

CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee – 21st September, 2016

REPORT BY: Solicitor to the Council

SUBJECT: Members' Diaries

REPORT FOR: Decision

1. Introduction.

- 1.1 At the Democratic Services Committee on 4th October, 2013 there was a discussion regarding a review of Members' diaries and the committee agreed that a review be undertaken, "looking at different options and associated information".
- 1.2 Since that date there has been a significant change in the way that committee agendas are produced with the introduction of the Modern electronic system, which also provides alternatives relating to the production of Members' diaries.

2. Current position.

- 2.1 Currently, once a draft diary has been produced, there is officer time expended in both preparing the format of the diary prior to it being sent to the printer, and in proof reading the draft documents from the printer prior to the final sign off of the document. This would equate to a cost of £144.83 (hourly rate x number of hours). The cost of printing the Filofax paper diaries is £600 per year.
- 2.2 In addition there is the cost of purchasing Filofaxes at a cost of £20 each. On average the Council has approximately 20 new Members at each election which would be a cost of £400 every 5 years.
- 2.3 The other significant issue is that with a number of changes of dates of meetings and in particular additional meetings being inserted in the Council diary during the year, the paper diaries once printed become out of date very rapidly.
- 2.4 Democratic and Scrutiny Services maintain an electronic Outlook "Council diary" which is populated with the Council's meetings.
- 2.5 With the introduction of the Modern system there are opportunities for the Council to operate more efficiently and this also relates to the area of Members' diaries.
- 2.6 Members are familiar with the Modern system as they have been using it now for 12 months to access agendas and committee papers. One way that

Members have been shown how to access their papers is by means of the Calendar on the Modern system.

3. The Way Forward.

Options:

- 3.1 Option 1 – Members (and officers) can use the calendar on Modern to refer to details of dates of all meetings, including main meetings of other bodies such as the Brecon Beacons National Park Authority and the Welsh Local Government Association. Using this calendar will also save Democratic and Scrutiny Services officers time in not completing the Outlook Council diary, as when meetings are set up in Modern this will automatically populate the calendar on the Modern website. This calendar can be updated on a regular basis by Scrutiny and Democratic Services, which cannot be achieved at present with the Filofax diary.
 - 3.2 Option 1(a) – If Members wish to have a printed version of the diary in addition to, or rather than Option 1 above they can print the calendar pages themselves to carry with them, and use to add entries as they do currently. A printable version can be accessed from the 'calendar of meetings' page in Modern. *
 - 3.3 Option 1(b) - It would be possible for the Council to print the diary page for Members once a month, then the total cost for the year would be £87.60 (10p per two sided sheet x 12 x 73 Members). The page would be distributed using the Members' pigeon holes. If these were to be posted to Members that would be an additional cost. However Members printing their own copy on demand [Option 1(a)] would be the preferred option as there is a likelihood that printed diaries would be out of date very quickly. In addition not all Members would want to have a paper copy, and would either work electronically or make their own arrangements for a diary. *
- * Members using either of these options will need to continue to check the online system during the month for any amendments to the calendar.
- 3.4 Option 2 – Retain the status quo – i.e. printed Filofax version. However this is not the preferred option due to the need to modernise the process, and the cost and time savings involved as set out in 4 below.
 - 3.5 In addition to the above the Council is initiating the integration of the Modern system with the Council's email / calendar system so that when a committee is set up in Modern, those Members on the committee will have the date automatically inserted in their Council outlook calendar.
 - 3.6 The electronic options above will integrate with the proposal to enable Members to have Council smartphones (report to be considered by the Cabinet in September 2016) whereby Members who decide to avail themselves of a smartphone will be able to pick up their calendar and emails using these phones.

4. Savings.

4.1 The savings to the Council over a 1 and 5 year term would be as follows:

Item	1 Year Saving	5 Year Saving
Annual Cost of printing diary	£600.00	£3000.00
Cost of purchasing Filofax covers (20 per term)	NIL	£400.00
Staff cost on producing printed version of diary	£144.83	£724.15
Total Saving over 1 year and 5 years	£744.63	£4124.15
Reduction in saving due to cost of producing monthly diary sheet for 73 Members internally – if all members selected this option	-£87.60	-£438.00
Revised Total Saving over 1 year and 5 years	£657.03	£3686.15

5. Proposal.

5.1 Option 1 [whichever is taken up] set out above have a number of advantages as follows:

- (a) Ability to keep the diary pages more up to date;
- (b) Facility for Members to have a choice i.e. use the calendar either electronically (either online or by means of their own outlook calendar) or to print a paper copy where required;
- (c) Reduction in production costs;
- (d) Reduction in number of processes undertaken by officers and time saving for officers.

5.2 It is therefore proposed that the Council no longer produces the Filofax printed diary as previously (Option 2). It is further proposed that Members select from Option 1, and 1(a) set out in the report, which they wish to use to access the diary of meetings.

Recommendation:	Reason for Recommendation:
(i) that the Council no longer produces the printed Filofax diary as previously (Option 2);	To modernise the production of the calendar of Council meetings and to produce cost savings in the Members' budget.
(ii) that Members select from Option 1, and 1(a), set out in the report which they wish to use to access the diary of meetings.	

Person(s) To Action Decision:	Clive Pinney, Solicitor to the Council.		
Date By When Decision To Be Actioned:	May, 2016		
Relevant Policy (ies):	Council's Constitution.		
Within Policy:	Y	Within Budget:	Y
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