

# The Worx

THE BI-ANNUAL **officeworx** NEWSLETTER



## **OFFICEWORX IS 10**

It's been 10 years since System Print and Netcomm UK merged becoming Officeworx

## **FOCUS ON**

Home Instead Senior Care share top tips on selecting a home care provider

## **PLUS MUCH MORE**

Officeworx go green, raise funds for charity and release new website



## Sue Ryder Leckhampton Court Hospice

On Sunday 26th April 2020, Rob will be running the **London Marathon** to raise money for Sue Ryder Leckhampton Court Hospice. Although Rob and Paul ran the London Marathon together in 2018, raising money for **Well Child** this time around will have an extra special meaning as Rob's dad Pete regularly attends the hospice as a day patient.

Rob needs to stick to a rigid training plan in order to complete the full 26.2 miles in April and has recently completed half marathons in Rhode Island USA and Palma de Mallorca.

In addition to all the hours of training, Rob has committed to raising **over £2,000** for Sue Ryder. Fundraising events so far have included car-boot sales, a coffee and cake morning at Oakdene retirement home and a bucket collection at Morrisons in Up Hatherley. Fundraising is going well and we are confident that the continued generosity from friends and family, customers and suppliers will help Rob hit his target to provide much needed funds to help Sue Ryder Leckhampton Court Hospice continue their vital work in providing palliative, neurological and bereavement support. If you are able to make a donation please visit

[www.justgiving.com/rob-adkins](http://www.justgiving.com/rob-adkins).



Training at Clapham, London



Rob runs the Rhode Island half marathon



The residents at Oakdene enjoyed a morning of coffee and cake!



Another half marathon training run in sunny Palma!

## CCP

Another year packing hampers at **CCP's** yearly **Hamper Scamper** appeal. We love helping this charity at Christmas. It's a real team event. We have lots of fun and the atmosphere is always amazing at Hamper Scamper HQ. This year **1,757 hampers** were sent out to vulnerable individuals and families struggling at Christmas. If you would like to help out next year please visit [www.ccp.org.uk/appeal/hamper-scamper](http://www.ccp.org.uk/appeal/hamper-scamper)





## Cheltenham Animal Shelter

Thank you to all those whose furry friends participated in our dog bowl competition last summer! We received over 40 photos of your beloved pets with our branded Officeworks bowls. As promised, we donated 50p for every picture to **Cheltenham Animal Shelter** raising **£47** for the charity. The winner was Alma the Vizsla who posed with a lovely array of our bowls and copies of *The Worx*. Evie the Officeworks dog presented Alma with a canine goody box at Officeworks HQ.



Alma the Vizsla wins Evie's competition!



Evie presents Alma her goody box



Katie & Evie present Cheltenham Animal Shelter General Manager Peter and Harriet Almond the proceeds from Evie's dog bowl competition



## Some of the other entries . . . . .



# People past and present make **Officeworx** the company it is today



## 1980



**1980**

Print broker business  
**System Print Business Forms**  
is founded by David Gunton.



**1986**

**Maureen Trinder**  
joins David as  
Company Secretary.

**2004**

Pete's daughter **Kate Berry**  
joins the business to  
help with growing stationery  
and printing sales.

**James Overbury** sells his  
shares Of Netcomm UK to Paul.

**2005**

**Pete** retires leaving  
System Print in safe hands!

**Liz Reynolds** and **Martin Croucher**  
join Netcomm UK bringing a wealth  
of experience of cabling solutions  
and opening up the education sector  
for Netcomm UK.



**2006**

Paul's cousin **Ian Tibbotts**  
joins Netcomm UK.  
**Roger Gregory** joins  
System Print as delivery driver.

**2009**

System Print & Netcomm  
UK merge and **Officeworx**  
is formed as a one stop shop.

**officeworx**

**2010**

**Katie Weyman**  
joins bringing  
fresh marketing expertise to  
the newly formed Officeworx.



**2014**

Officeworx begins  
to team with local  
charities, the  
first being **CCP**  
and raises **£1500**  
by cycling  
from London  
to Paris.







