

**AD HOC SCRUTINY PANEL  
PAPERLESS COMMITTEE MEETING – ACTION PLAN**

**18 JUNE 2013**

<b>SCRUTINY RECOMMENDATION</b>	<b>PROPOSED ACTION</b>	<b>BY WHOM</b>	<b>BUDGET COST</b>	<b>TIMESCALE</b>
<p>1. That a paperless approach to committee meetings in Middlesbrough Council - involving the use of mobile devices by all Elected Members and relevant Officers to access all meeting papers - is adopted by the authority subject to the following additional recommendations.</p>	<p>Agree to move towards the use of mobile devices for members. However the Councils current IT infrastructure is out of date and does not lend itself easily to mobile connectivity. There is a major improvement programme underway which is being managed under the Change Programme and the WorkSmart banner within the Council.</p> <p>If it is agreed to follow the programmes this may be a longer term project</p> <p>Some projects are already ongoing including:</p> <ul style="list-style-type: none"> <li>• Desktop Strategy (hardware)</li> <li>• Applications Review (software)</li> <li>• Data Centre Review (servers)</li> <li>• Information Portal (electronic document storage)</li> <li>• VOIP (telephones)</li> </ul>			<p>May 2015</p> <p>May 13 – May 14</p> <p>May 13 – Mar 14</p> <p>Feb13 – July 14?</p>

	<p>Investigation are also underway as to identifying the benefits/costs of wifi connectivity and security which will enable the use of mobile devices. This is also linked to the Councils asset management review, which will consider which building may be included in the project and therefore may also reviews of corporate procurement contracts with tele - communication providers</p> <p>Again all of these will influence the timescale for implementation.</p> <p>The Senior Resources Officer will ensure that this project is considered during each stage.</p> <p>In the shorter term Members' may wish to consider further trialling of paperless meeting for some of the smaller meetings using the Screens and equipment already available in the committee rooms</p>	<p>Julia Coxon</p>      <p>Sylvia Reynolds</p>		?????????
2. That the project is examined/developed as part of the authority's Desk Top Strategy and Application Review. This should identify the most appropriate equipment/devices to be used and undertake a detailed exercise on cost-	All the issues identified will be considered fully by the Senior Resources Officer and the Corporate Project Manager and a progress report be provided on a 6 monthly basis (to whom?). Although costs will	Sylvia Reynolds		

<p>effectiveness and long-term costs. All costs should be identified prior to the introduction of any new system. The exercise should also include an assessment of the potential risks of the system and how these could be addressed/mitigated.</p>	<p>be dependent on market prices at the time of procurement</p> <p>As Members have identified the business case and the possible benefits of using mobile devices It is proposed Members continue to use their current devices until the Council has finalised the corporate solutions which will incorporate aspects all of the above</p> <p>The Desk Top strategy is already underway and involves a phased implementation of new desktop equipment (where required) and an updated operating system (Windows 7) and an update Microsoft Office package (Office 2010). Members data has already been captured as part of this exercise</p> <p>They will however receive upgraded operating system and Microsoft Office Packages on their current devices and that training is provided Resources Team Staff.</p>	<p>Steve Fletcher /Sylvia Reynolds</p>		<p>????</p>
<p>3. That any mobile devices used are capable of supporting all systems currently in use by Members, together with any enhanced features that may be appropriate to enhance Members' roles in the future, both in committee meetings</p>	<p>The Members Resources Officer will liaise with the ICT-client and Members to ensure that Members requirements are taken into consideration in each project streams identified above.</p>	<p>Sylvia Reynolds</p>		

and in community work.				
4. That the necessary training is provided for all Members and relevant Officers.	<p>It proposed Members will continue to use current devices until the above is finalised.</p> <p>They will however receive upgraded Microsoft Office Packages and Lotus Notes which will require Members and officers to be provided with some additional training.</p> <p>A further training programme will be developed for Members and Staff on the use of mobile devices and any additional software prior to any implementation</p>	Sylvia Reynolds		
5. That it is ensured that the press, public and any relevant parties attending meetings continue to be able to easily access all public agenda, reports and minutes. It should also be ensured that the production of any printed meeting papers is reduced to a minimum.	<p>The press are currently alerted via Egenda when Minutes and agendas are published on the Council website with a link being provided. This will remain the same</p> <p>The public can also access the same information through the Council website.</p> <p>The appropriate staff will consider the operational implementation of paperless committees and liaise with committee and panel chairs on the display of documents on the screens currently available in committee rooms</p>	Peter Clark		
6. That prior to the introduction of a	Meet with the communications & press	Peter Clark		

paperless committee system, its benefits are highlighted and publicised.	department to produce news articles and promote the benefits on the council website and Intranet			
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