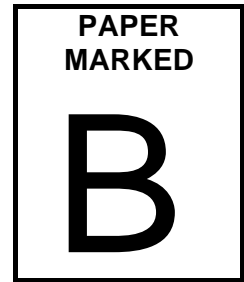


# **LEICESTERSHIRE POLICE AUTHORITY**



Meeting           **POLICE AUTHORITY**

Date               **TUESDAY 3 NOVEMBER 2009**

Report of         **CHIEF EXECUTIVE**

Subject           **POLICE AUTHORITY COUNCIL TAX LEAFLET 2010/11**

## **Purpose of Report**

1. The purpose of this report is to seek members' approval for the proposed approach to the production of the Authority's Council Tax leaflet for 2010/11.

## **Background**

2. The Police Authority has a statutory obligation under the Local Government and Finance Act 1992 to produce budgetary information about spending for the forthcoming year to the communities in Leicester, Leicestershire and Rutland.
3. This obligation has been met by the production of a double-sided A4 leaflet which is delivered to every household within the Force area during late February/early March. In 2009, approximately 364,000 leaflets were printed and distributed via the seven District Councils who enclose the leaflet with their own Council tax demand. A copy of the leaflet for 2009/10 is enclosed at Appendix 'A'.
4. Leicester City Council and Rutland County Council produce an A5 council tax booklet and the Police Authority finance information is contained within this. The Authority are allocated the last four pages of the booklet to accommodate the consultation questionnaire and pre-paid reply slip which allows for ease of detaching the questionnaire once completed. A copy of the Police Authority pages of the booklet is enclosed at Appendix 'B'. There is no cost to the Authority for the printing of these booklets.
5. The cost of delivery of the council tax information is agreed by the Leicestershire Association of Local Authority Treasurers (LALAT). Last year the cost was 5p per leaflet.
6. Since 2000, the Authority has included a consultation questionnaire, with postage paid reply slip on the Council tax leaflet. At its meeting held on 1 October 2009, members of the Consultation and Communications Committee approved that a questionnaire continue to be incorporated in the leaflet for 2010/11.

## **Proposal for Production of Council Tax Leaflet 2010/11**

7. In order to achieve efficiency savings, discussions have taken place between the Police Authority, Fire Authority and Leicestershire County Council regarding the production of a joint council tax leaflet providing information on all three public services. The leaflet

will be distributed via the District Councils as in previous years. The proposed booklet would consist of 12 pages with a generic front cover containing the logos and picture for each authority. As with the Leicester City Council and Rutland County Council booklet it has been agreed that the Police Authority would have the last four pages of the booklet to accommodate the questionnaire. A draft of the booklet, based on information contained in last year's leaflet is contained at Appendix 'C'.

8. LALAT has agreed that the contribution towards delivery can be reduced to 4p per booklet per Authority for 2010/11. This will need to be monitored on a year by year basis as any increase may not make a joint leaflet cost effective.
9. The cost of postage for delivery of the booklet by the District Councils has been reduced from 5p to 4p per booklet per authority for 2010/11.
10. The quote for the cost of design and printing of the booklet, based on one quote to date, would be £975 more than the cost incurred last year, however further quotes are being sought from other printers which may bring a reduction.

### **Conclusion**

11. It would seem appropriate to produce the Authority's Council Tax information within a joint booklet with Leicestershire County Council and the Fire Authority. For 2010/11 this is expected to produce cost savings compared to 2009/10. Work will continue to reduce the costs of design and printing, and to ascertain the exact number of booklets required by each District which may reduce costs even further.
12. Finance and General Purposes Committee, at its meeting on 11 December 2007 gave the Treasurer, in consultation with the Publications Panel, delegated powers for the design and content of the Authority's Council Tax Leaflet. The Panel meet informally on 5 November and their views will be sought at that time on the proposed design and content.

### **Diversity Implications**

13. An equality impact assessment will be produced and will be presented to the Publications Panel for their views.

### **Financial Implications**

14. It is expected that cost savings of £2,665 will be achieved by taking the approach of a joint booklet with Leicestershire County Council and the Fire Authority for 2010/11.

### **Recommendation**

15. The Authority is RECOMMENDED to approve:-
  - a. that a consultation questionnaire be included in the Authority's Council Tax Leaflet for 2010/11;
  - b. the leaflet continue to be contained within the booklet produced by Leicester City Council and Rutland County Council for 2010/11 and thereafter if cost effective; and
  - c. the leaflet be contained within a joint booklet produced in conjunction with Leicestershire County Council and the Fire Authority for 2010/11 and thereafter if cost effective.

## **Implications**

Financial – Expected cost savings to be identified in 2009/10 budget for production of the leaflet. Legal – statutory duty to produce the information as covered in the report. Diversity – equality impact assessment to be undertaken. Risk management – none

## **Background Papers**

Police Authority File PA/7/C

## **Officers to Contact**

Louise Salmon, Members Services Officer   Tel: 0116 2298980  
Angela Perry, Deputy Chief Executive       Tel: 0116 2298980  
Email: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)