

CABINET MEETING – 16th February 2011

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:	
Draft Council Tax Leaflet 2011/2012	
Author(s):	
Chief Executive and Executive Director of Commercial and Corporate Services	
Purpose of Report:	
The report submits for consideration the draft Council Tax Leaflet for 2011/2012.	
Description of Decision:	
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.	
Is the decision consistent with the Budget/Policy Framework? Yes	
If not, Council approval is required to change the Budget/Policy Framework	
Suggested reason(s) for Decision:	
The Local Government Finance Act 1992 requires Local Authorities to produce a Summary of Financial Information to accompany the annual Council Tax bill.	
Alternative options to be considered and recommended to be rejected:	
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.	
Is this a “Key Decision” as defined in the Constitution? Yes/No	Relevant Scrutiny Committee: Management Scrutiny Committee
Is it included in the Forward Plan? Yes/No	

Draft Council Tax Leaflet 2011/2012

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 2011/2012.

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 2010/2011 and Budget information will be outlined in the Corporate Improvement Plan 2011/2012 and Revenue Budget 2011/2012, which are to be the subject of separate reports to Cabinet.

4.0 Proposal

4.1 The draft Council Tax Leaflet for 2011/2012 has been structured to reflect the Strategic Priorities of the Sunderland Strategy 2008-2025, a format that was identified as best practice by the Audit Commission and is comparable to the structure of previous years. The document focuses on demonstrable service improvements and developments that are planned to take place in 2011/2012 (and, as was the case last year, an Annual Report will be produced in the Summer which will communicate the council's achievements during 2010/2011 – this will be the subject of a further report to Cabinet in due course). The document takes account of the Communities and Local Government requirements regarding the inclusion of efficiencies information within Council Tax bills.

4.2 The document is in essence a summary of performance and financial information designed to be multi-purpose in that it can be posted to households, made available at public reception points and also be available on the council's website.

4.3 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 2011. 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 and the Executive Director of Commercial and Corporate Services.

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 2011/2012 are provided for within the council's base budget.

Background Papers

Service Level Assessment Guide 2011/2012
Service Level Assessment Templates 2011/2012