

REPORT TO EXECUTIVE			
PORTFOLIO AREA: POLICY & PERFORMANCE MANAGEMENT			
Date of Meeting:	2nd September 2002		
Public			
Key Decision:	Yes	Recorded in Forward Plan:	Yes
Inside Policy Framework			

Title: CORPORATE PUBLICATIONS BUDGET REVIEW

Report of: Town Clerk & Chief Executive

Report reference: TC 159/02

Summary:

To consider the consequences of a budget reduction on the corporate publications budget commensurate with current needs.

Recommendations:

- 1. The Corporate Publications budget of £26,340 is reduced by £10,000 to £16,340 as of 2003/04.

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1. BACKGROUND INFORMATION AND OPTIONS

Corporate Publications Budget

- 1. The Corporate Publications budget has in the past been used to support, produce and publish a variety of corporate publications both internal and external and examples of the variety of corporate publications, which have been produced using the budget is given in the following list.
 - o Best Value Performance Plan
 - o Corporate Plan
 - o Community Plan
 - o City Vision
 - o Crime & Disorder Strategy
 - o Crime & Disorder Audit
 - o Management Guide

- LSP Strategy

1. The Budget currently amounts to £26,340 and it is proposed that the budget be reduced by £10,000. The consequences of such a reduction will be less glossy publications with limited print runs. Individual services will be expected to contribute significantly to their publication needs for example Community Safety has attracted grant support this year to publish the Crime and Disorder Strategy. It is also anticipated that that electronic publishing will help to reduce print costs whilst still maintaining some degree of accessibility and availability.

2. CONSULTATION

1. Consultation will follow as part of the budget consultation.

3. STAFFING/RESOURCES COMMENTS

4. CITY TREASURER'S COMMENTS

5. LEGAL COMMENTS

6. CORPORATE COMMENTS

Corporate Management Team has considered and noted this proposal

7. RISK MANAGEMENT ASSESSMENT

8. EQUALITY ISSUES

9. ENVIRONMENTAL IMPLICATIONS

10. CRIME AND DISORDER IMPLICATIONS

11. RECOMMENDATIONS

The Corporate Publications budget of £26,340 is reduced by £10,000 to £16,340 as of 2003/04.

12. REASONS FOR RECOMMENDATIONS

To achieve a reduction in the corporate publications budget commensurate with the current requirements for corporate publications.