
NON-EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

1 June 2022

Report to Overview & Scrutiny Committee from the Task & Finish Panel regarding Paperless Agendas for Members

Recommendations of the Overview & Scrutiny Committee

FOR INFORMATION

Chair of the Overview and Scrutiny Committee: Cllr Lloyd (2021/22)

Key Decision: NO

Report No. HBC/052/2022

1. Purpose

- 1.1 At its meeting held on 12 April 2022, the Overview and Scrutiny Committee considered the recommendations of the Task & Finish Panel which scrutinised how best to proceed towards sending agenda papers & supplementary papers to Members by soft copy only.
- 1.2 This report relates to the report submitted under Item 9 of the agenda for the Cabinet to be held on 1 June 2022

2. Recommendations of the Overview and Scrutiny Committee

- 2.1 Cabinet be recommended to agree that:
 - 1 the option of offering all councillors the opportunity of giving up all or part of their modernisation allowance to finance a new laptop provided and supported by the Council be explored
 - 2 the current cost of supporting Councillors using their own IT equipment be explored and
 - 3 the default position be that Councillors will **not** receive paper copies of agendas unless they specifically request them.

3. Executive Summary

- 3.1 At its meeting held on 12 April 2022, the Overview and Scrutiny Committee considered the recommendations of the Task & Finish Panel which

scrutinised how best to proceed towards sending agenda papers & supplementary papers to Members by soft copy only (report attached as an appendix).

3.2 The Committee examined, via a question-and-answer session with the relevant Cabinet Lead and officers, the aspects of the Panel's report set out below:

- 1 The costs of providing a laptop to all members of the Council and the methods of financing this provision
- 2 The security reasons supporting the provision of a laptop, supported by the Council, to all members of the Council
- 3 The use of all or part of the Members' modernisation allowance, to help finance the recommendation in 2.1.1 and point 3.2.1 of the report.
- 4 The savings that would be realised if the recommendations set out in the submitted report was adopted.

3.3 It was acknowledged that in the absence of the author of the report, the officers and Cabinet Lead could not comment on whether the members of the Council were asked to identify the equipment they wished to be supplied with.

3.4 The Committee acknowledged that the Panel's recommendation (recommendation 1 or another version of 1, meaning a laptop owned by HBC would be lent to the Member) would improve security, but it considered that the insignificant savings which would be realised by this recommendation could not justify the provision of a laptop to all Councillors.

Instead, the Committee supported an option whereby members were given the choice of having a standard laptop, provided and supported by the Council, in lieu of all or part of their modernisation allowance, to help pay for the equipment, software and support.

However, the Committee accepted that this preferred option would need to be fully costed and compared with the costs of the current system before a final decision could be made. The Committee also considered that the default position for receipt of committee papers be that Councillors do not receive paper copies of agendas unless they specifically request a paper copy.

4.0 Additional Budgetary Implications

4.1 None arising from this report

5.0 Background and relationship to Corporate Strategy and/or Business Plans

5.1 As set out in the Task and Finish Panel's Report (Appendix A)

6.0 Options considered

6.1 See Appendix A

6.0 Resource Implications

6.1 Financial Implications

None arising from this report

Section 151 Officer comments

None received

Dated: 30 May 2022

6.2 Human Resources Implications

None arising from this report

6.3 Information Governance Implications

None arising from this report

6.4 Links to Shaping our Future Programme

Not Applicable

6.5 Other resource implications

None arising from this report

6.6 Legal Implications

None arising from this report

Deputy Monitoring Officer comments

Dated: 27 May 2022

This report is submitted in accordance with Constitutional provision and in order to assist the Cabinet in discharging its executive function. Cabinet is asked to consider the findings of the Task and Finish Panel and the overall recommendations of the Overview and Scrutiny Committee.

7.0 Risks

7.1 None Arising from this report

8.0 Consultation

8.1 Not Applicable

9.0 Communication

9.1 Not Applicable

Appendices

Appendix A - Report of the Task and Finish Panel

Background papers

Report of the Task and Finish Panel

Contact

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