

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

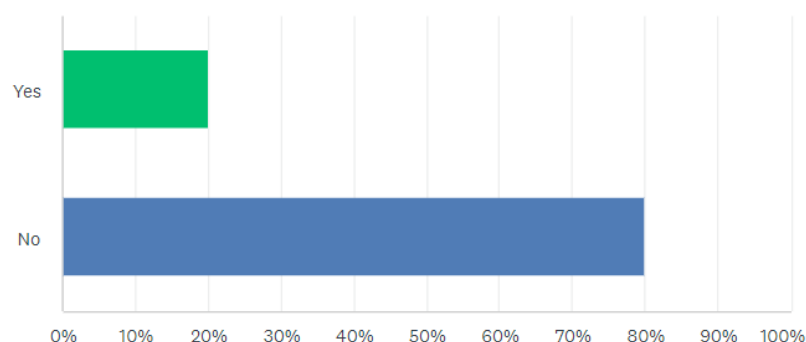
<b>COMMITTEE:</b>	<b>Environment Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>11<sup>th</sup> July 2024</b> <b>7.00 pm</b>	<b>LOCATION</b>	<b>Town Hall</b>
<b>REPORT FROM</b>	<b>Ruth Burgess – Streetscape Development Manager</b>		
<b>AGENDA ITEM</b>	<b>11</b>		
<b>REPORT TITLE</b>	<b>Update - Paperless Council Meetings</b>		
<b>Background</b>	<p>In light of ongoing financial and environmental pressures, the Council continues to look at identifying ways of doing more with less. Part of the Council’s Business Plan is to achieve this through the implementation of smarter ways of working in a digital age through its implementing new ways of working and delivering services.</p> <p>A number of Councils have completed a transition to paperless meetings over recent years and there is a clear direction of travel in this regard, such that over the course of the next few years it is expected to become standard practice in local government. Across a wide number of Cheshire East service areas, the Council is increasingly encouraging its residents to access services electronically. Moving to paperless meetings provides Members with an opportunity to lead by example in this regard and demonstrate that they too are prepared to embrace new forms of technology to deliver savings, embrace more efficient working practices and reduce the Council’s carbon footprint.</p>		
<b>Update</b>	<p>A survey has been sent out to all Councillors asking 4 key questions:</p> <ol style="list-style-type: none"> <li>1. Need the town council to provide me with access to a tablet during meetings?</li> <li>2. Bring my own tablet/laptop to meetings.</li> <li>3. Need some training to help me access documents efficiently?</li> <li>4. Would continue to use printed documents which I would request ahead of each meeting?</li> </ol> <p>Below within Appendix A, you will find the results.</p>		
<b>Proposal</b>	To seek approval for <b>Change Management Committee</b> to undertake a pilot of ‘paperless’ meetings and, subject to the success of the pilot, to extend this approach to all Council and Committee meetings on a phased basis.		
<b>Environmental</b>	Removal of paper documents will reduce the Council’s carbon footprint.		

<b>Equality</b>	<p>Tablets should improve accessibility for many, due to the ease of zooming in on particular text relative to paper documents. Use of a screen-reader software should be possible on any equipment we select so that those with significant visual impairment can access the content.</p> <p>Spare tablets should be available so that public attendees can access the content. The tablets must be sufficiently easy to use that training is not required and even those with limited digital confidence or tablet experience can easily access the content.</p> <p>Another project is developing a new website for CTC and this must also meet the latest accessibility standards to enable this work to succeed.</p>
<b>Financial</b>	<p>This action will cost (x), but this cost will be recovered within (y) months due to the reduced paper usage.</p> <p>Please note if the above proposal does go forward the financial consideration due to the costings being in around £5K, would require the paper then going on to Full Council for financial approval, The budget line for the purchase is currently £5K a year, Using the full £5K for this project would no room operational replacements ( laptops etc)</p>
<b>Decision Requested</b>	To approve.

