

Neighbourhoods and Housing

Departmental Publications Appendix A



Service	Publication Type	Audience/Content	Frequency and No of copies	Format	Design and Print	Cost	Recharges/ Comments
Regeneration							
West Leeds Area Management	Area Committee Newsletter		<ul style="list-style-type: none"> ◆ 2 Newsletters 2006 ◆ One print run (One off) ◆ X 100 per Newsletter 	<ul style="list-style-type: none"> ◆ Colour/Glossy 	External Print	£50 per 100	
	District Partnership Annual Report		<ul style="list-style-type: none"> ◆ One print run ◆ X 100 			Approx £100	(from DP budget from LI)
North West Area Management Team	Newsletters	Update to residents in Little London on the regeneration scheme	<ul style="list-style-type: none"> ◆ X 2 Newsletters ◆ One print run (One off) 	<ul style="list-style-type: none"> ◆ Colour ◆ 1 sided 		Approx £200 - £300	Central PFI Little London Communications Budget to be recharged
South Area Management	Outer South Area Committee Newsletter	Contacts working in Outer South Leeds. Community and Volunteer Groups. Partner Agencies. Other Council Departments	<ul style="list-style-type: none"> ◆ Quarterly ◆ 1000 copies produced 	<ul style="list-style-type: none"> ◆ Colour ◆ 4 sides A4 	In House Production and Print	£240 per quarter	Office Printer/Consumables used and paid from Admin Budget. Recharged to Area Committee Budget
	Inner South Area Committee Newsletter	Contacts working Inner South Leeds. Community and Volunteer Groups. Partner Agencies. Other Council Dept's	<ul style="list-style-type: none"> ◆ Quarterly ◆ 1000 copies produced 	<ul style="list-style-type: none"> ◆ Colour ◆ 4 sides A4 	In House Production and Print	£240 per quarter	Office Printer/Consumables used and paid from Admin Budget. Recharged to Area Committee Budget
	Middleton Neighbourhood Improvement	Distributed door to door to residents in the affected area	<ul style="list-style-type: none"> ◆ Quarterly ◆ 1700 copies produced 	<ul style="list-style-type: none"> ◆ Colour ◆ 2 sided A4 	In House Production and Print	£204 per quarter	Office Printer/Consumables used and paid

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	Plan Newsletter						from Admin Budget. Recharged to Area Committee Budget	
	Cottingley Neighbourhood Improvement Plan Newsletter	Distributed door to door to residents in the affected area	<ul style="list-style-type: none"> ◆ 2 Newsletters produced in 2006 ◆ 1200 copies produced 	<ul style="list-style-type: none"> ◆ Colour ◆ 2 sided A4 	In House Production and Print	£144 per quarter	Office Printer/Consumables used and paid from Admin Budget. Recharged to Area Committee Budget	
	"I love Beeston and Holbeck" Newsletter	Contacts working in the area. Community and Volunteer Groups. Partner Agencies. Other Council Departments. To the public through mailing lists, community venues and meetings.	<ul style="list-style-type: none"> ◆ 2 per annum ◆ 2500 copies 	<ul style="list-style-type: none"> ◆ Colour/Glossy ◆ 8 sided A4 	External Print	£671 each time		
Environmental Health								
Home Maintenance Pack	Advice pack	External for home owners in Leeds	<ul style="list-style-type: none"> ◆ One print run ◆ 5000 copies 	<ul style="list-style-type: none"> ◆ Colour/Glossy 			Produced in 2001/2002 Bulk Print. No future requirements to print	
Beeston Hill Private Rented Sector	Newsletter	External	<ul style="list-style-type: none"> ◆ Twice per year (due to end in March 2007) ◆ 1200 copies 	<ul style="list-style-type: none"> ◆ Colour/Glossy ◆ 4-6 pages 	Designed In House Printed Externally	£649 each time.	due to end in March 2007	
Food/Health Promotion Team	Food for Thought Magazine	External for Food Businesses	<ul style="list-style-type: none"> ◆ Bi-Annual ◆ 4500 copies each time 	<ul style="list-style-type: none"> ◆ Colour/Glossy ◆ 8 page ◆ A4 	Design, print and mailing arranged externally	£1821 each time		
Aviaries Newsletter	Newsletter	Internal/External To all owners and occupiers in the Aviaries area	<ul style="list-style-type: none"> ◆ Twice per year ◆ 1400 each time 	<ul style="list-style-type: none"> ◆ Colour/Glossy 		£830 each time		

