

CORPORATE CHRISTMAS CARDS

Executive summary

1. This Paper seeks the SPCB's approval to proceed with an improved process and range of corporate Christmas cards, which increases the choice available to Members each year, through a stream-lined internet-based ordering facility.

Issues and Options

2. The Visitor Services office took responsibility for design and production of the SPCB corporate Christmas cards in 2007, producing two or three new designs annually.

3. Following feedback from Members, we have produced an intranet-based online order form, which is designed to simplify the ordering process for Members and their staff, by providing a wider choice of designs, based on previous favourites, best-sellers along with new designs.

4. A total of nine designs will be available to Members in 2014: three are brand-new; six are best-sellers from previous years, offering a range of images that vary from contemporary to more traditional. A combination of photographs and paintings make up this selection. Examples of the finished cards will be available to view at the SPCB meeting.

5. We are keen to further promote the parliament art collection, and will also begin a series of images using details of works housed in the building as part of this wide range. A detail from Alison Kinnaird's *Psalmsong* is the first artwork to feature, with more to follow in subsequent years.

6. A choice of printed greetings remains in place, with Members able to choose standard greetings or personalised messages for orders over 200 cards. Costs to Members have been maintained at the same level as in 2013.

7. For Christmas 2015 we would like to investigate designs in a digital format, which might be a popular option in the context of the SPCB's stance on environmental matters. Officials plan to return at a future date with a paper setting out the associated resource requirement and a full business case.

Resource Implications

8. Order processing, staffing and ordering fulfilment will be achieved at no additional cost.

Governance issues

9. There are no governance issues. Any Members or pass-holders unable to use or access the on-line order form will be able to contact Visitor Services staff for assistance in completing their orders and discussing their specific requirements.

Publication Scheme

10. This Paper can be published.

Next steps

11. Subject to SPCB's approval, the Visitor Services office will open the online ordering forms on Monday 13 October 2014.

Decision

12. The SPCB is invited to approve the new ordering process and range of images, which will continue to grow and develop in succeeding years.

13. The SPCB is invited to note that officials will return in due course with a proposal to offer Christmas cards in a digital format.

Visitor Services
October 2014