

London Borough of Barnet,  
2 Bristol Avenue, Colindale,  
London NW9 4EW  
10 August 2022  
Our ref: 8340613

Thank you for your request received on 5 August 2022, for the following information:

**To Whom It May Concern,**

**I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000.**

- 1. Does the organisation currently have an onsite central print facility for staff?**
- 2. If so, what is the annual turnover for the print facility?**
- 3. If so, does the central print facility outsource any of the following items of work?**

**a. Digital Print - small and large jobs?**

- i. If so, who is the current contract with?**
- ii. If so, what is the annual spend?**
- iii. If so, when is the contract due for renewal?**
- iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?**
- v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.**

**b. Large Format Print - including pop up banners , storage and set up?**

- i. If so, who is the current contract with?**
- ii. If so, what is the annual spend?**
- iii. If so, when is the contract due for renewal?**
- iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?**
- v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.**

- 4. If there is no central print facility for staff who undertakes the following items of work?**

**a. Digital Print - small and large jobs?**

- i. If so, who is the current contract with?**
- ii. If so, what is the annual spend?**
- iii. If so, when is the contract due for renewal?**
- iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?**
- v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.**

- b. Large Format Print - including pop up banners , storage and set up?**
  - i. If so, who is the current contract with?**
  - ii. If so, what is the annual spend?**
  - iii. If so, when is the contract due for renewal?**
  - iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?**
  - v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.**

**I would like the above information to be provided to me as an electronic copy. If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters.**

**If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.**

**I understand that you are required to respond to my request within the 20 working days after you receive this letter. I would be grateful if you could confirm in writing that you have received this request.**

**I look forward to hearing from you.**

**We have processed this request under the Freedom of Information Act 2000.**

## **Response**

**The council holds the information requested and it is attached/ the answers to your questions are below**

***I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000.***

- 1. Does the organisation currently have an onsite central print facility for staff?***
- 2. If so, what is the annual turnover for the print facility?***
- 3. If so, does the central print facility outsource any of the following items of work?***

- a. Digital Print - small and large jobs?***

- i. If so, who is the current contract with?***
- ii. If so, what is the annual spend?***
- iii. If so, when is the contract due for renewal?***
- iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?***
- v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.***

- b. Large Format Print - including pop up banners , storage and set up?***

- i. If so, who is the current contract with?***
- ii. If so, what is the annual spend?***
- iii. If so, when is the contract due for renewal?***
- iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?***
- v. Please confirm the name or job role of the employee that is responsible for***

***this contract within your organisation.***

***4. If there is no central print facility for staff who undertakes the following items of work?***

***a. Digital Print - small and large jobs?***

***i. If so, who is the current contract with?***

***ii. If so, what is the annual spend?***

***iii. If so, when is the contract due for renewal?***

***iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?***

***v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.***

***b. Large Format Print - including pop up banners , storage and set up?***

***i. If so, who is the current contract with?***

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***v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.***

***I would like the above information to be provided to me as an electronic copy. If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters.***

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Barnet has outsourced it's Print Room which provides a centralised printing function as part of the Capita Contract. Details for this can be accessed at:

<https://open.barnet.gov.uk/dataset/customer-and-support-group-csg-contract>

There are also 55 MFDs for staff to use throughout the Colindale offices and in other council buildings.

The lead officer for print contracts is:

[simon.hime@barnet.gov.uk](mailto:simon.hime@barnet.gov.uk)

## **Further information**

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

## **Advice and Assistance : Direct Marketing**

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link [www.ico.org.uk](http://www.ico.org.uk)

**For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.**

## **Your rights**

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: [foi@barnet.gov.uk](mailto:foi@barnet.gov.uk). Or by post to Records & Information Management Service, Assurance Group, London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website [www.ico.org.uk](http://www.ico.org.uk)). There is no charge for making an appeal.