

Performance measure	Target and reporting timescale	Baseline/output from 2022 – 2023	Owner and co-owners
<ul style="list-style-type: none"> Security Threats Code of Practice – ensure all parcels received at the Grange are processed for suspect content to mitigate an associated risk of injury or loss of human life Service Delivery Plan business continuity and resilience to breakdown of supply chains (paper, stationery, inks, toners and other consumables) 	As identified, annually	<p>email campaigns, all parcels are X-rayed for suspicious content without exception.</p> <p>Service Delivery Plan is formally reviewed at the team meeting (February 2023) and monitored throughout the year.</p> <p>Business continuity and resilience to breakdown of supply chains: actions mitigating the risk are taken daily.</p>	Reprographics Manager
<p>Provide accessibility training session and guidelines to all identified staff members in order to enable corporate compliance with WCAG 2.1 statutory accessibility regulations for Council's published communications (print and web)</p>	New performance measure.		
<p>Council's Strategic Outcome: A clean, green and attractive place.</p>			
<p>Reprographics' Strategic Objective: Undertake activities which help to mitigate/adapt to climate change. Contribute to the implementation of Council's Climate and Environmental Action Plan.</p>			
<p>Link to Corporate Plan: Cleaner, greener East Cambridgeshire.</p>			
Performance measure	Target and reporting timescale	Baseline/output from 2022 – 2023	Owner and co-owners
<p>Produce ECDC paper usage reports</p>	Monthly reports, annually	Monthly (from April 2022 onwards) paper usage reports produced as an executive summary, departmental breakdown and departmental environmental impact data sets.	Reprographics Manager
<p>Assist in the creation and implementation of paper waste reduction campaign to all ECDC staff by creating an action plan and campaign content; promote a culture of reuse-reduce-recycle of all ECDC resources</p>	As required, annually	<p>Climate group and paper workgroup meetings.</p> <p>Paper waste reduction plan created and approved in December 2022.</p> <p>Paper waste reduction campaign content created in December 2022.</p> <p>Recycling scheme for all toner and ink cartridges.</p> <p>Introduction of A4 recycled office paper to all staff.</p> <p>Paperless departmental processes and procedures.</p> <p>Reduce-reuse-recycle promoted within Reprographics service to all staff by introducing a "Cabinet of Curios" and producing scrap paper notebooks.</p>	<p>Reprographics Manager</p> <p>Reprographics Officer (3)</p> <p>Reprographics and DMS Officer (4)</p>