

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Cllr J R Astill Chairman Reduction in Paper and Postage Task Group

To: Policy Development Panel Wednesday, 19 September 2018

(Author: Andy Prior Digital and Customer Access Manager)

Subject Reduction of Paper and Postage Task Group

Purpose: Provide progress update following the sign off of recommendations of the Reduction in Printing & Postage Task Group in February 2017

Recommendation(s):

- 1) To consider and comment on the update and consider if further actions are required

1.0 BACKGROUND

1.1 Introduction

1.1.1 The Task Group was established to look at printing and postage across the council; it commenced its work on 24th October 2016 and concluded on the 9th February 2017.

1.1.2 The scope of the Task Group was:

- To review the use of printed materials and postage regarding committee agendas
- To review the use of printed material produced by the South Holland Centre
- To review the use of printed materials produced in relation to electoral information, council tax and business rates
- To review the use of printed materials by officers
- To formulate a policy
- To make recommendations for reduction in use of printed material

1.1.3 The membership of the Task Group consisted of Councillors J R Astill, (Chairman) H Drury, M Pullen and A Woolf. The Lead officer was A Prior.

1.2 Recommendation made by the group and approved

1.2.1 The following recommendations were made with the majority subsequently approved by Cabinet. Those not approved or actioned are detailed in the appendix.

- That further training should be provided to members and officers on the use of Mod.Gov application to review and annotate agendas.
- 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.

- 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.
- That where possible officers should produce reports (containing items other than text) capable of being printed in black and white (rather than colour) to further reduce printing costs.
- From 1st May 2017:
 - Recipients should opt-in to receive paper copies of agendas.
 - Any agendas being posted are sent 2nd 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 officer's use.
 - Full Council agenda is reduced in size by including electronic links to Committee Minutes.

- That South Holland District Council actively pursues an online/paperless approach for council tax and business rate bills.

- Further investigation is required on how the eCitizen service can be configured to provide a more positive user experience.
- Further integration is required between the My Council and eCitizen service to provide a single customer logon.
- That the South Holland Centre investigate implementing an up to date online booking system that offers better reporting/customer management and works across all types of web browser or device.

2.0 **BENEFITS ACHIEVED**

Benefits achieved are contained in the following Appendix:

2.1.1 PDP Task Group Report

3.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

3.1 **Carbon Footprint / Environmental Issues**

3.1.1 The work undertaken to date has resulted in the Council's carbon footprint being reduced

3.2 **Corporate Priorities**

3.2.1 The recommendations were all in line with the council's transformation aims

3.3 **Financial**

3.4

3.5 The report highlights cashable savings of £1480 per year although total savings are higher as a number of initiatives cannot be exactly quantified at this stage

4.0 **WARDS/COMMUNITIES AFFECTED**

4.1 The conclusions of the report will impacted all members' officers and residents of South Holland.

4.2

5.0 **ACRONYMS**

5.1 None

Background papers:- None

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Key Decision: N

Exempt Decision: N

Appendices attached to this report:

Appendix A PDP Task Group Report - Committee Agenda Printing - September 2018