**1988**

**Pete Adkins** joins David Gunton as joint Director and brings a wealth of experience and adding packaging and stationery supplies to System Print's assortment.

**1995**

**Les Reed** joins the team adding furniture sales to the growing inventory.

Pete's son **James Adkins** joins as delivery driver.



**1992**

**Carole Gardner** brings her experience of printer consumables to System Print.

**1997**

**David Gunton** retires selling his shares of System Print to Pete.  
Pete's son **Rob Adkins** joins the team.

**2001**

Network cabling business **Netcomm UK** is founded by Paul Berry and James Overbury.



**2015**

Officeworx founded **Finn Telecom** - a sister company providing telecommunications services to companies across the UK.



**2018**

**Maureen Trinder** retires after 32 years at System Print/Officeworx!



**2020**  
**System Print/Officeworx will be 40!**

**2017**

Officeworx acquires Kettering office and janitorial supplies company - **Knights & Hyde**.

**Howard Law** joins Officeworx and Knights & Hyde as Business Development with a wealth of experience in HR and retailing.

**Knights & Hyde**



# FOCUS ON



**Home Instead**  
**SENIOR CARE**  
*To us, it's personal.*



Amanda Hamer set up Home Instead Senior Care in Cheltenham and the Cotswolds in 2011 because she is passionate about helping people to stay in their own homes for as long as possible. With many people living longer, quality of life becomes key and our aim is to make those later years as comfortable, stimulating and enjoyable as they can be.

Our office is based in Colesbourne, within the beautiful Cotswolds countryside, and our team is dedicated to providing the highest quality of care on a completely individual basis. Our goal is for our CAREGivers to be seen as trusted companions and an extension of the family. From assistance with shopping to a day out fishing, help preparing meals to assistance with bathing and dressing, our CAREGivers are here to respond to our clients' needs up to 24hrs a day, 7 days a week.

Many of us at some time will be faced with the prospect of navigating the care system to find support for elderly parents or other family members. Care provided in a residential care home often tends to be the first thought that comes to mind. However, many people don't realise that care provided in your own home can be cheaper than the cost of moving into a care home.

Most people prefer to stay living at home in the comfort of their own, familiar surroundings and health professionals agree that, where possible, home is the best option. But as busy business professionals, you might wonder where on earth to begin.

A useful place to start is the 'Gloucestershire Care and Support Guide'. Updated annually, this independent guide is available to download and view online at [www.carechoices.co.uk/publication/gloucestershire](http://www.carechoices.co.uk/publication/gloucestershire). You can also obtain copies free of charge from us by phoning 01242 513203.

We always advise looking at the different options available before making that final decision on which solution is best for your family. We're always happy to assist in that process and at the end of the day if care at home is something you're considering you might find our top tips for choosing the best company helpful:

- Find out what their latest Care Quality Commission (CQC) report says about them and what rating they currently have by visiting [www.cqc.org](http://www.cqc.org). Did you know, only 3% of Home Care providers in the UK are rated 'Outstanding'!
- Ask about continuity of care - do the same CAREGivers visit on a regular basis? Are CAREGivers matched with clients so they can really get to know each other, share interests and build trusting relationships?
- How robust is the recruitment process? (For example our CAREGivers are required to provide 6 references before they join our team) and do CAREGivers and clients meet properly before care starts?
- What sort of training do the CAREGivers go through and is plenty of ongoing training and development provided once they are in the job?
- How well are CAREGivers supported to do their job on a daily basis and what support system is in place for the CAREGivers outside of office hours? Is there a real person available for you, your family & CAREGivers to speak to 24hrs a day?
- Are they able to fully provide care for the range of needs your loved one has, for example cooking fresh meals on a daily basis, helping to keep them safe from fraud, preventing falls and hospitalisation?
- What kind of specialist support is available? For example if you are looking for care for someone with Alzheimer's and other forms of Dementia, Motor Neurone Disease, Parkinson's, Stroke, or other specialist complex care needs what sort of training and expertise do staff have in these areas? (Our training is City & Guilds accredited in Dementia care and End of Life care for instance).
- Do they offer free information, advice and an assessment in your own home at a time that is convenient for you and your family?