## APPENDIX A.

### Need the town council to provide me with access to a tablet during meetings

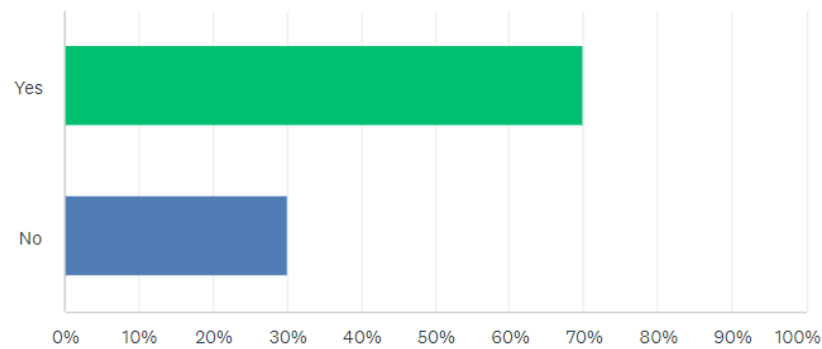
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	20.00%	2
▼ No	80.00%	8
<b>TOTAL</b>		<b>10</b>

## Bring my own tablet/laptop to meetings

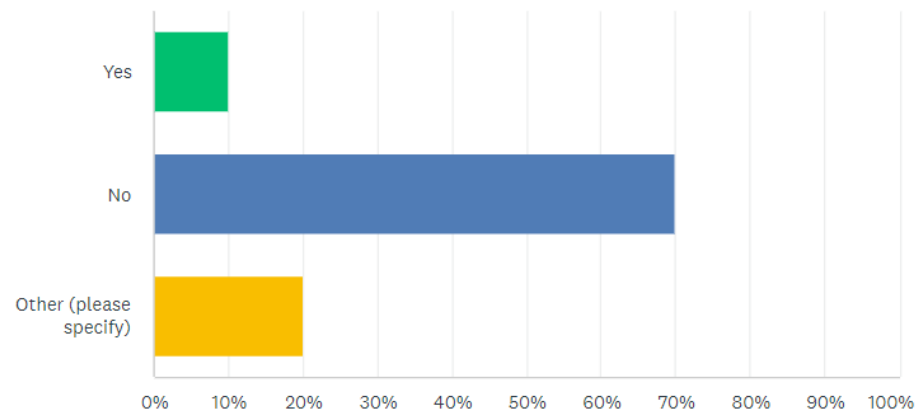
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	70.00%	7
▼ No	30.00%	3
TOTAL		10

## Need some training to help me access documents efficiently

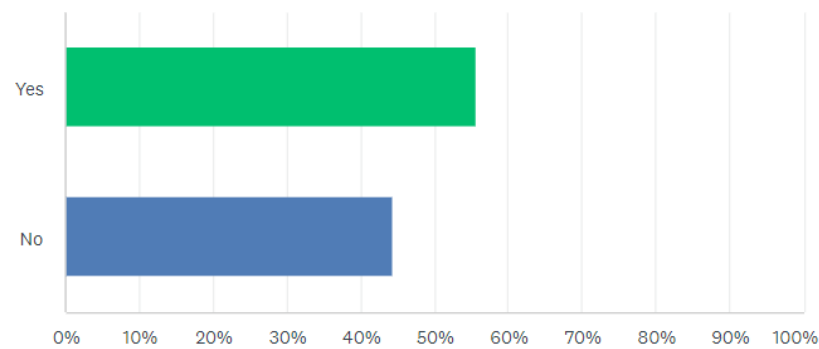
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	10.00%	1
▼ No	70.00%	7
▼ Other (please specify)	Responses 20.00%	2
TOTAL		10

Would continue to use printed documents which I would request ahead of each meeting.

Answered: 9    Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	55.56%	5
No	44.44%	4
TOTAL		9