



R Clark
Via email
request-279517-1d7a25ae@whatdotheyknow.com

Finance & Corporate Services
Direct Line – 020 7525 3568
Fax – 020 3014 8598
accessinfo@southwark.gov.uk

4 August 2015

Dear R Clark

Re: Your request for information: 540964

Thank you for your request for information that was received on 10 July in which you requested:

Please can you assist me in providing the following information about the Council:

- 1. Does the Council have one or more onsite print rooms?**
- 2. If the Council has an onsite print room is it managed in house or outsourced?**
- 2b. When is the print room contract renewal date?**
- 3. How many staff work in the print room?**
- 4. Who is the main supplier(s) of the Councils higher volume commercial print (leaflets, forms, posters, letterhead, etc)?**
- 5. Who is the Councils main paper supplier?**
- 6. How much paper (boxes or reams) did the Council purchase in the last 12 months?**
- 7. Does the Council hold printed stationery on site?**
- 8. What was the spend on external print during 2014/15?**
- 10. Who is the person responsible for the print room and externally purchased print?**

The information that you requested is enclosed

1. No.
2. N/A, Southwark Council has a bulk print service provided by Capita IT Enterprise Services.
- 2b. 31/1/2017, however this is a full IT Managed Service contract with Capita not a print room contract.
3. N/A
4. Swiss Post.
5. The council hold a contract with Antalis for the supply of paper however small quantities (no more than six boxes per order) may be ordered under the Office Depot stationery contract.

6. Orders for 2014-15 amount to 45,685 reams of paper.

7. No

8. The managed print spend for 1 Jan 2014 – 30 June 2015 is £1,025,841.2. Also for reprographics the spend for 1 Feb 2014 – 31 Jan 2015 is £35,396.37.

10. No print room. Richard Heap, Head of Technology Information & Data Services Southwark Council and Wendy Foreman, Head of Campaigns Southwark Council.

This information is being provided as a statutory obligation under the Freedom of Information Act 2000. Please note that under the Privacy and Electronic Communications (EC Directive) Regulations 2003 Southwark Council ask not to receive unsolicited marketing communications.

You are free to use the information provided for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, requires the permission of the copyright holder. You may apply for permission to re-use this information by submitting a request to accessinfo@southwark.gov.uk; you can find details on these arrangements at: <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/copyright-and-re-use/> Detailed advice about the Reuse of Public Sector Information Regulations (PSI) 2005 is available from the Office of Public Sector Information at: <http://www.opsi.gov.uk/advice/index.htm>.

If you have any queries or concerns then please contact us using the above details.

Further information on the Freedom of Information Act is available through the Information Commissioner at the:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
Internet: www.ico.org.uk

Yours sincerely,

Shareen Henry
Assistant Corporate Freedom of Information Officer
Financial & Information Governance Team
shareen.henry@southwark.gov.uk