

Report on	Postage Costs associated with issuing dual language signage surveys
Date of Meeting	8th July 2024
Reporting Officer	Terry Scullion, AD Property Services
Contact Officer	PJ Fox, Building Control Development Manager

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

1.0	Purpose of Report
1.1	For Members to consider the additional costs associated with dual language surveys issued via recorded delivery in lieu of current method of standard delivery.
2.0	Background
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	At the June 2024 Environment Committee meeting, members requested a report providing the costs associated with delivering all dual language survey letters via recorded delivery in lieu of standard delivery.
3.0	Main Report
3.1	Following validation of a dual language nameplate signage request, the Building Control Service canvass, by post, each occupier within a household as listed on the Electoral Register; seeking their views on the request to erect a dual language street nameplate. Each household will receive a letter accompanied by survey forms based on the number of occupiers listed on the Electoral Register.
3.2	The requisite number of survey forms for individuals registered at that address are delivered via one envelope per household.
3.3	Currently dual language survey envelopes are delivered via second class post at a cost of <u>£0.85 per envelope</u> . The current cost of delivering a dual language survey envelope via recorded delivery method is <u>£3.05 per envelope</u> . Therefore, the additional cost is: <ul style="list-style-type: none"> £3.05- £0.85 = An additional £2.20 per envelope
3.4	The table below provides the records of streets surveyed for dual language signage by the Council for the period 1 st April 2023 until 31 st March 2024:

		Dual Language Survey Information Year 2023/24	No.
		Number of streets/roads surveyed	38
		Number of households surveys (one envelope issued per household)	1026
		Average number of envelopes posted per street/road	$1026 \div 38 = 27$ per street
3.5	<p>Using the information from above table, it has been determined that on average in the Year 2023-24, each street/road required 27 envelopes to be posted to the households on that street/road. Therefore, for illustration the additional cost for delivering dual language street surveys via recorded delivery in lieu of standard second-class delivery would be as follows:</p> <ul style="list-style-type: none"> • 27 envelopes x £2.20 (additional cost) = £59.40 		
4.0	Other Considerations		
4.1	Financial, Human Resources & Risk Implications		
	Financial: Additional costs associated with recorded delivery as outlined in section 3 above.		
	Human: Based on this information it has been calculated that an additional 1hrs 30mins administrative work is required on average per street/road survey to complete the necessary documentation associated with recorded deliveries.		
	Risk Management: None		
4.2	Screening & Impact Assessments		
	Equality & Good Relations Implications: None		
	Rural Needs Implications: None		
5.0	Recommendation(s)		
5.1	<p>Considering the information presented within this report, members are asked to decide either to:</p> <ol style="list-style-type: none"> 1. Continue delivering dual language survey forms via standard second-class delivery as per current method based on the current cost of £0.85/envelope; or 2. Approve delivering dual language surveys forms via recorded delivery based on the current cost of £3.05/envelope. 		

6.0	Documents Attached & References
6.1	None.