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NON-EXEMPT

# HAVANT BOROUGH COUNCIL

Overview and Scrutiny Committee

23 March 2022

## REPORT OF THE OVERVIEW AND SCRUTINY TASK FORCE ON PAPERLESS MEETINGS

**Scrutiny Lead:** Councillor Scott

Key Decision: No

Report Number: HBC/448/2022

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### 1. Purpose

- 1.1 To consider the recommendations of the overview and scrutiny task force, which scrutinise how best to proceed towards sending agenda papers & supplementary papers to members by soft copy only.

### 2. Recommendation

- 2.1 That the recommendations set out in the task and finish force's report (Appendix A) be agreed.

### 3. Executive Summary

- 3.1 The task force (panel) was appointed by the Overview and Scrutiny Committee to scrutinise how best to proceed towards sending agenda papers & supplementary papers to members by soft copy only. The findings and recommendations of the panel are attached at Appendix A.

### 4. Additional Budgetary Implications

- 4.1 The additional costs of providing the laptops, as recommend by the panel are:

	Year 1	Year 2	Year 3	Year 4
<b><u>Costs</u></b>				
<b><u>One-Off</u></b>				
<b>Devices</b>	24,474			
<b>Build (estimated)</b>	2,000			
<b><u>Recurring</u></b>				
<b>Capita Support</b>	8,381	8,381	8,381	8,381
<b>Support FTE</b>	18,464	18,464	18,464	18,464

<b>Modern.Gov Tool</b>	3,000	3,000	3,000	3,000
<b>TOTAL COSTS</b>	56,319	29,845	29,845	29,845
<b>Savings - Cashable</b>				
<b>Print &amp; Postage (major committees estimated)</b>	970.02	970.02	970.02	970.02
<b>Paper</b>	670.77	670.77	670.77	670.77
<b>TOTAL SAVINGS</b>	1640.79	1640.79	1640.79	1640.79
<b>Modernisation Allowance</b>	17518	17518	17518	17518
<b>TOTAL CONTRIBUTION</b>	19158.79	19158.79	19158.79	19158.79
<b>COST IMPLICATION PER ANNUM</b>	37,160	-10,686	-10,686	-10,686

## 5. Background and relationship to Corporate Strategy and/or Business Plans

5.1 The Council's Corporate Strategy is committed to financial sustainability, and innovation and creativity. Within these priorities is one key principle:

*Evaluate the way we do things and transform our services, so we are more effective and agile – allowing us to focus our resources on prevention and intervention where required*

5.2 The Council is clear about the values that underpin its work. Firstly, that the customer and their diverse requirements sit at the very heart of everything the Council does. Secondly, services should be delivered at a high quality and an affordable price, and in achieving this quality the organisation should be innovative in its approach to service delivery and seek to learn from others. The move towards paperless committee meetings supports these two aims.

5.3 The Corporate Strategy also sets out the Council's ambition to harness the capabilities of the Fourth Industrial Revolution, which refers to the continuing use of digital, green and physical technologies. The move towards paperless committee meetings can be seen as a key outcome of this approach.

### Options considered

6.1 The report (Appendix A) sets out in detail the variety of options, evidence and issues considered in order to reach its' recommendations.

**6. Resource Implications**

6.1. Financial Implications: As set out in 4.1 above.

**Section 151 Officer comments**

No comments received

6.2. **Human Resources Implications:**

The recommendation will result in the establishment of a full time equivalent post to support members.

6.3. **Information Governance Implications:**

**Head of Service Comments**

No comments received

**Cabinet Lead comments**

No comments received

**Other resource implications:**

The recommendation, if agreed, will lead to the provision of a laptop to all members

**7. Legal Implications**

The legal implications are set out in paragraph 8.2 of the report

**Monitoring Officer comments**

Date: 7 March 2022

The provision of laptops to councillors will enable electronic access to agendas/reports and encourage, by consent, a reduction in the production of paper copies. Such a measure will be consistent with the Council's wider ambitions to modernise processes and seek economies in service provision.

Alan Harrison

**8. Risks**

Not applicable

**9. Consultation**

10.1 All members of the Council were given the opportunity to complete the Panel's questionnaire

**10. Communication**

11.1 N/A.

**11. Appendices**

Appendix A – Independent Remuneration Panel Report

**12. Background Papers**

N/A

Agreed and signed off by:

Deputy Monitoring Officer:

Section 151 Officer:

**Contact**

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