City Council has outsourced the provision of corporate services, including IT Services, Telephony and Print to Capita Business Services Limited ("Capita") under the Strategic Services Programme ("SSP"). The Capita contract was awarded on the 20th August 2007 for a period of 10 years which has now been extended until 30th September 2022. The method of supply and delivery is the responsibility of Capita and the City Council does not hold any information relating to the Capita's contracts for systems which underpin services they supply under the SSP.

Q3: How many staff work in the print room?

Response:

1 x Print Production Manager (P/T 22.2 hrs per week)

1 x Admin Assistant (P/T 16 hrs per week)

1 x Digital Operator (F/T 37 hrs per week)

1 x Temporary Digital Operator (37 hrs per week)

Q4: Who is the main supplier(s) of the Councils higher volume commercial print (leaflets, forms, posters, letterhead, etc)?

Response:

Capita

Q5: Who is the Councils main paper supplier?

Response:

Lyreco

Q6: How much paper (boxes or reams) did the Council purchase in the last 12 months?

Response:

Following a search of our paper and electronic records, I have established that the information you requested is not held by Southampton City Council. At our most recent audit, the Council determined we print approximately 17.8M clicks per year.

Q7: Does the Council hold printed stationary on site?

Response:

Limited amounts

Q8: What was the spend on external print during 2014/15?

Response:

£76,691.12

Q9: Who is the person responsible for the print room and externally purchased print?

Response:

David Little

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Head of Legal and Democratic Services, Southampton City Council, Civic Centre, Southampton, SO14 7LT; Email: legal@southampton.gov.uk, Fax: 023 8083 2308

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