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## Management Board

### SAVINGS PROGRAMME (PHASE 2)

#### Print to Web [P2W]

A paper by DG Chamber and Committee Services, DG Information Services, Director of PICT and Director of Savings

#### Purpose

1. This paper sets out, for Management Board agreement, initial proposals for taking forward work already underway on the delivery of savings by a staged programme of reducing the volumes we print and delivering enhanced services via the web.

#### Decision required.

2. The Board is invited to agree that:
  - a. Work should continue on identification of savings and service enhancements which can be achieved by web-only publication and by easier printing of documents from the web
  - b. The Printing and Publishing Management Group [PPMG] should initiate a rapid mapping exercise of the half-dozen principal classes of documents currently printed [Order Paper, Bills, Official Report, Early-Day Motions, Select Committee Reports...] to identify costs, volumes, internal and external users, distribution, web presence etc. This exercise should also seek ways of finding out preferences on delivery directly from key users.
  - c. PPMG should convene a small P2W group — including the Lords, if they agree — to draw up a vision for what a future service would be like, along with the underlying principles, for Board agreement. This vision should draw on existing WIS and PDP vision papers, and should at least address the aspiration of electronic publication as the prime means of publication.
  - d. Once the vision is agreed, a business case should be developed assessing the costs and benefits of delivery of the vision.
  - e. The Savings Programme Board has a role in this work along with other strands of the savings programme. As with those other strands, this work should report into the Savings Programme Board to ensure the Commission's savings target is met.
3. This programme of work will require a significant amount of effort and involve people who are already stretched in delivering current plans. The Board may wish to indicate the level of priority and effort that should be given to this work.

#### Background

4. At its meeting on 27 January 2011, the Management Board agreed that work should proceed on developing redesign options according to our areas of greatest spend, in particular looking at the estate/accommodation and printing, in support of the review being conducted by the Finance and Services Committee.

5. This paper focuses on work that could be carried out on printing. This impacts on the work of DCCS, DIS and PICT in particular.
6. Significant savings have already been achieved, or are scheduled, by not printing the following publications:
  - Weekly compendium of early-day motions — £350,000 pa, from May 2010
  - Weekly Information Bulletin — £100,000 pa, from May 2010
  - Select Committee evidence — £225,000 pa, from October 2010
  - Questions Book — £865,000 pa, from April 2011
  - Wallsheets — £98,000 pa, from April 2011
  - Weekly lists — £66,000 pa, from April 2011
  - House proceedings on Bills — £86,000 pa, from April 2011
  - Public Bill Committee written evidence — £25,000 pa, from April 2011.
7. Approximately £211,000 pa will be saved by reducing expenditure on Government publications.

### **Vision**

8. Existing users are generally comfortable with the service they currently receive, and the business is also habituated to hard copy. If a vision can be produced it will need to show both groups that a revised service will be better. This vision will need to address the real issues of, for example, usability (especially while taking part in proceedings) and alternative means of delivery (desktop, mobile, paper). Associated issues (search, integration and linking between text and video, sharing and re-use of content, contextualisation of content) should also be covered.

### **Business case**

9. Any change from print to web will not be cost free. In order to make progress, a business case will be required to assess the costs and benefits. In order for a business case to be developed, the Board needs to agree some key principles, covering for example the extent to which web and print versions must be identical, updating, and ease of download. The Management Board is not being asked to agree details at this stage. The vision and principles will be brought to the Board in due course for agreement.

### **Members**

10. The main users of printed materials are Members and staff of the House, but we should not ignore the use made by the public, including commercial users, who pay for the product, and libraries. There are likely to be mixed views about this change. We should seek now to begin a dialogue with Members about this. Routes will no doubt include the Liaison Committee, the Panel of Chairs and the Administration Committee. The Procedure Committee may also wish to become engaged.

### **Timescales**

11. The Management Board has agreed that costed options relating to estates and accommodation should be brought back to the Management Board and Member

committees for consideration by the summer recess. We suggest that this work follows the same timetable.

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