

**CABINET MEETING – 15 FEBRUARY 2012**

**EXECUTIVE SUMMARY SHEET – PART I**

<b>Title of Report:</b>	
Draft Council Tax Leaflet 2012/2013	
<b>Author(s):</b>	
Chief Executive and Executive Director of Commercial and Corporate Services	
<b>Purpose of Report:</b>	
The report submits for consideration the draft Council Tax Leaflet for 2012/2013.	
<b>Description of Decision:</b>	
Cabinet is requested to consider the draft Council Tax Leaflet and, subject to the inclusion of financial and other information once the Revenue Budget has been set, ask Council to approve it.	
<b>Is the decision consistent with the Budget/Policy Framework? Yes</b>	
<b>Suggested reason(s) for Decision:</b>	
The Local Government Finance Act 1992 requires Local Authorities to produce a Summary of Financial Information to accompany the annual Council Tax bill.	
<b>Alternative options to be considered and recommended to be rejected:</b>	
As the Local Government Act Finance Act 1992 requires local authorities to produce a Summary of Financial Information to accompany the annual Council Tax bill, no alternative options have been considered.	
<b>Is this a “Key Decision” as defined in the Constitution?</b>	<b>Relevant Scrutiny Committee:</b>
Yes/No	Management Scrutiny Committee
<b>Is it included in the Forward Plan?</b>	
Yes/No	



**Draft Council Tax Leaflet 2012/2013**

**Report of the Chief Executive and Executive Director of Commercial and Corporate Services**

**1.0 Purpose of the Report**

1.1 This report submits for consideration the draft Council Tax Leaflet for 2012/2013.

**2.0 Description of Decision**

2.1 Cabinet is requested to consider the contents of the draft Council Tax Leaflet and, subject to the inclusion of financial and other information once the Revenue Budget has been set, ask Council to approve it.

**3.0 Background**

3.1 The Local Government Finance Act 1992 requires all Local Authorities to produce a Summary of Financial Information to accompany the annual Council Tax bill.

3.2 Since approval at a Cabinet meeting in December 2003, the format of the Council Tax Leaflet to accompany the Council Tax Bill has been adapted to provide information on the progress the council is making in relation to its priorities and the council's finances. It was agreed that the chosen format represented a more effective and cost efficient method of communicating with local people and its circulation with the Council Tax bill was seen as an example of best practice.

3.3 A more detailed account of the council's performance in 2011/2012 and Budget information will be outlined in the Corporate Plan 2012/2013 and Revenue Budget 2012/2013, which are to be the subject of separate reports to Cabinet.

**4.0 Proposal**

4.1 The draft Council Tax Leaflet for 2012/2013 focuses on demonstrable service improvements and developments. The document is in essence a summary of performance, improvement and financial information designed to be multi-purpose in that it can be posted to households and also be available on the council's website.

4.2 It is not possible to include the financial information and all of the related other performance information at this time. This will be incorporated into the document following Council approval at its Budget meeting in March 2012. Owing to the constraints of the production schedule a full copy of the document will not therefore be available for Cabinet prior to final printing taking place. The latest outline version of the document will be tabled at the meeting. Final sign off will be undertaken by the Leader of the Council in conjunction with the Chief Executive, the Executive Director of Commercial and Corporate Services and the Director of Communications and Corporate Affairs.

## **5.0 Reasons for Decision**

- 5.1 The Local Government Finance Act 1992 requires Local Authorities to produce a Summary of Financial Information to accompany the annual Council Tax bill.

## **6.0 Alternative Options**

- 6.1 As the Local Government Act Finance Act 1992 requires local authorities to produce a Summary of Financial Information to accompany the annual Council Tax bill, no alternative options have been considered.

## **7.0 Financial Implications**

- 7.1 The costs for printing and distributing the Summary of Financial Information 2012/2013 are provided for within the council's base budget.

## **Background Papers**

Service Business Planning Guidance 2012/2013