

<b>Report to:</b>	<b>COUNCIL BUSINESS MANAGEMENT COMMITTEE</b>
<b>Report of:</b>	<b>CITY SOLICITOR</b>
<b>Date of Meeting:</b>	<b>28 AUGUST 2018</b>
<b>Subject:</b>	<b>DISCONTINUING DISTRIBUTION OF COMMITTEE AND COUNCIL PAPERS</b>
<b>Wards affected:</b>	<b>N/A</b>

**1. Purpose of report:**

- 1.1 To set out proposed changes to how agendas and reports are distributed for committee and council meetings, in order to find further expenditure savings by reducing the amount of printing.

**2. Decision(s) recommended:**

- 2.1 That the Council's Business Management Committee agrees to implement measures to discontinue hard copy paper agendas and reports for all council meetings by November 2018.

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**3. Relevant background/chronology of key events**

- 3.1 In October 2014, CBM agreed to proposals to discontinue hard copy paper agendas and reports for all council meetings and transfer to electronic systems by degrees over a period of months with appropriate member level training.
- 3.2 Hard copy agendas and reports have ceased for Planning Committee and Audit Committee. Support for moving to "paperless" meetings has grown. Licensing and Public Protection Committee agreeing a resolution to stop printing agendas and papers in 2017. The move to reducing paper agendas was discussed and backed at the Corporate Resources and Governance O&S Committee meeting in January 2018.
- 3.3 The proposal is to extend this to all committee and council meetings in order to generate significant savings for the City Council. This would be both in monetary terms (agenda and papers for City Council alone cost almost £20,000 last municipal year) as well as significant time savings for Committee Services officers (in a report to CBM in 2014, it was estimated that removing papers copies could save 1,000 hours a year (albeit based on a higher number of committee meetings)).
- 3.4 **Proposed New Approach**  
From November 2018, hard copies of agendas and papers will not be provided to members or officers. Instead an annotatable pdf file will be available on the CMIS website, and emailed to elected members.

### 3.5 **Equipment**

All members have access to or have been provided with Council laptops. Plug sockets will be provided for members to charge devices at meetings; additional sockets will be made available in the Chamberlain Room on Council days. However, members will be requested to attend meetings with devices charged.

### 3.6 ***Training and Support***

In-house training will be organised for any members who feel they would benefit from this to assist with:

- Accessing and using CMIS, linking to and retrieving documents.
- Guidance on annotation of PDFs for use in meetings
- IT support training can also be arranged on a 1-2-1 basis for members requiring additional assistance.

3.7 Drop-in sessions would be arranged prior to City Council meetings in September and November. It would also be useful to identify members within each group to act as peer mentors, within their group, to support others in effective electronic working.

### 3.8 ***Proposed Timescale***

CBM decision	28 <sup>th</sup> August 2018
Member training	September / October
Go live (i.e. printed copies to cease)	November 2018

**Signature:**

**Chief Officer:**  
**KATE CHARLTON, CITY SOLICITOR**