

CORPORATE – 24/13

REQUEST

To outline my query as clearly as possible, I am requesting:

- 1) The overall cost of printing by the Council for the financial years 2009-10, 2010-11 and 2011-12 broken down by year
- 2) The cost of printing for each of these years broken down by Council departments
- 3) The cost of printing for each of these years by the council's internal printing service if one exists
- 4) The cost of printing for each of these years by any external supplier
- 5) The cost of postage for each of these years.

By printing, I mean leaflets, letters and information published and / or sent to residents, businesses etc as well as internal documents for use by council officers and councillors.

By postage I mean the cost of sending physical documents whether by Royal Mail or any other courier or shipping company.

RESPONSE

- 1) The overall cost of printing by the Council for the financial years 2009-10, 2010-11 and 2011-12 broken down by year

Internal Printing

2009-10	2010-11	2011-12
£98,189.00	£89,342.00	£69,485.00

Please note that some of these costs, although recharged by our internal print unit, will have been incurred externally by them.

- 2) The cost of printing for each of these years broken down by Council departments
- 3) The cost of printing for each of these years by the council's internal printing service if one exists
- 4) The cost of printing for each of these years by any external supplier

In terms of questions 2, 3 and 4, I am unable to break these down by department or differentiate between internal/external printing costs, as in terms of officer time, to provide that information in full would exceed the reasonable limit permitted under Section 12 of the legislation. As you may be aware, public authorities are entitled to levy a fee for complying to requests in those instances where they estimate that the determination, location, retrieval and extraction of information is likely to involve over 18 hours of officer time, with the minimum charge being £450 (equivalent to £25 per hour) but could be higher depending on the length of time the enquiry takes. I can provide you with a list of all transactions within a range of codes within our financial system where printing costs are likely to have been captured.

It is often assumed that applicants will not wish to pay for the information and in order to assist, I can provide you with listings of transactions as detailed above and which could be retrieved without exceeding the 18 hour ceiling. Please let me know if you wish to proceed on this basis.

I am able to provide you with figures in respect of the postage costs for the years requested and these are as follows:-

2009-10	£189,144
2010-11	£161,593
2011-12	£175,633