

REPORT OF THE OVERVIEW AND SCRUTINY TASK FORCE ON PAPERLESS MEETINGS 2021

ABSTRACT

**AN INVESTIGATION INTO WAYS OF ENCOURAGING MEMBERS TO RECEIVE
AGENDA PAPERS IN ELECTRONIC FORM**

**OVERVIEW AND SCRUTINY TASK FORCE LED BY
COUNCILLOR SCOTT**

1. Purpose

- 1.1 The 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.

2.0 Recommendation

- 2.1 That Cabinet be recommended to agree to the provision of laptops to all Councillors

3.0 Conclusions

- 3.1 Legal restraints prevent the Council from going completely paperless for its Council meetings
- 3.2 The Council cannot impose electronic agendas upon members; the decision whether to receive electronic agendas rests with each member
- 3.3 There are many reasons to reduce the reliance on paper agendas which include a need to make savings in the Council's budget, to help fulfil the objectives of the Council's Corporate Strategy, to promote a more efficient and environmentally-friendly way of working and the need to protect the Council against cyber attacks.
- 3.4 A move away from a reliance on paper agendas would require a significant shift in practice at the Council and this would need to be carefully managed.
- 3.5 A survey of members indicated that it is unrealistic to expect all Councillors to consent to receive electronic versions of the agendas for Council meetings
- 3.6 When considering the options available the Panel considered that:
- 3.6.1 Option 1 – Remain the Same
- The disbenefits of the current practice outweighs its benefits. In particular, it is considered that the current practice made the Council vulnerable to cyber-attacks and is not in accordance with the Council's corporate or environmental strategies
- 3.6.2 Option 2 - Council Provides A Laptop to Members
- This is preferred option. Although this option will incur costs it will largely overcome the problems associated with Option 1 and could encourage the 18 Councillors who still rely upon paper copies of committee papers to consent to receiving electronic versions of committee papers
- 3.6.3 Option 3 – The Council provides Surface Pro 7s to Members
- Although this option overcomes a majority of the issues with Option 1, it is considered too costly.
- 3.6.4 Option 4 – The Council provides iPads to Members
- This option is considered too costly in monetary and resource terms.

4.0 Findings

4.1 Current Practice and Costs

4.1.1 At present, the Council prints agendas (including the summons, associated reports and any supplementary information) for:

- Councillors who are a member of the meeting
- Relevant officers
- Councillors who have requested a copy of the agenda
- If a public meeting, a 'reasonable'*¹ number of copies for members of the public

4.1.2 In addition to the above, copies are also sent to the British Library (this is a statutory requirement), Full Council agenda packs are printed and sent to Honorary Aldermen, and a resident group receives posted copies of Full Council and Planning related agenda packs.

4.1.3 Currently 52% of the members receive paper agendas and committee papers.

4.2 Why Do We Need to Move Towards Paperless Meetings

4.2.1 Corporate Strategy

4.2.1.1 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

4.2.1.2 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.

4.2.1.3 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.

4.2.2. Financial Costs

4.2.2.1 Local Government continues to face significant challenges in terms of budget constraints, the drive to do more with less and rising customer expectations. To date, Havant Borough Council has pursued and secured efficiencies and service improvement through business transformation. It is felt that alternative ways to deliver further efficiencies should be considered.

4.2.2.2 Printing and Postage Relating to Council Meetings

¹ An assessment of 'reasonable' number is conducted by the relevant Democratic Services Officer, taking into account the matters to be discussed at the meeting and the likely public interest.

The total approximate costs for Agendas during 20/21 £2,781.92. During a five year period the costs equates to £13,909.60

The detail provided below is taken from the two most recent HBC meetings for each of the main committees.

The table below illustrates the costs that are associated with printing and posting Agenda Packs for meetings. The illustration shows the additional postage cost element attached to this paper based process. To aid extrapolation across all meetings (where packs are printed) a figure for the percentage for the postage element against the total cost incurred has been included below. This shows that the most significant cost associated with the current process is postage.

Meeting Name (2 most recent dates as examples)	Date	Number of Cllrs / attendees packs sent to or at meeting ²	Number of pages in agenda pack	Total pages printed	Total print cost for packs	Total Postage cost for packs Pack No x postage rate. (£1.14-£2.05)	Total cost (pages*pack no*click ³ cost + postage cost)
Full Council	22 nd Sept	23*	215	4945	£17.30	£47.15	£64.45
	16 th June	40*	45	1800	£6.30	£45.60	£51.90
Cabinet	8 th Sept	6	64	384	£1.34	£6.84	£8.18
	30 th June	9	152	1368	£4.78	£18.45	£23.23
O&S	29 th Sept	10	114	1140	£3.99	£20.50	£24.49
	23 rd June	16	69	1104	£3.86	£18.24	£22.10
Planning	9 th Sept	9	169	1521	£5.32	£18.45	£23.77
	12 th Aug	9	69	621	£2.17	£10.26	£12.43
					19.54%	80.45%	100%

² Additional copies of Council Agendas are also sent to outside bodies e.g. libraries
Paper costs are below

³ The click charges are those HBC are charged by the company that looks after the print room machines – this covers the costs of toners and maintenance. The machines are owned by HBC but the company supplies the servicing.

