

Report on	Council & Committee Meeting Packs
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	A Tohill, Chief Executive

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

1.0	Purpose of Report
1.1	To update Members and consider the practice of producing paper Council & Committee Meeting Packs.
2.0	Background
2.1	The committee will recall that at its meeting of January 2017 it considered a report on appointing Astech CMIS to deploy a committee management system. A core aspect of this system, amongst other things, is the compilation, management and distribution of Council & Committee Meeting Packs to all members.
2.2	Members have now been afforded the provision of a device permitting them access to all Council and Committees papers on the council website or via the MyCMIS app.
2.3	The MyCMIS app is available on iOS (iPads only) v7+, Android devices running 4.4.2 +, Windows 8.1 and Windows 10. Where this is not available on a Members device they can access them on the web at https://mid-ulster.cmis-ni.org/Midulster/Committees.aspx
2.4	In light of the use of the committee management system for distributing meeting packs, members being afforded with the provision of a device and the receipt based allowance for broadband now in place, consideration has been given to the practice of producing Meeting Packs.
3.0	Main Report
3.1	From the establishment of Mid Ulster Council paper Meeting Packs have been provided for Members who have requested a copy for any Council meeting and the Committee they are a member of.
3.2	A review of this practice has been undertaken. In light of meeting packs now being distributed through the CMIS committee management system, members being afforded with the provision of device to view them and the receipt based allowance for broadband now in place, it is recommended that the printing and issuing of paper meeting packs be discontinued.
3.3	Democratic Services has provided ongoing support to Members on accessing their council/committee papers via our website and the app. The availability of meeting packs on our website and the app from September 2017 has made them more accessible for Members to retrieve and browse at any time

3.4	<p>Ongoing support has been provided to Members on retrieving and accessing papers. However, training (one to one) or in a small group format can be provided on the use of the device, and the app specifically, for any Member who requests this. This can include:</p> <ul style="list-style-type: none"> • Accessing meeting papers on the website or through the app • Navigating through the app • Accessing the Bookmarks of meeting packs • Showing how documents and meeting packs can be annotated • How document and meeting packs can have comments placed on them
3.6	<p>A review of meeting pack printing costs for January 2018 has identified that on the basis of an average meeting pack costing £4.36 to produce, £189.11 of costs were accrued. This relates to 14 Members.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: Identified savings in costs associated with current meeting pack production would be £6,808 over 3 years.</p> <p>Human: Not Applicable</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>Not applicable. Democratic Services are not in receipt of/acting on any special requirements for providing meeting packs in alternative formats i.e. large print etc.</p>
4.3	<p><u>Risk Management Implications</u></p> <p>The discontinuation of producing meeting packs for circulation to Members will minimise the circulation of confidential business being viewed by unauthorised readers</p>
5.0	Recommendation(s)
5.1	<p>That the committee considers the discontinuation of producing paper Council and Committee Meeting Packs 31st March 2018.</p>
6.0	Documents Attached & References
	<p>Not applicable</p>