

**Somerset Council MTFP 2024/25 - 2028/29  
Savings Proposal**



Title of savings proposal	Reduce post, print and digital mail costs
Reference Number	RCS016

Executive Directorate	Resources
Service Directorate	Strategic Asset Management
Service	Facilities Management

Lead member	Cllr Ros Wyke - Economic Development, Planning and Assets
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Cost centre name	Corporate Landlord - General
Cost centre code	G001111

**Overview of proposal**

Description of savings proposal (alt+return for new line)  
Initial reduction in third party (non-staff) costs resulting from the transition project to align Print, Post and Digital mail services; reduction in postage costs from standardising to second class outbound mail and contract alignment.

What will the saving achieve? (alt+return for new line)

Type of saving	LGR Saving - Contract
Which of the 17 key areas does the saving cover?	
Is this saving once-off or ongoing?	Ongoing
Does this impact on either the Council's priorities or another service?	No
Are there any policy change requirements? If yes, please provide further information below.	No

**Benefits of the proposal**

Tangible Benefits - savings/income £ (pro-rata for part year)	Intangible benefits (e.g. cost avoidance)
2023/24 (in-year)	
2024/25	25000
2025/26	

**Delivering the proposal**

Describe the high level milestones for delivery, including timescales and target delivery date for the saving.

Delivery will be managed through the Print, Post and Digital Mail transition project.

Who are the key people/services involved/required (internal and external).
The existing Print, Post and Digital Mail project team will deliver the saving - mainly staff within the FM and mailroom teams, supported by digital, ICT and procurement specialists.
What activity is needed to achieve the saving?
Process re-engineering, policy change and contract reviews.
What are the financial resources required?
n/a
Are there any limitations or constraints?
n/a
What is the anticipated impact on service delivery to residents or business?
n/a

Please note that an equalities impact assessment is required for all proposals.

Other implications	
Impact	Number or description
Staffing impact (#s)	n/a
Redundancy or vacancy?	
Legal impact	n/a
Insurance or other impact	n/a
Equalities impact	n/a

Please ensure that you have consulted HR and your Finance Business Partner regarding any staffing savings.

Risks	
What is the risk status of the proposal?	Low
What are the risks associated with this proposal?	
The target financial quantum may not be achievable.	
Are there mitigations or actions that if implemented can reduce those risks?	
Regular review by the project team will mitigate the risk.	

Please send your completed form to your Finance Business Partner for sign-off and submission of request.