Cost Item	Unit cost	Rate
Print room cost	Per click cost	£0.0035p
Postage Rate	Small agenda / Supplementary information	£1.14 per pack
Postage Rate	Large agenda	£2.05 per pack

Number of meetings per year

To arrive at an order of magnitude on an annual basis, the cost of providing posted paper copies to the major meetings has been calculated.

Meeting Name	Number of Meetings per year	Ave Print cost per meeting	Ave Post cost per meeting	Split print / post costs	Total PA
Full Council	7	11.80	46.37	82.60 / 324.59	£407.19
Cabinet	7	3.06	12.65	21.42 / 88.55	£109.97
Overview & Scrutiny	7	3.93	19.37	27.51 / 135.59	£163.10
Planning Committee	16	3.75	14.36	60.00 / 229.76	£289.76
Licensing Committee / Sub Committee	1-2				
Audit & Finance Committee	6				
Standards Committee	4				
Total					£970.02

Print Room – Committee Agendas / Papers 2020/2021 – Paper and Staff Costs⁴

Item	Unit Cost	Volume	Total
Paper	£2.61 per ream	257 reams (128,500 sheets)	£670.77
Staff*	£10.65 ph	3 hours per week	£1661.40
			£2332.17

4.2.3 National Trends

- 4.2.3.1 There are an increasing number of Councils moving towards paperless meetings, with some of these authorities being highlighted as examples of best practice. For example, Teignbridge Borough Council's Democratic Services were awarded the MJ Achievement Award 2010, with the award noting that the Council's use of laptops and paperless working had helped *'to improve efficiency and participation by both Councillors and the public ... the scheme has helped Councillors work more effectively, putting democracy first while cutting costs and supporting Teignbridge's green agenda'*.

⁴ No on costs added to this around NI, pension etc. This is the average time spent on Agenda's. The staff costs are there regardless of how many Agendas are printed.

At a local level, Hampshire County Council has issued all County Councillors with tablets to access meeting documentation and mainly restrict printed copies of papers to members of the public only. Winchester City Council and Eastleigh Borough Council have also made similar moves towards paperless committee meetings.

4.2.4 Security Implications

4.2.4.1 The Council is experiencing more frequent cyber attacks leading to an increasing need to ensure equipment in use is up to date in terms of anti-virus and application security controls in order to protect the Councils services and data. How this is delivered via the options outlined below has implications for the level of assurance the Council can have that adequate protection is in place.

4.2.5 Business Need

4.2.5.1 There is a commitment to make savings across the Council.

The move towards producing fewer paper agendas would also promote a more efficient and environmentally-friendly way of working

4.2.6 There a System in Place to Accommodate Paperless Meetings

4.2.6.1 Since 2013, the Council has used the modern.gov committee administration system for the administration of all agendas, reports and minutes. The system allows for remote access to historic papers, while also providing links to the published documentation for forthcoming meetings.

4.2.6.2 This system in its current form can facilitate a move towards paperless committees. There is a free-to-download application which enables the user to download all public papers for Council meetings to a tablet device, while Councillors are also able to access exempt papers by logging in to the main system. Accessing exempt papers in this fashion can be a laborious process however, with additional log-in information required.

4.2.6.3 There is an additional 'paperless meeting application' available from modern.gov that reduces the need for multiple passwords and enables the smooth access of confidential or private papers. To provide some local context, Hampshire County Council has purchased this application as part of its move to paperless meetings. Uniquely, one license allows unlimited users to access it. This would represent an annual cost of £3,000 to the Council, but Councillors may wish for the Council to purchase this to help the transition to paperless meetings. Purchase of this application would allow for a more effective move toward paperless committee meetings. This application is referred to as 'software' throughout this document.

4.3.6.4 The current costs for the modern.gov system are covered within budgets for Business Transformation. It is assumed that any additional expenditure towards this software would also be funded from budgets for this service.

5.0 Barriers to Change

5.1 The Panel has identified the following barriers that may hinder a move towards paperless meetings:

a Legislative Restraints

The below table lists the relevant legislative requirements for local authorities in providing summons, agendas and reports to Councillors and members of the public.

