

COUNTY COUNCIL

12TH SEPTEMBER 2018

PAPERLESS WORKING

DEMOCRATIC SERVICES COMMITTEE RECOMMENDATION:-

That the Authority move towards a paperless system of communication with all Councillors with effect from 1st January 2019 and that an appropriate training programme be arranged prior to this date.

REASONS:

The Council at its meeting held on the 14th January 2015 approved a notice of motion and agreed to move as soon as possible to a paperless system of Communication with all Councillors

A committee management system is in place which allows the Authority to hold meetings electronically and the Democratic Services Unit as part of a Transform, Innovate and Change review has identified paperless working as a means of delivering efficiency savings.

Relevant Scrutiny Committee Consulted	N/A
Exec Board Decision Required	NO
Council Decision Required	YES (11 TH July 2018)

Executive Board Portfolio Holder – Cllr Emlyn Dole (Leader)

Directorate	Chief Executive's	Tel Nos.
Name of Head of Service:	Designations:	01267 224012 LRJ
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The Council at its meeting held on the 14th January 2015 (Minute 7.2 refers) considered and supported the following notice of motion submitted by Councillor E. Dole:-

“In light of the financial crisis facing local Government and the proposed budget efficiencies required – this Council believes that there is a need to identify savings wherever they can be achieved. This Council therefore proposes that all Councillors should accept their responsibility in contributing towards efficiency savings and therefore move as soon as possible to a paperless system of communication with all Councillors”.

As part of a Transform, Innovate and Change review of the Democratic Services function, the Democratic Services Committee is being asked to consider whether it is now appropriate for the Authority to move towards a paperless system of communication with all Councillors.

A discussion paper is attached.

DETAILED REPORT ATTACHED?

YES

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

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	YES	NONE	NONE	NONE	YES
<p>Legal</p> <p>The Local Government Act 1972 specifies that</p> <p>“a summons to attend the meeting, specifying the business to be transacted thereat, and signed by the proper officer of the Council, shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the Council”</p> <p>The Authority will need to consider all legal implications prior to a final decisions being made.</p>						
<p>FINANCE</p> <p>Funding will need to be identified for any electrical works required to install charging facilities within meeting rooms, this is required in order to move towards digital delivery of the democratic process.</p>						
<p>ICT</p> <p>The relevant Committee management software and IT kit were procured in 2015.</p> <p>No additional costs are envisaged at this stage.</p>						
<p>PHYSICAL ASSETS</p> <p>Electrical works will be required to install appropriate charging facilities within meeting rooms.</p>						

CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

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
The Local Government Act 1972		https://www.legislation.gov.uk/ukpga/1972/70/contents
Council Meeting – 14 th January 2015 (Minute 7.2)		http://online.carmarthenshire.gov.uk/agendas/eng/COCO20150114/MINUTES.HTM