

Paper less meetings - Frequently asked questions

<p>What support is available to members in the transition from paper based meetings to Digital by Default?</p>	<p>A range of training has been and will remain on offer, for the foreseeable future. This will be delivered by Democratic Services and IT colleagues</p> <p>We want members to be reassured that ongoing support will also be available beyond any implementation date.</p> <ul style="list-style-type: none"> • Group and drop in sessions will be available when cohorts are identified to transition and can be tailored to cover different meeting types (Executive, Planning Scrutiny etc). • 1:1 sessions will also be supported where members request it • Support will also be available during the first meetings of transitions to help with any teething issues • Political Assistants will have the same devices and setup and will also be able to offer support
<p>How will I receive my meeting documents once I become Digital by Default?</p>	<ul style="list-style-type: none"> • Members will receive an email notification of the summons to the meeting Members will receive their meeting documents via the Modern Gov app or intranet. • Members can set up their own favourites list which will enable them to have access to their identified committees and papers. • Training will demonstrate how documents can be accessed
<p>I make lots of notes prior to meetings, during meetings, and sometime after meetings. How will I do this without paper?</p>	<p>Modern Gov allows the user to annotate or make notes in documents for your own personal use and no one else can see them. Training will be provided to help you do this</p>
<p>Why have laptops been chosen as the standard device offering</p>	<p>The Council previously trialled the use of tablets as the members chosen device as these were seen to be lighter and</p>

	<p>more portable. However, members struggled with the small screens and felt they were not suitable for reading council reports / documents, and there were a number of connectivity issues.</p>
<p>How will members of the public who are attending view documents?</p>	<p>Council meeting papers are by default available on the Council website.</p> <ul style="list-style-type: none"> • For those that are unable to access papers, one set of papers will be available at Town Hall reception • Some Council meetings are also webcast allowing for digital access as well as live streaming/playback.
<p>During the pandemic, meetings were held remotely will this continue?</p>	<p>At present, any decision making meeting covered by the 1972 Local Government Act requires elected members to be physically present in the room.</p> <p>However, the government will be considering whether the choice should be given to local authorities as to how their meetings are held.</p> <p>Officers are also investigating the technology for officers and the public to attend remotely allowing hybrid meetings to take place in exceptional circumstances</p>
<p>I simply do not wish to move to a Digital by Default way of working and wish to continue to receive paper copies for meetings.</p>	<ul style="list-style-type: none"> • Members have the right to opt out of the programme if after discussion and training they feel it is unworkable for them. • For Members that 'opt out', they may print off their, own papers, collect a set from the Town Hall or will be entitled to receive papers in the traditional manner. • The Council prints 7 million pieces of paper a year. Reducing our use of paper, and the courtier will contribute to Council commitment to reducing its carbon footprint.

How will I access documents if I forget my IT or the battery runs out?

We encourage Councillors to continue to plan for their meetings in advance - ensuring their laptop is fully charged and taking their laptop should be no different to taking their papers. During any transition period, Democratic Services Officers will assist where they can