

ANGLIA REVENUES PARTNERSHIP

Report of Stuart Philpot – ARP Strategic Manager (Support)
To: ARP Joint Committee – 17 December 2019
Subject: ARP Brochure 2019
Purpose: The Production of an Anglia Revenues Partnership Brochure

Recommendation(s):

- A new ARP Brochure be adopted for use by the Anglia Revenues Partnership to provide information to Members, New Joint Committee Members and new staff working as part of the ARP
- ARP Members are asked to approve the December version for the purposes above

1.0 INTRODUCTION

1.1 Background

- 1.2. The Operational Improvement Board of the Anglia Revenues Partnership requested Senior Management to produce a brochure to outline the work carried out by the partnership and how the partnership has developed, in a brochure format. This brochure is designed to be understandable to an audience including those with limited technical revenues and benefits knowledge.

2.0 The Audience

- Members - New ARP Joint Committee members can receive a copy of the brochure as part of their induction.
- Members at each partner Council for awareness of how the Revenues and Benefits service is delivered by the ARP for their own authority.
- Partner Authority staff who either work as part of the ARP or other services within the partner authorities for staff awareness of how the Revenues and Benefits service is delivered by the ARP.
- Included within material for ongoing recruitment.
- External Councils' awareness of the successful services available from the ARP, for example The Anglia Revenues Partnership Enforcement Team.

3.0 The Current Content

- Front Cover including the Anglia Revenues Partnership logo
- A foreword narrative from The ARP Joint Committee Chair.
- "A Time of Change" – a summary of what the Anglia Revenues Partnership is and the services provided, with a timeline from the creation of the Anglia Revenues Partnership through the present day.
- The "Core Purpose" of the ARP
- Our Customers – the area covered and the population
- The Objectives

- The Anglia Revenues Enforcement Agency
- Fraud and Further recovery.
- Other initiatives, for example acting as Head of Service for Revenues and Benefits at Norwich City Council.
- The Economies of Scale enjoyed by the Anglia Revenues Partnership
- A summary of the Governance of the Anglia Revenues Partnership
- The Values of the Anglia Revenues Partnership
- Our people
- The Keys to the success of the Anglia Revenues Partnership.
- Endorsements of the ARP from external partners and contractors.
- A summary of the future for the Anglia Revenues Partnership

4.0 The Design. Format and Cost

4.1 On recommendation from East Suffolk, graphic designer Stuart Fitzpatrick from Cresign Ltd. has been employed to produce this brochure.

5.0 Costs

The cost of producing this document in an editable format (PDF) has been £1,255 + VAT for the professional graphic design costs. It is envisaged this document will be updated at least once a year and when approved, there will be a small number of paper copies printed. The print will be for 250 ARP Brochures with a Gloss Laminated cover and inner pages printed on high quality paper of 250 gsm.

7.0 Options

7.1 The report is for information purposes

8.0 Reasons for recommendations

8.1 The report is for information only

9 IMPLICATIONS

9.1 Risk

The report is for information only

9.2 Financial

The report is for information only

9.2 Legal

The report is for information only

9.3 Equality and Diversity

Not applicable.

Background Papers

Appendix A - Online link to the [ARP Brochure](#)

Appendix B – PDF Version of the ARP Brochure

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