

POLICY**Printing and Publications**

Policy owners	Norfolk and Suffolk ACOs (Resources)
Policy holder	Joint Head of Procurement and Supplies
Author	Joint Head of Procurement and Supplies

Policy No.	49
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Approved by

Legal Services	26/02/15
Policy owner	24/03/15
JJNCC	03/12/14

Note: *By signing the above you are authorising the policy for publication and are accepting accountability for the policy on behalf of the Chief Constables.*

Publication date	27/03/15
Review date	27/03/17
APP Checked	N/A

Note: *Please send the original Policy with both signatures on it to the Norfolk CPU for the audit trail.*

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Legal Basis

Legislation specific to the subject of this policy document

Section	Act (title and year)

Other legislation which you must check this document against (required by law)

Act (title and year)
Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
Equality Act 2010
Crime and Disorder Act 1998
Health and Safety at Work etc. Act 1974 and associated Regulations
General Data Protection Regulation (GDPR) and Data Protection Act 2018
Freedom Of Information Act 2000
The Civil Contingencies Act 2004

Other Related Documents

1. Introduction

- 1.1 Due to the potential legal implications from the use of out of date or inaccurate forms and the public perception of the service when displaying publications, high standards and control of publications will be set and maintained.

2. Principles

- 2.1 To eradicate unnecessary bureaucracy whilst maintaining necessary control, there is a requirement to ensure that a properly structured set of corporate common publications (CPs) exists to cover all aspects of administrative and data collection requirements. A process is in place to ensure non-common publications keep to corporate standards, that no infringement of copy rights are apparent and best use of resources in manufacture are being applied.

3. Applying the Principles

- 3.1 All CPs are to be managed by a form/publication owner (Owner) who is to be a nominated post holder responsible for the use of the forms within an operational or support function.
- 3.2 Owners are to review CPs once every three years or as required to ensure they remain fit for purpose. Templates will be version controlled with the latest being available for use and previous versions archived.
- 3.3 If there are any queries about the application of this policy the Print Co-ordinator can be contacted for advice at: ForceForms@norfolk.pnn.police.uk

4. Ordering and Delivery

- 4.1 The Printing Services Unit (PS) has a “print on demand” capability for the manufacture of higher quality products at a better value than general force Multi-function Devices (MfDs) and outsourced providers.
- 4.2 To maximise the internal capability of the PS, all print requirements are to be directed to the PS other than those highlighted in 4.3. The PS will arrange production either internally or through third party providers.
- 4.3 If a small number of straightforward forms are required and quality is not an issue then templates can be accessed at: <W:\Collaboration\Strategic Change\Organisational\Reports and Publications\Force Forms> to be printed locally.
- 4.4 Enquiries for the initial design and manufacture of new forms and publications for internal use are to be made to the PS. Design for all other publications is to be made to the Corporate Communications department. This may result in a face to face meeting or the use of other technical solutions to finalise the artwork; with the final design being signed off by the requestor once it meets all necessary corporate standards.

- 4.5 All new forms are to be reviewed by the Information Management Department to ensure there are no potential data protection infringements; this will be coordinated by the PS.
- 4.6 Minimum effort should be put into the preparation of any design drafts by the requester as PS will advise on the most appropriate and cost effective method of production (design, manufacture and reproduction).
- 4.7 Requests for all printed matter, when artwork has been agreed, will be made following the processes shown at appendices 1 and 2. At present there are separate processes for Norfolk and Suffolk, but these will be aligned with the implementation of the joint purchasing system in 2015.
- 4.8 A budget code will be required for all printing services.
- 4.9 Completed orders will be delivered via the general internal delivery service. If the requirement is urgent the requestor should coordinate collection and delivery through Transport Services.
- 4.10 Because of regular changes in the format of publications and the cost of holding stock, it is not cost effective to hold unnecessarily large quantities of publications. Local units should retain a working stock based on their normal use and re-order at a level that will not leave them with any shortfalls.