<p>The Council is required to send a summons to Councillors to attend a meeting, specifying the business to be transacted, time and place of the meeting (further details in 5.2).</p>	<p>Paragraph 4, Schedule 12 of the Local Government Act 1972</p>
<p>A summons must be sent by post unless a Councillor has consented to receiving electronic versions of the summons to a meeting</p>	<p>Paragraph 4, Schedule 12 of the Local Government Act 1972 (as amended by the Local Government (Electronic Communications) (England) Order 2015)</p>
<p>Any document in the possession of the Council (or its committee or sub-committee) is open to inspection by a Councillor (with certain exceptions i.e. exempt / confidential information)</p>	<p>Section 100F of the Local Government Act 1972 (extended to executive meetings by Section 16 of the Local Authorities (Executive Arrangements) (Meetings and Documents) (England) Regulations 2012)</p>
<p>The Council must make a 'reasonable' number of copies of agendas and reports available for members of the public at any public meeting of the authority (further details below)</p>	<p>Section 100B(6) of the Local Government Act 1972</p>

The Local Government Act 1972 requires a summons to specify *‘the business proposed to be transacted at the meeting and authenticated by the proper officer of the council’* be sent to all members of a meeting. In current practice, this is included as the front sheet of the agenda papers, which sets out the time and location of a meeting, the Councillors who are required to attend and the business to be considered at the meeting, signed off by the Monitoring Officer. Under the Local Government (Electronic Communications) (England) Order 2015) a member may consent to receiving a summons of a meeting by electronic means in place of paper copy (a member may, at any time, withdraw this consent).

There is also a requirement under Section 100B (6) of the Local Government Act 1972 that local authorities must ensure that where a meeting is held in public, *“there shall be made available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and ... reports for the meeting”*. This requirement prohibits the Council from having fully paperless meetings. However, there is scope to reduce the number of public copies. In determining the ‘reasonable’ number of public copies of agenda packs, Democratic Services currently consider the matters to be discussed at the meeting and the likely public interest. The number of printed copies is then estimated as accurately as possible to meet the expected demand, but this is not an exact science and can lead to instances where the supply is under or overestimated. There are also cases however where members or officers use paper copies provided for the public.

Under common law principles councillors have the right to access information held by their authority where it is reasonably necessary to enable the member to properly perform their duties as a councillor. The principles of ‘need to know’ are set out in Standing Order 56 of the Council’s Constitution, stating that Councillors may be entitled to access certain committee papers, if they demonstrate a genuine ‘need to know’ in order to perform their duties. There is however no requirement for this to be supplied in hard copy.

Therefore, the current legislation and case law does allow for the Council to introduce paperless committee meetings for councillors and officers but not for members of the public. Documents available for inspection may also be provided in an electronic format. However, to comply with the law, consent must be given by each Councillor and a ‘reasonable’ number of copies of papers must still be made available at public meetings for members of the public.

b Culture and Practice

Evidence from other Councils making similar moves towards paperless committee meetings has shown the challenges that such a transition presents. The main issues reported are commonly the shift in culture and practice, and the resource and support needed for such a move.

Several of the options explored in this report would result in a significant shift in practice at the Council and this would need to be carefully managed to ensure any move would be successful. Councillors may be opposed or hesitant to adopt new styles of working and may feel unable to properly contribute to meetings without access to meeting papers. There would need to be full support from political parties to ensure any move towards paperless committees was successful.

There may also be issues in ensuring Councillors have the correct equipment to enable full access to electronic copies of papers at meetings, whether this be the capabilities of individual devices or internet connections in meeting rooms.

Several Councils who have made the move to paperless committee meetings have commented on the importance of providing a number of training sessions, along with on-going support, to ensure all Councillors are able to effectively use the paperless solution (more at 10.6).

There may be resistance from Councillors that they are being forced to purchase expensive and complex IT equipment in order to fully operate and contribute to paperless meetings.

c Financial Restraints

Local Government continues to face significant challenges in terms of budget constraints, the drive to do more with less and rising customer expectations. The Panel, when making its recommendations took into account the need to ensure that any additional costs incurred could result in a saving in the long term.

It has been suggested that the Councillor Modernisation Allowance of £461 could be used to help contribute towards costs of supplying standard IT equipment. This allowance is included in the Councillors Allowances Scheme using it for this single purpose may require a review by an Independent Review Panel.

