

FOI Reference Number: FOI/186/1819

Date: 13 August 2018

Request:

Please disclose the following for each publication in each of the financial years from 2015/16 to present:

1. The name of the publication
2. Its overall cost
3. A full breakdown of the costs, including (but not limited to):
 - Staff
 - Printing
 - Delivery to homes across the council area
4. The number of staff who work on the publication, the roles of each staff member and their cost. If it is not produced in-house, what is the name of the company that produces it and how much are they paid?
5. Where is it printed?
6. The name of the company used to print the publication.
7. Does the publication receive advertising revenue, and if so how much?
8. The number of copies printed, and the number of editions produced each year.

Response:

Thank you for your information request which Mid and East Antrim Borough Council received on 23 July 2018.

Please find below Mid and East Antrim Borough Council's response to the information you requested in relation to Council publications.

1. The name of the publication

Connections

2. Its overall cost

The budget for this financial year is £51k.

3. A full breakdown of the costs, including (but not limited to):

- Staff - *these costs are not held*

- Printing - *see below table*

- Delivery to homes across the council area - *see below table. Please note the two postage methods reflect the full post code and split postcode areas within the Borough.*

	FY15/16	FY16/17			FY17/18			FY18/19
	Issue #1	Issue #2	Issue #3	Issue #4	Issue #5	Issue #6	Issue #7	Issue #8
	Jan-16	Jul-16	Dec-16	Mar-17	Jun-17	Nov-17	Mar-18	Jul-18
Design	£2,450	£700	£1,645	£1,645	£1,660	£1,660	£1,290	£1,290
Photography	£0	£175	£375	£450	£0	£150	£0	£0
Print	£12,254	£8,160	£6,995	£6,495	£6,580	£6,580	£6,367	£6,760
Packaging - polybag	£2,217	£0	£0	£0	£0	£0	£0	£0
Postage - direct (door-to-door)	£8,078	£8,896	£6,131	£5,990	£5,384	£5,797	£6,383	£5,090
Postage - addressed (boundary match)	£4,917	£4,862	£3,148	£3,085	£4,577	£3,477	£3,854	£2,737
Plain English accreditation /perissue	£0	£0	£0	£167	£167	£167	£167	£167
Alternative formats	£0	£0	£0	£0	£0	£396	£400	£260
TOTAL	£29,916	£22,793	£18,294	£17,832	£18,368	£18,227	£18,461	£16,304
FY TOTAL	£29,916			£58,919			£55,056	£16,304

4. The number of staff who work on the publication, the roles of each staff member and their cost. If it is not produced in-house, what is the name of the company that produces it and how much are they paid?

There is one part-time Communications Officer who puts out three editions a year as editor alongside other duties. Costs are not held for this.

5. Where is it printed?

Each edition goes out to tender with the cheapest company being awarded the tender. The last issue was printed by Nicholson Bass.

6. The name of the company used to print the publication.

As above

7. Does the publication receive advertising revenue, and if so how much?

Not at present

8. The number of copies printed, and the number of editions produced each year.

Approx. 63,500 printed per edition. Three editions per year.

If you are dissatisfied with the handling of part of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/186/1819 in any future communications.

If you are not content with the outcome of an internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.