

APPENDIX 1

OPTIONS	COST	NOTICE	PROS	CONS
<p>1. Serco (current)</p>	<p>4 deliveries per annum are part of cost of Serco contract. A separate sum for Voice delivery is not specified.</p> <p>Figures per delivery have recently been negotiated and have been agreed as in the region of 3p per copy. i.e. £1,650 per delivery.</p>	<p>Only 1 week notice needed to deliver Voice. Magazines delivered to the depot on Thursday will be delivered the following Monday</p>	<p>Very low cost option</p> <p>This method allows maximum flexibility. There are frequently hold-ups with the production of Voice when articles are added or amended at a late date. This presents no problem with wheelie bin delivery as the delivery is simply scheduled to the next recyclables collection, with no cancellation fee.</p> <p>With the exception of flats sharing a bin*, every household receives a copy.</p> <p>Inserts do not increase the delivery cost.</p> <p>* this problem can be overcome – see 1a</p>	<p>Where a number of households share a bin, there have been instances when residents have complained they have not received a copy.</p> <p>It is possible that delivery of the Council's main publication with the wheelie bins may, by association, lead people to value the publication less. There is no evidence to support this.</p> <p>Needs to be polywrapped.</p> <p>Possible increased wastage as it is easier for residents to put Voice straight into the bin.</p> <p>Soiling with rain/snow.</p>
<p>1a. Serco + separate postal delivery for flats.</p>	<p>As above plus postage and fulfilment @ £650. £2,300 per delivery</p>	<p>As above</p>	<p>As above, but delivery to all residents living in flats guaranteed.</p>	<p>As above, but delivery to all Breckland household guaranteed.</p> <p>Needs to be polywrapped.</p>
<p>2. Mailing House + Royal Mail.</p>	<p>£15,292 per delivery.</p> <p>Price is for polywrapped package; envelopes would increase cost.</p>	<p>2-3 weeks</p>	<p>Through the door delivery</p> <p>Packages are addressed, so delivery to every household guaranteed.</p>	<p>Considerably more expensive.</p> <p>Less flexibility.</p> <p>Inserts would increase the cost further if weight increase of more than 18g.</p> <p>Delivery is part of a Serco contract running to 31st March 2015; any amendment would need to be negotiated.</p> <p>Price is for polywrapped package.</p>

3. Specialist delivery agency.	Approximately £4,000 per delivery.	Advance notice of 2-3 weeks, but not clash with Forest Heath publication.	Through the door delivery No cancellation charges No need for polywrap	Considerably more expensive. Voice could not go out at same time as the Forest Heath publication. Forest Heath advise that achieving comprehensive distribution is a very slow process and takes a lot of work. Serco contract would need to be amended.
4. Royal Mail door-to-door	£4,647* per edition, Polywrapping can be omitted with this delivery method, saving £1,715. * saving from omitting polywrapping brings cost down to £2,931 per delivery	To guarantee all postcodes are covered, slots need to be booked at least 6 months in advance to be reasonably sure of getting all postcodes required.	Through the door delivery Does not need to be polywrapped Cheapest of the Royal Mail options	Very inflexible. Slots need to be booked at least 6 months in advance. If the exact date is not met, cancellation charges of between 25% (3-6 months notice given) to 100% (less than 14 days notice given). Service cannot deliver to exact district council boundaries; copies of Voice would be delivered to the residents of neighbouring authorities. Serco contract would need to be amended.
5. Boundary Match.	Average 12p per copy. £6,600 per delivery. * saving from omitting polywrapping brings cost down to £4,885 per delivery.	8 weeks notice needed.	Through the door delivery Door to door element does not need to be polywrapped & addressed mail can be delivered in carbon neutral envelopes. Delivery to all households.	Considerably more expensive. If the exact date is not met, cancellation charges of between 25% (3-6 months notice given) to 100% (less than 14 days notice given).