AD HOC SCRUTINY PANEL
PAPERLESS COMMITTEE MEETING – ACTION PLAN

18 JUNE 2013
Updated 2/1

SCRUTINY RECOMMENDATION	PROPOSED ACTION	Update	BY WHOM	TIMESCALE
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.	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 However the Councils current IT infrastructure is out of date and does not lend itself easily to mobile connectivity.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 Work Smart banner within the Council. If it is agreed to follow the programmes this may be a longer term project Some projects are already ongoing including: • Desktop Strategy (hardware) • Applications Review (software) • Data Centre Review (servers) • Information Portal (electronic document storage) • VOIP (telephones)	Executive Committee agreed the proposal to tie this in with the Work Smart programme with an approximate implementation date of May 2015.	Julia Coxon	May 2015 May 13 – May 14 May 13 – Mar 14 Feb13

				– July 14?
	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	The vodaphone contract is due for renewal in February 2014 The Council will will consider the options for wifi and 3G connectivity, which allows mobile working and access in the community as part of this tender process.		
	Again all of these will influence the timescale for implementation. The Senior Resources Officer will ensure that this project is considered during each stage. 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	SR has met with Steve Fletcher (1/10/13) to ensure the actions identified in this report are considered	Sylvia Reynolds	
2. That the project is examined/developed as part of the authority's Desk Top Strategy and Application Review. This should identify	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 .		Sylvia Reynolds	

| the most appropriate equipment/devices to be used and undertake a detailed exercise on cost-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. | Although costs will be dependent on market prices at the time of procurement

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

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

They will however receive upgraded operating system and Microsoft Office Packages on their current devices and that training is provided Resources Team Staff. | The majority of councillors (44/48) now have the new version of Microsoft office packages, an upgraded version of Citrix and the latest version of Lotus Notes. . | Steve Fletcher /Sylvia Reynolds | |

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 and in community work.	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.	This will be actioned nearer the implementation date when the procurement of devices is considered	Sylvia Reynolds	
4. That the necessary training is provided for all Members and relevant Officers.	It proposed Members will continue to use current devices until the above is finalised. They will however receive upgraded Microsoft Office Packages and Lotus Notes which will require Members and officers to be provided with some additional training. 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	Briefing sessions were held and basic guidance given on the use of the upgraded software. Members can also seek one-to-one support as and when required. Further training will be made available on the use of equipment when devices are to be rolled out	Sylvia Reynolds	April/May 2015
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	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 The public can also access the same information through the Council website.		Peter Clark	

of any printed meeting papers is reduced to a minimum.	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			
6. That prior to the introduction of a paperless committee system, its benefits are highlighted and publicised.	Meet with the communications & press department to produce news articles and promote the benefits on the council website and Intranet	This will be considered nearer the procurement/ implementation date.	Peter Clark	