

AD-HOC SCRUTINY PANEL

27 MARCH 2013

**PAPERLESS COMMITTEE MEETINGS
- FURTHER INFORMATION**

PURPOSE OF THE REPORT

1. To update the Ad-Hoc Scrutiny Panel in respect of its investigation of the topic of paperless committee meetings.

BACKGROUND AND FURTHER INFORMATION

2. To date, the Ad-Hoc Scrutiny Panel has met twice to examine this subject. At its first meeting, on 19 September 2012 the panel considered a general overview of this topic. On 26 October 2012, the panel considered a presentation from the Senior Resources Officer, Members Office, on the following matters:
 - How this issue relates to the authority's ongoing Desktop Strategy (which involves reviewing most aspects of IT operations, equipment, ways of working, efficiencies etc).
 - Links to the authority's Transformation Agenda.
 - Costs.
 - Software issues.
 - Security and insurance.
 - Members' IT usage and organisational culture.
3. Information on the above issues is contained in the minutes of the last meeting (attached).
4. In addition to the above, the Chair of the Ad-Hoc Scrutiny Panel, and officers, attended a meeting of Scarborough's Full Council on 5 November 2012 to observe proceedings. Scarborough is the first authority in the country to adopt an entirely paperless approach in respect of its committee meetings and the 5 November Council meeting was the first to be held without the use of any meeting papers. All Council Members, and relevant officers, have been issued with tablet devices containing meeting agenda, minutes and reports.

5. Further information from the visit to Scarborough will be presented at the Ad-Hoc Scrutiny Panel meeting.
6. On 26 October 2012, the scrutiny panel confirmed that it wished to see a demonstration of the relevant technology/equipment. Accordingly, arrangements have been made for an external supplier to attend the meeting and provide examples of tablet devices. Appropriate Council Officers will also be present.

RECOMMENDATION

7. It is **RECOMMENDED** that the Ad-Hoc Scrutiny Panel receives the information at the meeting and determines how it wishes to proceed with investigation of this topic.

BACKGROUND PAPERS

8. The following background papers were used in preparing this report:
 - Reports and minutes of the Ad-Hoc Scrutiny Panel meetings held on 19 September and 26 October 2012.

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