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		To all Ward members Anybody else with a financial interest in the area.					
Leeds Landlord Accreditation Scheme	Newsletter for members (Produced for the Landlord)	External (produced with Wakefield, Calderdale and Kirklees)	<ul style="list-style-type: none"> ◆ Quarterly ◆ 450 copies per Qtr for LCC 	<ul style="list-style-type: none"> ◆ Colour/Glossy 	Designed and Printed Externally	£652.45 per Qtr (£1.45 per copy)	
Leeds Landlord Accreditation Scheme	Enquiry pack	External for those considering joining the scheme	<ul style="list-style-type: none"> ◆ On-going 	<ul style="list-style-type: none"> ◆ Colour/Glossy 	One off design Printed Externally		Produced in 2001 (One off Bulk Job) Reprinting will be needed in the near future (costs to be determined as Leeds City Council logo/branding will need to be updated)
Leeds Landlord Accreditation Scheme	Membership pack	External - detailing full membership benefits for landlords	<ul style="list-style-type: none"> ◆ On-going 	<ul style="list-style-type: none"> ◆ Colour/Glossy 	One off design Printed Externally		Re-printed only when stocks run out or there is a change to be made. Many publications have been made available on the website to reduce the amount of printed material required.
Health and Safety	Information leaflets on various topics	External	<ul style="list-style-type: none"> ◆ On-going 	<ul style="list-style-type: none"> ◆ Full colour photocopy 			No print runs in 2006 and no budget allocated for 2007. Some literature may be produced internally. (Office Printers/Consumables will be used)
Home	Information and	External - to inform	<ul style="list-style-type: none"> ◆ On-going 	<ul style="list-style-type: none"> ◆ Full colour 	One off design	Design Cost	Reprinting will be

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Improvement Assistance (HIA) Pack	Enquiry Pack	owner occupiers in Leeds of the availability of assistance to improve their homes via a loan/grant which in turn generates income via a charge made by LCC for providing this service			cost in November 2005 External Printing	£370. £575 spent for 2000 copies of booklets and 2000 forms	needed in the near future. Costs to be determined.
Top tips to being a considerate neighbour	Flyer	External	◆ On-going (As above)	◆ Full colour photocopy ◆ A5 flyer	Designed In House Printed Externally	£650 for 5000	Reprinting arranged as and when needed
Drainage advice leaflet	Leaflet	External	◆ On-going (As above)	◆ Two colour/glossy ◆ A4 folded	Designed In House Printed Externally	£292 for 1000 copies	Reprinting arranged as and when needed
Statutory Nuisances	Booklet – Taking your own action	External	◆ On-going (As above)	◆ Two colour photocopy ◆ A4 folded ◆	Designed In House Printed Externally	£329 for 2000 copies	Reprinting arranged as and when needed
Burglar alarm keyholder registration	Booklet	External	◆ On-going (As above)	◆ Colour/Glossy ◆ A4 folded	Designed and Printed Externally	£1010 for 1000 copies	Reprinting arranged as and when needed
Environmental Health Services Enforcement Policy	Policy Booklet	External	◆ Every 2-3 years depending on policy change.	◆ Colour/Glossy ◆ A5	Designed In House Printed Externally	£504 for 3000 copies	Reprinting arranged as and when needed
Environmental Health Services Enforcement Poster	Poster	External	◆ Annual	◆ Colour/Glossy	Designed and Printed Externally	£105 for 25 posters	
Safer food better business	Poster	External for food businesses	◆ On-going (As above)	◆ Colour ◆ A4	Print ed Externally	£56 for 400	
Noise service	Flyer (with or without credit card (ccrd) style attachment)	External	◆ On-going (As above)	◆ Colour ◆ 1/3 A4	Leaflet designed In house. Ccrd designed external.	£288 for 2000 (leaflet only) £950 for 1000 (leaflet with	

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Community Safety							
	Community Safety Leaflet	External – All homes in Leeds	◆ Annual	◆ Colour/Glossy ◆ 16 Page ◆ A5	Designed and Printed Externally		Free last year – supported by advertising.
Housing Services							
Leeds Homes	Flyer	External – advertising available properties	◆ Weekly	◆ Colour/Glossy ◆ 8 page supplement		£2565 per week to produce and distribute.	Costs cover artwork, 9000 individual copies that are distributed mainly by Ad Trader and a further 14000 copies in the Ad Trader Publication
Strategic Landlord	Newsletter	External – ALMO reorganization. Informing tenants of changes.	◆ One print run	◆ Colour/Glossy			
Supporting People	Poster	Awareness raising	◆ One print run ◆ 500 copies	◆ Colour/Glossy ◆ A4	In House design. External Print.	£140 for 500 copies	Paid for using the Supporting People Administration Grant from the DCLG
	Leaflet	Awareness raising	◆ One print run ◆ 4500 copies	◆ Colour /Glossy	In House design. External Print.	£1260 for 4500 copies	Paid for using the Supporting People Administration Grant from the DCLG
	Directory of Services		◆ One print run ◆ 500 copies	◆ Colour Front and Back ◆ 36 page ◆ Available electronically	In House design. External Print.	£708 for 500 copies	Paid for using the Supporting People Administration Grant from the DCLG

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Support Services							
Service Improvement Section	Staff Newsletter	All Neighbourhoods and Housing Staff	◆ 3 x per annum	◆ Colour/Glossy ◆ 12 page	External Design and Print	£1775 each time	
Finance	Right to Buy Pack	Pack issued to tenants on demand when applying to purchase their home.		◆ Folder Glossy	External Design and Print	£3900 for 5000 copies of the folder and 3 documents we supply	
	Leasehold Guide Booklet	Issued to tenants on demand. Provides information to tenants seeking to buy their flat/maisonette under RTB		◆ Glossy Cover ◆ 32 pages	External Design and Print	£2963 for 5000 copies	