

POLICY DEVELOPMENT PANEL - RECOMMENDATION TRACKING

Title of Report: **Reduction in Printing and Postage Task Group Final Report**

Date of Panel: **28 February 2017**

Recommendations made to: **Cabinet**

Date: **28 March 2017**

Relevant Portfolio: **Portfolio Holder – Strategy, Governance and Transformation and Portfolio Holder – Governance and Customer**

Lead Officer: **Digital and Customer Access Manager**

Recommendations	Cabinet Response	Officer(s) responsible for action	Progress report back to Panel
<p>That the final reports of the Reduction of Paper and Postage Task Group be approved for presentation to the Cabinet as follow:</p> <p><u>Printing and Postage of Committee Agenda Packs</u></p> <p>That the following recommendations be agreed:</p> <p>a) That further training should be provided to members and officers on the use of the Mod.Gov application to review and annotate agendas;</p>	<p>Consideration was given to the final reports of the Reduction in Printing and Postage Task Group, containing recommendations which had been approved by the Performance Monitoring Panel.</p> <p>The Chairman of the Task Group, Councillor J Astill, was in attendance to present the reports and the Task Group’s recommendations to the Cabinet.</p> <p>The Task Group’s reports were welcomed by the Cabinet, and members considered the content and recommendations. The following points arose:</p> <ul style="list-style-type: none"> Members were in favour of the provision of training on the Mod.Gov application. Improved knowledge of the 		<p>Update by Task Group Chairman to Panel meeting 20 February 2018</p>

<p>b) That Meeting Rooms 1 and 2, plus the Council Chamber, should have fixed projectors or display equipment installed, and that use of these becomes commonplace within all meetings;</p> <p>c) That as part of the ICT refresh, collaboration software is deployed (e.g. Microsoft Lync) to enable individuals in any location to be able to share information or video conference between their devices;</p> <p>d) That from 1 May 2017:</p> <ul style="list-style-type: none"> • Recipients should opt-in to receive paper copies of agendas; • Any agendas being posted are sent second class; • Planning agendas are not automatically printed for those not on the Committee; • Democratic Services no longer produce spare copies of agendas for members use or copies for officers use; • The full Council agenda is reduced in size by including electronic links to committee minutes; and <p>That the following recommendation be</p>	<p>technology available would encourage greater use by members of electronic devices instead of paper.</p> <ul style="list-style-type: none"> • Members were in favour of recipients of agendas receiving electronic copies, unless they opted into receiving a paper copy. • There was a need in some instances to retain hard copies (such as viewing plans in Planning Committee), and a process was required to ensure that substitute members could obtain a hard copy in sufficient time. • Members did not support the use of second class postage for agenda dispatch. Concerns were raised regarding receipt in sufficient time for meetings. • The location of display equipment in the Council Chamber should be considered. • A delivery plan was needed, together with costed recommendations. • Many of the recommendations had links to the Authority's Moving Forward programme and should be incorporated within this. • During the Task Group's work, a problem had been identified relating to bookings at the South Holland Centre, where users of iPads and iPhones could not access seat plans. Improved on-line booking facilities should be addressed. <p>DECISION:</p> <p>a) That the recommendations detailed within each of the three Task Group reports be noted:</p> <p>b) That in order to move the Task Group recommendations forward, the following be undertaken:</p>		
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<p>added:</p> <p>e) That where possible, agenda and associated reports be produced in black and white in order to reduce the cost of colour printing.</p> <p><u>Printing and Postage of External Items</u></p> <p>That the following recommendations be agreed:</p> <p>f) That South Holland District Council actively pursues an online/paperless approach for Council Tax and Business Rate bills;</p> <p>g) That further investigation is required on how the eCitizen service can be configured to provide a more positive user experience;</p> <p>h) Further integration is required between the My Council and eCitizen service to provide a single customer logon; and</p> <p>i) That the South Holland Centre investigates implementing an up to date online booking system that offers better reporting/customer management and works across all types of web browser or device.</p>	<p>i. Councillors to receive training on the Mod.Gov application;</p> <p>ii. With effect from 1 May 2017, recipients will only receive electronic agenda papers unless they opt-in to receive paper copies;</p> <p>iii. Improved on-line booking facilities at the South Holland Centre to be investigated in order to make bookings available to users of all devices;</p> <p>iv. A delivery plan to be produced in order to cost out recommendations detailed within the Task Group's final reports; and</p> <p>v. Appropriate recommendations to be incorporated within the Authority's Moving Forward programme;</p> <p>c) That the recommendation to post paper agendas by second class post not be pursued.</p>		
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<p><u>Printing of Officer Agenda Packs</u> That the following recommendations be agreed:</p> <ul style="list-style-type: none">j) That Portfolio Holders and senior managers encourage all areas under their control to move to a paperless agenda;k) That internal meeting rooms should have fixed projectors or display equipment installed, and that use of these becomes commonplace within all meetings;l) That a selection of internal meeting rooms have video conferencing equipment capable of connecting to external locations, or individuals using video/audio capability of their own devices;m) That as part of the ICT refresh, collaboration software is deployed (e.g. Microsoft Lync) to enable individuals in any location to be able to share information or video conference between their devices; andn) That from 1 May 2017, recipients should opt-in to receive paper copies of agendas.			
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