

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

### **You asked:**

#### **The cost of printing of the information leaflet referred to on the previous page i.e. total cost**

The cost of printing (and designing) the information leaflet and accompanying questionnaire was £3,925.

#### **Where was the leaflet distributed to - names of places**

The two leaflets were distributed to: all Leicester libraries, all city council customer service centres, children and adults social care services at Greyfriars, housing options at Phoenix House, revenue and benefits at Wellington House, hostels, council ward members and MPs, and Highcross Leicester.

#### **The number of leaflets to each place**

Quantities of the information leaflet and accompanying questionnaire sent to each place ranged from 30 - 200 copies depending on the size and estimated foot-fall of the location.

#### **The total number of leaflets**

4,000 copies of the information booklet and accompanying questionnaire were produced.

#### **The cost of delivering to each place**

There was no cost associated with delivery of the information booklet and questionnaire to locations as copies were delivered via city council internal mail to council service points, such as libraries, customer service centres etc., or on foot (to Highcross Leicester).

#### **Total cost of above (item 5)**

Please see above response to question 5.

#### **The total cost of advertising the booklet to the media and general public**

The cost of design and print of 1000 A3 posters was £72.

The cost of design and print of 3000 A5 flyers was £235.

No advertisements were placed in any publications. Much of the promotion was done via the media through press releases and a press briefing, which

resulted in free editorial coverage in the Mercury, free broadcast coverage via Radio Leicester and other local media.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Head of Information Governance using the details below.

If you are dissatisfied with the handling of your request please write to:

**Head of Information Governance**  
**Information and Support**  
**Leicester City Council**  
**FREEPOST (LE985/33)**  
**New Walk Centre**  
**LEICESTER LE1 6ZG**  
e-mail: [foia@leicester.gov.uk](mailto:foia@leicester.gov.uk)

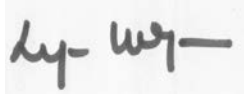
Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow SK9 5AF**  
**Telephone: 01625 545 700**  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to Head of Information Governance before contacting the Commissioner.

Yours sincerely

Handwritten signature of Lynn Wyeth in black ink on a light grey background.

**Lynn Wyeth**  
**Head of Information Governance**