6.0 The Way Forward

6.1 Options Considered

The Panel considered the following options:

1. Remain the Same

2. Council Provides Laptops
3. Council Provides Service Pros
4. Council Provides iPads

Detailed costings for Options 2, 3 and 4 are set out in Appendix A

OPTION 1 – REMAIN THE SAME

<u>Pros</u>	<u>Cons</u>
This option would not require any further expenditure	This option does not fit in with the Council's ambitions for innovative and creative thinking.
This represents the current system and as such, would not need any encouragement or support for any Councillor to embrace new practices	This option does not fit in with a number of Councillors who would welcome a move towards a paperless committee solution.
This option would ensure the Council complies with current legislation.	The current environmental impact on printing agendas would continue without change.
	The current system represents a security risk
	It has however been demonstrated by other Councils that this is not the most efficient way of publishing and distributing papers and this does not fit with the Council's drive to be a modern, forward thinking authority.
	The private devices used by Councillors are not supported by Capita
	Council Officers have to try and provide advice and support a wide range of different devices

OPTION TWO – Council Provides A Laptop to Members

<u>Pros</u>	<u>Cons</u>
This option would ensure that the Council complies with current legislation.	This option would represent a significant change to the current system and as such, would need to be fully communicated with Councillors and officers to ensure an effective transition.
This option fits with the Council's ambition for innovative and creative thinking.	Without the consent of all Councillors, the full savings under this option would not be realised.
This option would reduce the	This option would result in significant additional

environmental impact of the production of paper copies.	expenditure for the Council, and this would continue for the foreseeable future under this option for paperless meetings.
This option allows Councillors to move towards a fully paperless committee solution (if consent is given).	Council resource would be required to ensure all Councillors received sufficient training on IT equipment.
All Councillors receiving IT equipment would ensure consistent access for all Councillors. It would also be easier to support as all Councillors would be using Council-provided equipment.	The Council may receive complaints from Councillors or officers for the lack of printed supporting information.
This option provides easy access for all Councillors to meeting papers (including confidential papers)	There may be questions raised over the Council's decision-making, if Councillors were not to fully appraise themselves of all related issues via the electronic reports
A more user friendly application may encourage more councillors to opt out of paper copies of committee papers.	The Council would have liabilities in relation to providing equipment for Councillors
CAPITA will support this device	There may be issues in reclaiming equipment from Councillors following the end of their term
The provision of uniform laptops supported by CAPITA would reduce the security risk	This would require a full time equivalent post to support Councillors
	There would be an increase in expenditure (please see Appendix A)

OPTION THREE – Council Provides a Surface Pro 7 to Members

<u>Pros</u>	<u>Cons</u>
This option would ensure that the Council complies with current legislation.	This option would represent a significant change to the current system and as such, would need to be fully communicated with Councillors and officers to ensure an effective transition.
This option fits with the Council's ambition for innovative and creative thinking.	Without the consent of all Councillors, the full savings under this option would not be realised.
This option would reduce the environmental impact of the production of paper copies.	This option would result in significant additional expenditure for the Council, and this would continue for the foreseeable future under this option for paperless meetings.
This option allows Councillors to move towards a fully paperless committee	Council resource would be required to ensure all Councillors received sufficient training on IT

solution (if consent is given).	equipment.
All Councillors receiving IT equipment would ensure consistent access for all Councillors. It would also be easier to support as all Councillors would be using Council-provided equipment.	The Council may receive complaints from Councillors or officers for the lack of printed supporting information.
This option provides easy access for all Councillors to meeting papers (including confidential papers)	There may be questions raised over the Council's decision-making, if Councillors were not to fully appraise themselves of all related issues via the electronic reports
A more user friendly application may encourage more councillors to opt out of paper copies of committee papers.	The Council would have liabilities in relation to providing equipment for Councillors
CAPITA will support this device	There may be issues in reclaiming equipment from Councillors following the end of their term
The provision of uniform devices supported by CAPITA would reduce the security risk	This would require a full time equivalent post to support Councillors
	There would be an increase in expenditure (please see Appendix A)

OPTION FOUR – Council Provides an iPad to Members

<u>Pros</u>	<u>Cons</u>
This option would ensure that the Council complies with current legislation.	This option would represent a significant change to the current system and as such, would need to be fully communicated with Councillors and officers to ensure an effective transition.
This option fits with the Council's ambition for innovative and creative thinking.	Without the consent of all Councillors, the full savings under this option would not be realised.
This option would reduce the environmental impact of the production of paper copies.	This option would result in significant additional expenditure for the Council, and this would continue for the foreseeable future under this option for paperless meetings.
This option allows Councillors to move towards a fully paperless committee solution (if consent is given).	Council resource would be required to ensure all Councillors received sufficient training on IT equipment.
All Councillors receiving IT equipment would ensure consistent access for all Councillors. It would also be easier to support as all Councillors would be	The Council may receive complaints from Councillors or officers for the lack of printed supporting information.

using Council-provided equipment.	
This option provides easy access for all Councillors to meeting papers (including confidential papers)	There may be questions raised over the Council's decision-making, if Councillors were not to fully appraise themselves of all related issues via the electronic reports
A more user friendly application may encourage more councillors to opt out of paper copies of committee papers.	The Council would have liabilities in relation to providing equipment for Councillors
CAPITA will support this device	There may be issues in reclaiming equipment from Councillors following the end of their term
The provision of uniform devices will reduce the security risk	This would require a full time equivalent post to support Councillors
	There would be an increase in expenditure (please see Appendix A)
	Apple devices are not currently supported by Capita and there is no standard support model i.e., something off the shelf. If support for IPADS is required, a full impact assessment to determine the intended usage would be needed to consider (among other things) the following: 1. Operating system support, 2. Application support, 3. Patching, 4. Break/fix and or swap out, 5. Security, Any integration requirements into the current environment.

