

ANGUS COUNCIL

SCRUTINY & AUDIT SUB-COMMITTEE – 29 SEPTEMBER 2009

BEST VALUE MANAGEMENT REVIEW - PRINT & DESIGN UNIT

REPORT BY DIRECTOR OF CORPORATE SERVICES

ABSTRACT:

This report advises members of the completion of the Best Value Management Review of the Print Design Unit and the recommendations contained therein.

1. RECOMMENDATIONS

It is recommended that the Sub-Committee:-

- (i) Note the outcome of the Best Value Management Review of the Print & Design Unit; and
- (ii) Agree the recommendations contained in [Appendix 1](#) which were agreed in principle by the Corporate Services Committee on 3 September 2009.

2. BACKGROUND

The PDU was established in its current form at local government reorganisation in 1996 and it was intended at that time that the Unit would be capable of managing the Council's needs with regard to print & design services by delivering a substantial proportion of these in-house depending on capacity issues. Report 172/95 stated that "the unanimous view of the Management Team is that a corporate unit is required, and that to allow individual departments to make their own internal arrangements would lead to a piecemeal and expensive approach."

Over a number of years there has been an erosion of this policy to the extent that departments now seek quotations from external suppliers for all work over the value of £500 and in some instances for work under this amount. This coupled with the PDU making a deficit for the first time of £9,609 in 2008/09 resulted in the Head of Law & Administration conducting a Best Value Management Review of the Print & Design Unit.

3. PROPOSALS

The Head of Law & Administration carried out a comprehensive review of the Print & Design Unit and the way in which the Council currently procures its print services. The findings of the Review are contained in the Best Value Management Review Report attached at [Appendix 2](#) for information.

It is proposed that the recommendations contained in the Best Value Management Review Report (Appendix 1) are implemented in full to ensure the long term viability of the PDU and to secure the continued provision of high quality print services to the Council as a whole.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the terms of this Report.

The proposals will provide the PDU with a more certain financial future and the balances and controls to be applied will ensure that this does not bring about a more expensive service to user departments.

5. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications associated with this Report.

6. EQUALITIES IMPLICATIONS

The issues dealt with in this report have been the subject of consideration from an equalities perspective (as required by legislation). An [equalities impact assessment](#) is not required.

7. SINGLE OUTCOME AGREEMENT

This Report contributes to the following local outcome contained within the Single Outcome Agreement for Angus:-

- Resources are used effectively

8. ASSESSMENT OF ANALYSES OF RISKS

There is a risk that the Council does not achieve best value in its procurement of printing services.

9. CONSULTATION

The Chief Executive, Head of Finance and Head of Law and Administration have been consulted in the preparation of this report

11. CONCLUSION

Approval of the recommendations contained in the Best Value Management Report will enable the Print & Design Unit to have a more certain future, guarantee a quality and competitive price service to departments and ensure that the Council's scarce resources are used effectively to achieve best value for this key service area.

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