

Report of Democratic Services Manager

Subject: Electronic Agendas

Purpose of Report

Members are asked to consider the future provision of paper copies of agendas and papers for the meetings of the Authority and its Committees.

Introduction/Background

Members will be aware that the Authority operates a policy whereby Agendas and papers for meetings are made available to Members electronically, but that paper copies can also be requested, and these are mailed out without charge. This is in accordance with a resolution of the Authority in February 2017. Since that time, technology has advanced considerably and it is considered that it is timely to look at the provision of papers once again.

Currently half of the Authority's Members receive paper copies, and photocopying costs are estimated to be £2000 per year (in 2023/24 external copying charges were £1,254 however copying of smaller sets of papers is undertaken in house and is more difficult to quantify). In addition, postage costs for the same time period were £797.63. The Authority is also mindful of its carbon footprint and the estimated 17,143 double sided sheets of Committee Papers printed over the course of the last year equates to a carbon footprint of 1,200 - 1,234 kgCO_{2e}. This is equivalent to 3,069 miles in a petrol vehicle, or absorbed by 1.4 acres of forest per year.

Individually, those Members who receive paper copies of meeting papers are asked to consider whether they wish to continue to receive them. One to one support is available for anyone who feels that additional IT training would assist them to make this change.

Comparisons

Bannau Brycheiniog NPA provide papers to their Members in electronic form only while Eryri NPA offer Members a choice of paper or electronic to allow those who have only one device to use this to attend the meeting virtually should they wish.

Compliance

The Authority currently complies with the requirements of the Local Government Act 1972 with regard to the service of a summons to attend meetings.

Biodiversity implications/Sustainability appraisal

Provision of electronic papers contributes to the Authority's objective to become carbon neutral by 2030.

Welsh Language considerations

The Authority currently provides Agendas and minutes of meetings bilingually and this would be unaffected by the recommendations in this report.

Recommendation:

Members are asked to consider the following options:

- a) The status quo is maintained and that physical copies of meeting papers continue to be provided free of charge to those who request them;
- b) The Authority should seek to recover its costs from Members for the provision of paper copies (as an example the papers for the recent DM Committee cost £5.99 to print and post, therefore a sum of £120 would cover 20 sets of papers of this size);
- c) Paper copies are no longer provided to Members of the Authority

Background Documents

[05/17 Electronic Agendas](#) and [Minutes NPA 01/02/17](#)

(For further information, please contact Caroline Llewellyn, Democratic Services Manager carolinel@pembrokeshirecoast.org.uk)

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