7.0 Additional Budgetary Implications

7.1 As set out in Appendix A

8.0 Resource Implications

8.1 Financial Implications

See Appendix A

8.2 Legal Implications

- 8.2.1 The potential for paperless meetings was introduced by the Local Government (Electronic Communications) (England) Order 2015. This order amended Schedule 12 of the Local Government Act 1972 and allowed local authorities to send summons for meetings in electronic format in situations *“where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.”*
- 8.2.2 It is important to note that Councillors must provide consent to receive electronic copies of all papers. Relating to this, the Cabinet has also requested that political group leaders encourage their members to consent to receiving electronic versions of all committee papers.
- 8.2.3 There is also a requirement under Section 100B (6) of the Local Government Act 1972 that local authorities must ensure that where a meeting is held in public, *“there shall be made available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and ... reports for the meeting”*. This requirement means there will still be a small printing cost for the Council at each meeting, but this will be considered on a meeting-by-meeting basis to ensure ‘reasonable’ copies are available.

Appendices

Appendix A - Councillors IT- Investment Options: Capita Quotation Dated 6th December 2021

Appendix B – Results of Members’ Survey

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Appendix A - Councillors IT- Investment Options: Capita Quotation Dated 6th December 2021

	Option A - Laptop				Option B -Surface Pro 7				Option C - IPAD			
	Year 1	Year 2	Year 3	Year 4	Year 1	Year 2	Year 3	Year 4	Year 1	Year 2	Year 3	Year 4
Costs												
One-Off												
Devices	24,474				44,833				20,262 ⁵			
Build (estimated)	2,000				1200				NA ⁶	NA	NA	NA
Recurring												
Capita Support	8,381	8,381	8,381	8,381	8,527	8,527	8,527	8,527	NA ⁷	NA	NA	NA
Support FTE	18,464	18,464	18,464	18,464	18,464	18,464	18,464	18,464	18,464	18,464	18,464	18,464
Modern.Gov Tool	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	56,319	29,845	29,845	29,845	76,024	29,991	29,991	29,991	41,726	21,464	21,464	21,464
Savings - Cashable												
Print & Postage (major committees estimated)	970.02	970.02	970.02	970.02	970.02	970.02	970.02	970.02	970.02	970.02	970.02	970.02
Paper	670.77	670.77	670.77	670.77	670.77	670.77	670.77	670.77	670.77	670.77	670.77	670.77
TOTAL SAVINGS	1640.79	1640.79	1640.79	1640.79	1640.79	1640.79	1640.79	1640.79	1640.79	1640.79	1640.79	1640.79
Modernisation Allowance	17518	17518	17518	17518	17518	17518	17518	17518	17518	17518	17518	17518
TOTAL CONTRIBUTION	19158.79	19158.79	19158.79	19158.79	19158.79	19158.79	19158.79	19158.79	19158.79	19158.79	19158.79	19158.79
COST IMPLICATION PER ANNUM	,160	-10,686	-10,686	-10,686	-56,866	-10,832	-10,832	-10,832	-22,568	-2,305	-2,305	-2,305

⁵ Average cost of IPAD (64GB v256GB) (314.77 v 436.90)

