

# DEMOCRATIC SERVICES COMMITTEE

## 29<sup>th</sup> January 2019

### PAPERLESS WORKING - UPDATE

#### Recommendations / key decisions required:

To consider and approve, the IT assessment of needs questionnaire and guidance for members on ipad/mod.gov app use.

To note the program of training arranged for members on the Modern.gov app.

#### Reasons:

Council at its meeting held on the 12<sup>th</sup> September 2018 (Minute 11 refers) “RESOLVED that the Authority move towards a paperless system of communication with all Councillors with effect from 2<sup>nd</sup> September 2019 to allow any concerns to be addressed and that an appropriate training programme be arranged prior to this date.”

As part of that discussion, a commitment was also made by the Chief Executive that an assessment of members’ IT requirements would be undertaken and appropriate guidance issued for paperless working.

Scrutiny Committee consulted –	Not applicable
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Exec Board Decision Required	NO
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Council Decision Required	NO
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Relevant Executive Board Member - Cllr Mair Stephens –IT and Exec Board Member Development Lead

Cllr Suzy Curry – Chair of the Committee and Member Development Champion.

Directorate

Name of Head of Service:

Linda Rees Jones

Report Author:

Gaynor Morgan

Designations:

Head of Administration & Law

Head of Democratic Services

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# EXECUTIVE SUMMARY

29<sup>th</sup> JANUARY 2019

## PAPERLESS WORKING - UPDATE

### BRIEF SUMMARY OF PURPOSE OF REPORT.

This report sets out progress made in respect of the move to paperless working agreed by Council in September 2018.

As part of the discussion on paperless working a commitment was made to provide a training programme on the modern.gov app; to survey all members on their IT requirements and current provision of broadband within their homes, and to produce a guidance document for Councillors and officers on making paperless working a success.

The report:-

1. Provides a draft IT questionnaire for circulation to all elected members (Appendix 1)
2. A document on rationale, preparing and attending paperless meetings (Appendix 2)
3. A list of training sessions arranged for elected members (and officers) together with information on 'drop in' sessions available by appointment (Appendix 3)

The County Hall Development Working Group is discussing options for installing appropriate charging points within the Chamber at County Hall together with the possible upgrade of the conference system to make this fit for the future. This work is being undertaken in conjunction with electrical upgrading works required for the building and a report will be considered by in due course.

**DETAILED REPORT  
ATTACHED ?**

**Appendix 1 – Survey**

**Appendix 2 – Paperless Meeting Guidance**

**Appendix 3 – Training Timetable**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed:                Linda Rees Jones                Head of Administration & Law  
                              Gaynor Morgan                Head of Democratic Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>NONE DIRECTLY ARISING FROM THIS REPORT</b>	<b>YES</b>	<b>NONE DIRECTLY ARISING FROM THIS REPORT</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

### Policy

The Council has agreed to move towards a paperless system of communication with all Councillors with effect from 2<sup>nd</sup> September 2019.

### Legal

None directly arising from this report.

### Finance

Additional funding will need to be identified within the Democratic Budget for the purchase of any 'loan' tablet devices for use on meeting days.

### ICT

In the event of poor broadband connectivity at home IT Services may be limited in what can be done, but will engage with members to try and find a way forward.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linda Rees Jones  
Gaynor Morgan

Head of Administration and Law  
Head of Democratic Services

### 1. Scrutiny Committee

Not applicable

### 2. Local Member(s)

Not applicable

### 3. Community / Town Council

Not applicable

### 4. Relevant Partners

Not applicable

### 5. Staff Side Representatives and other Organisations

Not applicable

### Section 100D Local Government Act, 1972 – Access to Information

#### List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Council Meetings 12 <sup>th</sup> September 2018		<a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=1304&amp;Ver=4">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=1304&amp;Ver=4</a>