

Policy & Resources Committee

Report Title:	Meeting Nameplates
Meeting Date:	7 November 2023
Contact Officer:	Lizzie Fuller, Committee Services & Processes Officer

Purpose of the Report

1. To provide context for replacing the nameplates used at council meetings.

Action Required

2. To note the report.

Background

3. Thame Town Council's current meeting nameplates for staff and councillors were purchased at the start of the 2015-2019 administration, meaning they are now over 8 years old.



Existing name plate dimensions (of cream plate):
25.5cm x 7cm

4. The existing nameplates originally were all engraved, however due to two local elections and various changes to staff personnel / titles since 2015, the majority are now covered over with a laminated sheet designed by Officers to match existing.
5. Officers have explored various options to replace the nameplates.
6. The most cost effective and environmentally sustainable option would be to purchase nameplates where the nameplate card can be slotted in and out. Upon researching options, Officers consider that the nameplates shown below would offer a professional looking nameplate and efficient storage.
 - Dimensions: 25cm x 6cm (size of name card = 5cm)
 - Material: Aluminium with plastic cover for nameplate card slot.



7. Officers would have full editorial control of the nameplate design. Meaning TTC's logo and brand colours / fonts can be added (see mock-ups below). The text can be updated as required, and additional nameplate cards can be produced for external organisations / speakers. Nameplates will be designed in accordance with accessibility requirements.



8. A sample nameplate has been ordered to assess the product's quality and suitability. Unfortunately, this will not be delivered in time for P&R.
9. A total of 35 nameplates will be ordered:
 - 8 for staff
 - 16 for TTC councillors
 - 3 for SODC councillors
 - 2 for OCC councillors
 - 1 for speaker (although current nameplate could be reused)
 - 5 spare (for consultants, presenters etc)

10. Councillors who have an original nameplate from 2015 are welcome to take theirs home once the new nameplates are ready.

Resource Appraisal

11. For 35 nameplates as shown above, including delivery and excluding VAT, the total is £174.60. The unit price is £3.80. This will be funded from the existing corporate image budget.

12. Quotes for an engraved nameplate (unit price excluding delivery, logo, and VAT) ranged from £11 to £27.50 (unit price), with varying levels of quality / materials and personalisation (font type and colour). The majority were also only 20-22cm wide, which may have been an issue due to long job titles or names. This would have used most of / exceeded the available corporate image budget.

Risk Assessment

13. Nameplates may be damaged. One of the 5 spare nameplates could be used. A single nameplate (including delivery) is £10.56, however there is a unit price saving on orders over 10.

Legal Powers:

- Local Government Act 1972, Section 111

Recommendation

It is recommended...

- i) To note the report.*