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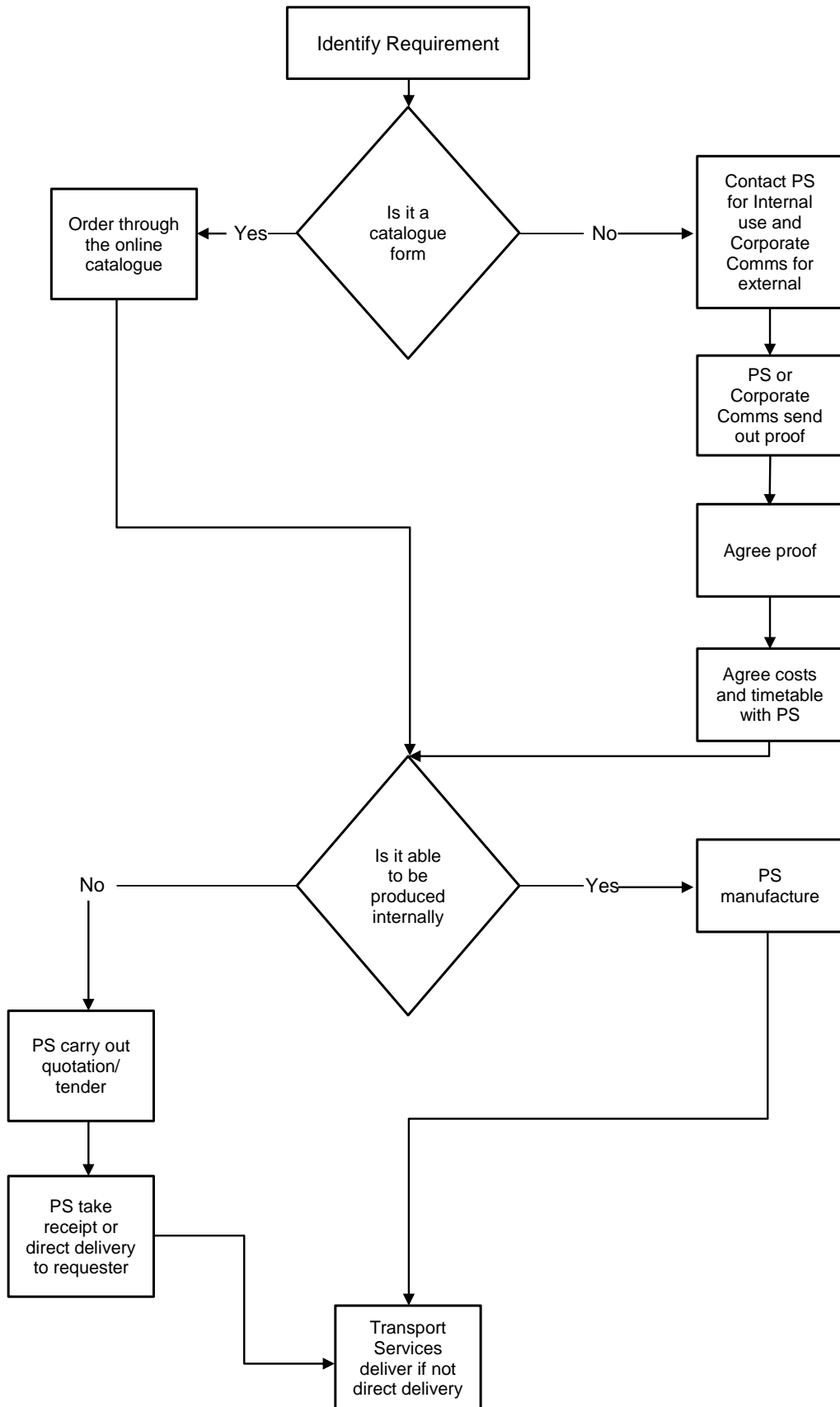
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Appendix 1

Ordering Process - Suffolk



Appendix 2

Ordering Process – Norfolk