⁶ Device only not a Capita build

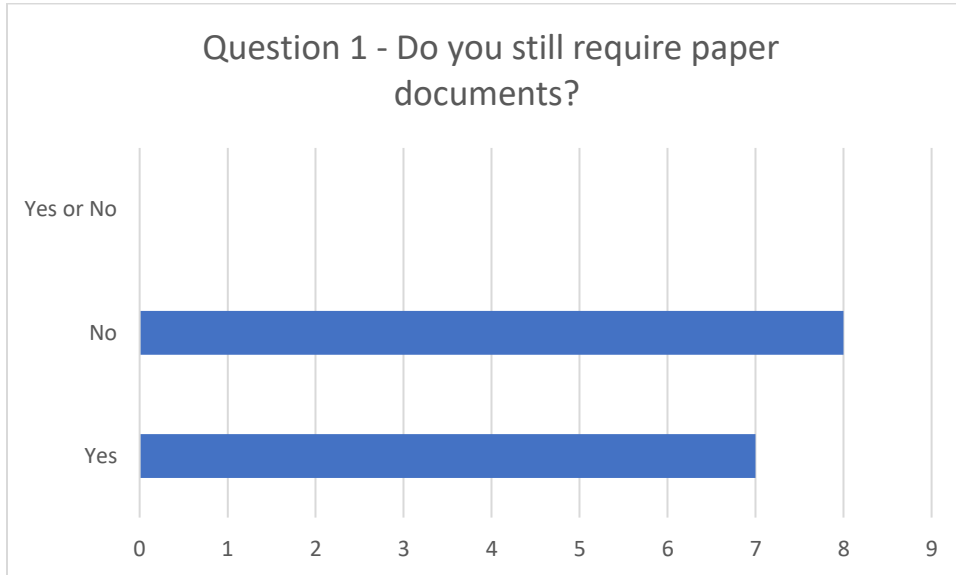
⁷ Apple devices are not currently supported by Capita and there is no standard support model i.e., something off the shelf. If support for IPADS is required, a full impact assessment to determine the intended usage would be needed to consider (among other things) the following: 1. Operating system support, 2. Application support, 3. Patching, 4. Break/fix and or swap out, 5. Security, Any integration requirements into the current environment.

Appendix B - Paperless Agendas: Members' Survey - Results

Response Rate

42% (16 out of 38 Councillors responded)

Question 1 – Do You Require Paper Documents



14 out of the 15 respondents answered this question

	Yes	No	Yes or No	Didn't answer
Do you still require paper documents?	7	8	0	1

Question 2 - Why do you require paper documents?

Some documents are very long (200-300 pages or more). I do not expect to print them myself; I do not wish to read them from my computer; I like to write on them and fold pages for quick reference and carry them to the meeting.

Because I cannot read and rotate on my iPad or phone because it's too small. I use a laptop at home but do not want to bring my laptopthe tool of my work and personal life - into the Plaza. plus it was difficult being in meetings on line through my laptop and looking up documents on my laptop or phone at the same time.

I find it easier to work through documents

I prefer paper copies as I use a laptop/computer mostly and as I have poor eyesight, paper gives my eyes a (relative) rest.

My current laptop/notepad needs replacing and I haven't got round to it

If it is a large document – e.g. Local Plan, I would still like a paper copy

Question 3 - What experience of HBC committee work have you had?

I have been using my iPad for all HBC committees including planning.

I believe the Chairman of committees should have a paper agenda. (Not necessarily reports). I have needed this when I have chaired committees but have followed the reports on my iPad.

I have been happy to have online agendas for HCC meetings including council meeting which sometimes extend to 400 pages.


I currently sit on the overview and scrutiny panel and the licensing committee panel, which has yet to convene this electoral cycle. No it doesn't. So long as I am able to read anything electronically beforehand, I see no reason to use paper copies of anything whatsoever.

Over 3 years experience, Licensing Committee, Overview and Scrutiny Committee, Planning Policy Committee, Langstone Harbour Board,

I have been on the Council, on and off, since the 90s and have served on most committees except Planning, which I avoided. In former days all agendas and papers were delivered to our home addresses on Friday, and Friday nights (and at times, the weekends) were spent reading, thinking and preparing

DMC/Planning Committee, Scrutiny Board (old days), Panel Lead. Happy to have electronic documents, preferably accessible from 'Modern Gov'.

I've been on most committee's, Licensing, O&S, DMC, HR. I prefer paper copies, I can pick up and put down a paper copy.

Member of PLANNING Committee for 4 years, Chair of OPS SCRUTINY BOARD 3 years, Chair of OVERVIEW & SCRUTINY COMMITTEE 

I have been a councillor for nearly 4 years, My main reason for not wanting paper copies is purely environmental. I have a tablet, iphone and laptop so am fully able to locate all documents online

GAF/BACs

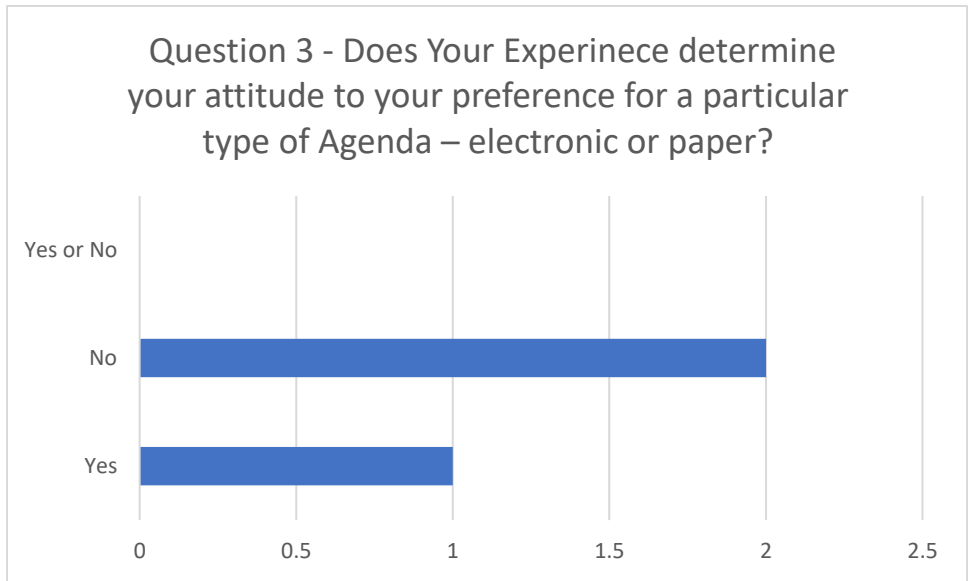
OPS, Councillor Development, Joint HR, Overview and Scrutiny, Planning, West of Waterlooville

