

From: [FOI Responses](#)
To: [REDACTED]
Bcc: [REDACTED]
Subject: FOI Request - [REDACTED] - Response
Date: 12 March 2024 16:53:00
Attachments: [image002.png](#)

[REDACTED]

Thank you for your Freedom of Information request dated 1 March 2024, for printing and publication information.

Please find below City of Doncaster Council's responses to the questions you have raised.

Request:

1. Names, telephone number and email addresses of key contacts within the Local Authority for managing/organising and purchasing outsourced printed materials - booklets, leaflets, prospectus, magazines, brochures, flyers etc.

Response:

The information you have requested is as follows:
InPress, City of Doncaster Council
Contact: Andrew Winkley, Team Manager - InPress
Telephone: 01302 364165
Email: Inpress@doncaster.gov.uk

Request:

2. A description of the decision-making process for onboarding new print suppliers.

Response:

The Freedom of Information Act provides a right of access, subject to certain exemptions, to recorded information held by public authorities. It does not require public authorities to express opinions or comment upon matters. This question requires the expression of an comments therefore this information is not held. However we are prepared to answer this outside of the FOI Process but please note this question will not be included should you wish to appeal the response.

As an internal printer that has litho and digital machinery, InPress produce all printed materials inhouse.

Request:

3. Company names of your preferred print and publication design suppliers you currently use for printing and design services

Response:

City of Doncaster Council does not hold this information. All printed materials are produced in house by InPress and design work is undertaken by City of Doncaster Councils internal design service.

Request:

4. Estimated annual spend on outsourced print. (ball-park is fine)

Response:

The estimated annual spend is £10k. This is on ad hoc materials such as Foamex boards, banners and stickers.

I hope that this information is useful to you.

City of Doncaster Council estimates that it has cost £46.00 to respond to this request for information.

Reviewing any decisions made:

If you are not happy with this reply you can ask us to review our response. To do this write to us within 40 working days of receiving your response at the address below or email FOIAppeals@doncaster.gov.uk

If you do not agree with the review decision you can apply to the Information Commissioner's Office (ICO) for a decision about our compliance or otherwise with the Freedom of Information legislation. Contact details for the ICO are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. www.ico.org.uk Telephone 0303 123 1113.

Yours sincerely,

Lucy McMahon

Freedom of Information Officer
Corporate Resources
City of Doncaster Council

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