
Management Board

Communications – Print Savings and Staff/Leadership Meetings

*Take note paper by the Head of Central Communications,
Office of the Chief Executive*

Purpose

1. This take note paper provides the Board with details about changes that will soon be made to the internal communications that the House Service issues to staff of the House, Members and Members' staff, with the overall aim of improving the frequency and relevance of information and saving money. This paper also outlines dates for the next tranche of all staff meetings and Leadership Event.

Context

2. In line with the aim of the Strategy to be innovative, to save money and provide effective information to Members, in spirit of the print-to-web strand of the Savings Programme and to help meet the OCE's 10% departmental challenge, the Central Communications Team has been identifying ways to reduce its reliance on printed papers and to realise financial savings and environmental benefits from the electronic delivery of information. The team has been reviewing the range of communications currently produced in printed format, looking at where these may be more effectively delivered through electronic means (online and by email). Print-friendly solutions will be available for those who need to read documentation in hard copy, e.g. Facilities and DCCS staff without access to computers at work.

Consultation

3. The Central Communications Team outlined its plans to cut printing costs and make greater use of the intranet in communicating to Members and their staff when it met the Administration Committee on 30 January. The Committee was content with this development, as was the Savings Programme Board which was consulted on the switch from hard copy of *CAPS News* to the e-version at its February meeting; and the Internal Communications Group which has been consulted at various meetings since December 2011.
4. The Director General of Facilities, the Acting Serjeant at Arms and the Head of Diversity were also consulted to ensure we were not disadvantaging particular groups of staff who did not have access to computers and they expressed support for the production of a print friendly version of the e-version. All staff who do not have access to a computer will receive a hard copy print out of the e-version – via their Internal Communications Representative every month, while the Web and Intranet Service will assist the Communications team with further developing the print friendly version of eCAPS News.

Matters to note

5. The Board is asked to note the following.

6. Print savings

- a) The production of *CAPS News* in hard copy will discontinue from June 2012. The May issue is the last hard copy version and an e-version will be produced thereafter on a monthly basis. Hard copies of the newsletter will be distributed, via departmental internal communications reps, to all staff without electronic access. This will generate savings of about £14,000 annually (excluding staff costs). Feedback received from staff suggests that they do not think hard copies of newsletters send the right message about savings, while nearly three out of four readers (72.5%) currently access the e-version. Statistics provided by the Web and Intranet Service confirm that the e-version of *CAPS News* is very popular.
- b) The production of *Commons Quarterly* for Members in hard copy will discontinue from May 2012. A monthly e-version will be produced increasing the frequency of news to Members from quarterly to monthly. We hope that this will provide Members with more topical and therefore useful news. Savings: circa £2,400 annually (excluding staff costs). This proposal was discussed with the Administration Committee on 30 January and the Committee was supportive.
- c) *What's on* quarterly guide: the *What's on* quarterly guide will be discontinued from summer 2012. The monthly poster advertising campaigns will, however, continue and a dedicated events page will be launched on the intranet in May 2012. This change will generate savings of about £1,800 annually (excluding staff costs). This proposal was also supported by the Administration Committee.

7. Communication for managers

An e-newsletter for all line managers will be launched in autumn 2012 to improve communications with this audience. The Central Communications Team will develop the content with contributions from colleagues across the House/PICT and, in particular, secretaries to key groups and programmes boards, e.g. the Management Board, House of Commons Commission, Administration Committee, Savings Programme, HR PPP, etc.

8. Staff engagement – dates for your diaries

The following all-staff meetings have been booked in DGs' diaries and will be announced to staff shortly:

- Tue 26 June, 5.30-6.30pm (Committee Room 14)
- Wed 27 June, 11am-12noon (Attlee Suite)
- Thu 28 June, 4-5pm (Attlee Suite)
- Fri 29 June, 8.30-9.30am (Attlee Suite).

9. A Leadership Event has been tentatively booked for the morning of 14 June. This can accommodate the smaller leadership group of approximately 50 managers or the larger group of 150 managers. The Central Communication

Teams will be in touch individually with Board members to seek their views on issues they would like raised and their preferred format for the events.

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Office of the Chief Executive
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