I am a new councillor so have had very little experience of HBC committee work

Electronic

I have had experience working with all committees and this does not effect my requirement for a virtual agenda. I do have sympathy with planning committee members who have extensive documents to peruse

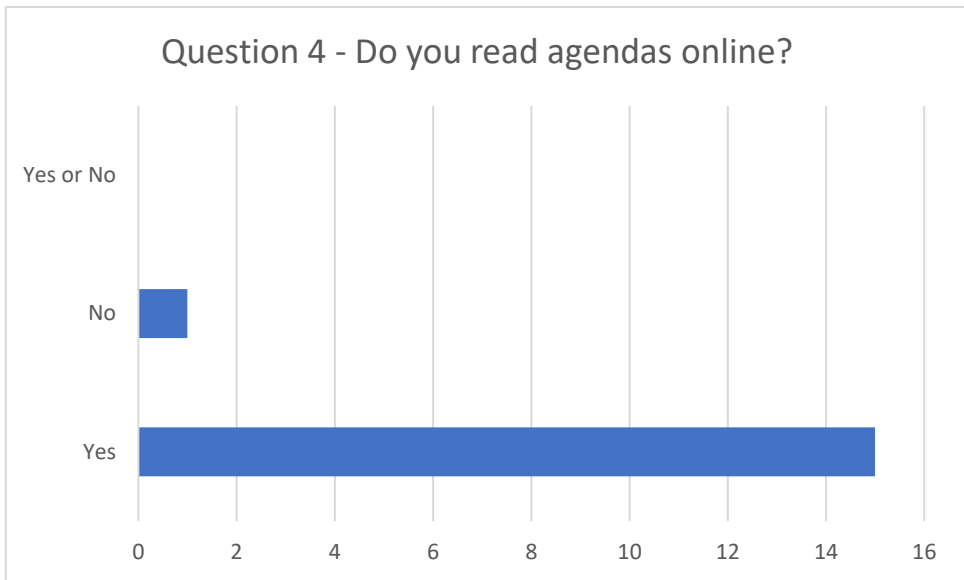
I don't have a lot of experience but am happy for electronic



3 out of 16 respondents answered this question

	Yes	No	Yes or No	Didn't answer
Does your experience determine your attitude to your preference for a particular type of Agenda – electronic or paper?	1	2	0	0

Question 4 - Do you read agendas online?



16 out of 16 respondents answered this question

	Yes	No	Yes or No	Didn't answer
Do you read agendas online?	15	1	0	0

Do you read
agendas online? 15 1 0 0

Comments Received

I will look at them, but I prefer to sit in my armchair and comfortably take my time to read, mark and digest.

I suspect that some Councillors use their phones which must be hell. Every Cllr should be equipped with a properly equipped and prepared HBC laptop.

DMC/Planning Committee, Scrutiny Board (old days), Panel Lead. Happy to have electronic documents, preferably accessible from 'Modern Gov'.

