

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

25 June 2014

Report of the Management Team

Part 1- Public

Executive Non Key Decisions

1 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY COMMITTEE – REVIEW OF POSTAGE AND COURIER COSTS

To consider and endorse the recommendations arising from the review.

1.1 Background

- 1.1.1 The Overview and Scrutiny Committee has undertaken a review of postage and courier costs. Potential annual savings in excess of £26,000 have been identified and potential options for change were outlined in the report. The recommendations of the review are set out below.

1.2 Review Recommendations

- 1.2.1 The review group has recommended the following:

- (a) That the Council now uses Royal Mail accredited accounts for the majority of its postal needs, pursues all possible options for savings within Royal Mail and that the use of the franking machine is discontinued.
- (b) The guaranteed early delivery postal service is discontinued.
- (c) Any cheaper and appropriate alternatives to the use of Royal Mail are investigated in the longer term.
- (d) That the current courier service is discontinued.
- (e) That, in the interim, a reduced courier service is introduced using existing caretaker staff until all such information is able to be delivered via electronic means, in line with the business transformation agenda.

1.3 Financial and Value for Money Considerations

- 1.3.1 As dealt with by the review.

1.4 Risk Assessment

1.4.1 N/A

1.5 Equality Impact Assessment

1.5.1 See 'Screening for equality impacts' table at end of report

1.6 Recommendations

1.6.1 That the recommendations of Overview and Scrutiny Committee regarding the review of postage and courier costs **BE ENDORSED**.

Background papers:

contact: Gill Fox

Nil

Julie Beilby
Chief Executive
On behalf of the Management Team

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	To be addresses as and when changes are implemented
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	As above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.