We're delighted to have been working with Officeworks for over 5 years now. They have always gone above and beyond with any of the unique requests we have thrown at them. From our regular stationery orders to our annual Season's Greetings cards and branded promotional items to cabling out our new office premises they have always provided a truly personal and professional service. Which fits perfectly with our own ethos - "To us it's personal".

**Did you know** - We have been awarded an 'Outstanding' rating from the Care Quality Commission (CQC), for the second time - the first care at home company to have achieved this double accolade in Gloucestershire!



# OFFICEWORX TURN OVER A NEW GREEN LEAF



Officeworx have recently joined the **Carbon Smart environmentally friendly** programme which is a way for us to effectively answer the ever-more-passionate call of the consumer for greater social responsibility. Getting involved in CSR (corporate social responsibility) goes far beyond adding a few extra green bins to our office – it's about making the effort to create change that can lead to winning more business, reducing costs, motivating our team and, of course, improving sustainability across the board.

- SMEs account for **45%** of UK business energy use
- An average of **70%** of office waste is paper
- **79%** of plastic waste is in landfill
- Employee turnover decreases by **50%** when engaged in corporate social responsibility activities
- **67%** of consumers would prefer to work with sustainable and responsible businesses

Officeworx's, Howard Law, says: "The Carbon Smart programme centres around social sustainability in five areas: carbon footprint, waste management, single-use packaging, sustainable products and social responsibility."

"There's a lot in the news about single-use plastics and the impact of waste we all produce, and the need for social responsibility has grown. Our suppliers are also changing to reflect that demand too with their product offering. Packaging is changing and we need to champion what we use internally and promote sustainable packaging. We will also be recommending greener products to our customers and highlighting the benefits too."

The past year has seen us take many steps towards increasing our sustainability and decreasing our carbon footprint. Some of the steps we've taken recently are:

- Replacing our old suspended ceiling with new and full insulation.
- Replacing our old fluorescent lighting with LED lights.
- Ensuring all PC's and Monitors are switched off when not in use.
- Recycling all packaging and waste materials. - Zero to landfill accredited with Printwaste Limited
- Moving to a new paperless POD delivery system.
- Moving to paperless cloud accounts systems.
- Replacing vinyl packaging tape with recyclable paper tape. Paper tape can be left on boxes and recycled together.
- Enrolling on the Carbon Smart programme.
- Promoting Green Products to customers where available.

Look out for the environmental sections in our catalogue and online offer.



Howard removes Officeworx's individual bins. Everything that can be recycled is placed in our new recycling bins

Evie loves Printwaste's office recycling bags!



We've replaced our plastic packaging tape! Ask us about getting your own branded fully recyclable paper tape in 2020!



## Officeworx Publications

We're cutting down on unnecessary waste. If you would like to have a copy of our 2020 catalogue or other furniture/janitorial publications please let us know. Digital catalogues will be available to download from our new website!



# Everything You Need In One Place



Office Supplies



Office Furniture



Print Solutions



Networking



Cleaning Supplies

## Officeworx launches fresh new website in 2020

**We're pleased to announce the launch of our new website this year! Having been in the pipeline for the past six months, the arrival of the new site complements our e-commerce website that launched in 2018. The site boasts a blog and content offering, as well as giving a smoother, more intuitive user experience that better reflects our ever changing business.**

With a fresh look and feel, the new site offers users the opportunity to navigate through Officeworx's extensive product and service offering with ease. Delivering a fully responsive experience, the new website gives users a seamless transition from desktop to mobile browsing and intelligently pulls the latest content from the new blog space for users to access quickly and easily.

Howard Law says "We're excited about the launch of our new site and we hope visitors will be able to find information easier and understand all we can offer. We love the new look and feel of the site, especially the branding as we feel it reflects our unique personality and service."



COMING  
UP

Officeworx is thankful for all the support received over 2019. We hope you have a prosperous 2020 and look forward to further charity and customer interaction over the year. Keep a look out for special offers and updates on the changes being made at Officeworx HQ on social media!

Thank you!

