



SCRUTINY REVIEW OF COUNCIL'S PAPER USAGE

To – Scrutiny Management Team

Date of meeting – 21st November 2017

Notes of - Corporate Director

BRIEFING NOTES

Background

The Team considered the proposed review at its meeting on 23rd May and resolved as follows:

- (1) That officers be asked to –
 - Investigate the amount of paper used across all service areas for all purposes and assess whether this is reasonable
 - Identify any areas where savings in paper usage can be made and any consequent direct and indirect cost savings
 - Identify any further opportunities for re-use and recycling of paper
- (2) That all Members of the Council be invited to receive all committee agendas and reports by e-mail and links to the Council website as an alternative to paper copies delivered by post.
- (3) That this alternative option be implemented for those in agreement.
- (4) That where appropriate, Members be encouraged to seek IT training assistance from colleagues and if not available, the option of providing officer assistance be considered.
- (5) That the average cost of sending paper copies of committee agendas and reports to Members be investigated.
- (6) That a further report be submitted to the November meeting of this Team.

Current Position

Action has been taken on resolutions 2, 3, 4 and 5.

Only 3 Councillors said that they would be happy to go paperless but this has not yet been put in place. One councillor already receives all his electronically.

A further 19 responded to say they wanted to continue with paper copies.

There was no response from the remaining councillors.

Things have moved on in that a pilot involving 12 volunteer councillors is about to start in the use of Microsoft 365. Whilst this is as much about cyber security as reducing paper usage it does offer the opportunity of putting in place a consistent and comprehensive way of distributing committee papers electronically. The outcome of the pilot will be reported to the Team.

The attached appendix provides a snapshot of the average cost of sending paper copies of committee agendas and reports.

Separately the Council's Medium Term Financial Plan includes a saving proposal of £25k from a review of printing in 2019/20 and work on this will start in earnest in summer 2018.

Also the Council's progress towards "Digital by Default" will have an impact on paper usage. Initiatives such as e-billing, wider usage of the website and staff using mobile devices will all contribute.

In the meantime service managers are being asked to review their use of paper and office arrangements for re-use and recycling of paper and cardboard.

Town Hall,
NELSON,

Report Author: Philip Mousdale 01282 661634 E-Mail: philip.mousdale@pendle.gov.uk