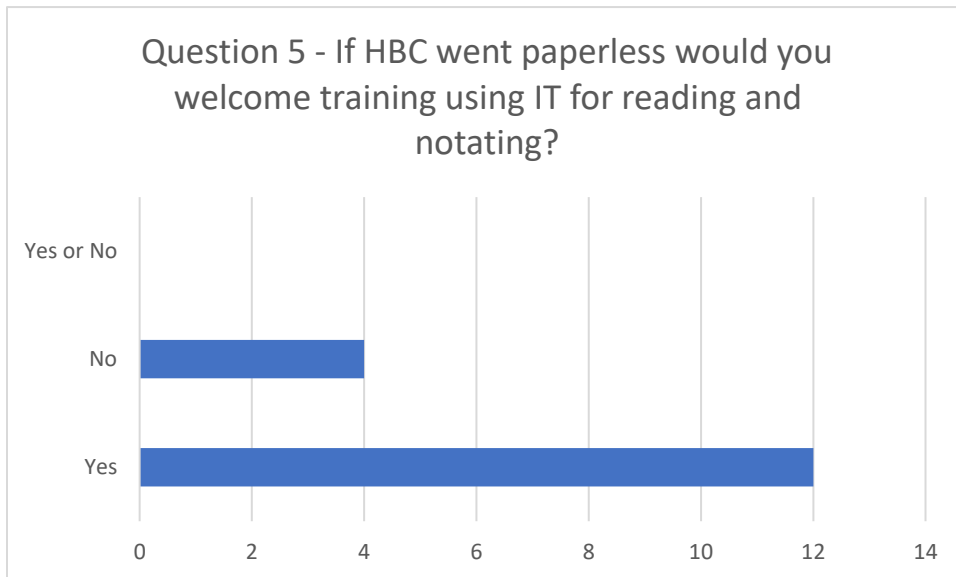
Not very often.

Sometimes, ahead of paper copies being received.

Agenda Yes, Reports No

Yes, but attending and chairing requires paper

Question 5 - If HBC went paperless would you welcome training using IT for reading and notating?



16 out of 16 respondents answered this question

	Yes	No	Yes or No	Didn't answer
If HBC went paperless would you welcome training using IT for reading and notating?	12	4	0	0

Comments Received:

Yes, though I would likely not require it.

I would have to with regard to notating.

I'd give it a go.

Happy with Modern Gov

Yes, because I use my laptop for my work and for personal use

My iPad needs updating to cope with council papers but I do not feel I should have to buy a special piece of IT equipment and software for council work, when some councillors have been given kit for free. This is blatantly unfair.

I wouldn't need that, but I would prefer to still receive paper copies.

Yes – although I tend to use my ipad and it's pen to be able to notate documents already

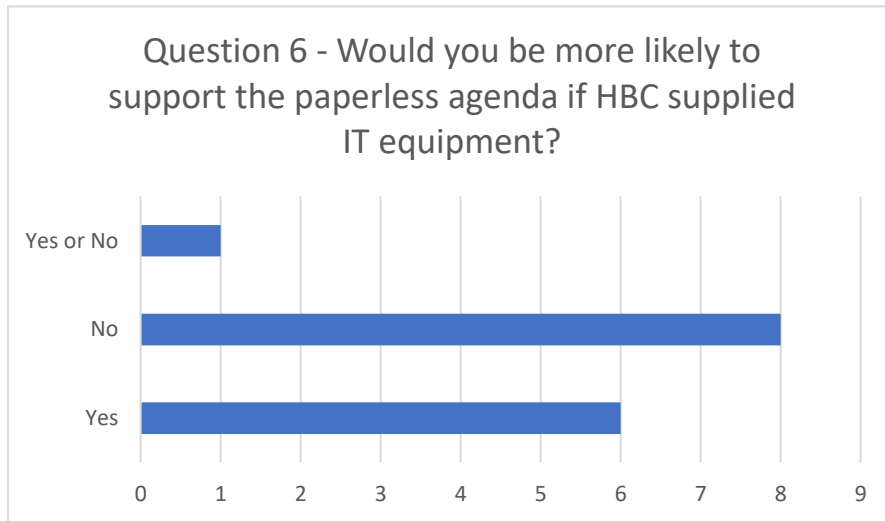
No, I wouldn't need that, but I would prefer to still receive paper copies

I would be prepared to try my method on a device after training. However, if I found that it didn't suit my way of working, I would revert back to paper documents

Yes I would, I have some knowledge

No not required

Question 6 - Would you be more likely to support the paperless agenda if HBC supplied IT equipment?



15 out of 16 respondents answered this question

Yes	No	Yes or No	Didn't answer
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Would you be more likely to support the paperless agenda if HBC supplied IT equipment? 6 8 1 1

Comments Received:

I'll support it either way but do think supplying IT equipment is better for online security.

If it is necessary for us to do our roles, I don't really see why the money should come from our own pockets.

I have all my own IT equipment

NO - but I support the provision of IT equipment. Officers don't expect to load up their private equipment with HBC stuff and neither should Cllrs.. In addition, HBC equipment would be more secure.

I do not need any additional IT equipment to fulfil my role. The only time it is difficult, is large documents associated with planning applications where hard copies of A3 sized pages would be beneficial at formal Planning Committee meetings.

Yes, definitely.

I would not need any further IT. Maybe this should only be supplied to those who request it – to save money

Probably yes, but still have concerns as outlined above

Yes - A laptop would be extremely handy.

No but I would be supportive of equipment being offered to colleagues that required it

If we could get a grant towards it that would be helpful,

For me, the issue is how I work, not a lack of IT equipment