

COUNCIL
21 JULY 2015

DEVELOPMENT OF A POLICY POSITION ON PHOTOCOPYING AND PRINTING FOR MEMBERS

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1. Area Affected

1.1 Not Applicable.

2. Purpose of Report

2.1 To agree a policy position that specifically includes references to printing and photocopying.

3. Key Messages

- 3.1 > **The Council does not currently have a policy position on member printing and photocopying**
> **The Democratic Services Committee have discussed the issue and made a recommendation to Council.**

4. Background

4.1 A previous Council debate raised questions around access to, and costs associated with, member printing and photocopying. The current member support package does not include any references to these issues. The Democratic Services Committee were asked to consider a range of options and to make a recommendation to Council.

4.2 The Committee have discussed the issues on two separate occasions and, at its meeting of the 7th July, came to unanimous agreement on the preferred option.

5. Issues and Findings

5.1 There were four options put to the committee in relation to Members usage of the Councils Multi Functional Devices (MFDs):

Option 1 – Core business usage only

Option 2 – Wider use allowable but costs of all non core business usage to be repaid.

Option 3 – Provide Members with a personal allowance from which all usage can be charged. Usage of personal allowances would then form part of the published Members expenses.

Option 4 – Provide Members with unlimited access to printing and photocopying for all aspects of ward and Council business

5.2 Following a discussion, the committee agreed that option 1 should be recommended to Council.

5.3 A proposal was put forward as an aid to Members that would see a specific list of exclusions to “core business usage” included within the Members ICT support Package. It was proposed that the exclusion list would be maintained by the committee, with further adjustments brought back to Council for approval.

5.4 The Committee recommended that the following be added to the initial list of exclusions from core business usage:

“Any communications (such as newsletters / flyers) prepared for distribution to people living in their wards; or specific interest groups operating within the County Borough”

5.5 The Committee was unanimous in its support for the proposal.

6. Consultation

6.1 The following have been consulted on the content of this report:

- Chief Legal and Monitoring Officer

7. Policy Impact Assessment

7.1 No significant impact on policy.

8. Risks

8.1 Risks – None.

9. Action to be taken following decision

9.1 Should Council be minded to adopt the Committees recommendation, the Members Support Package will be amended accordingly and access to the Councils MFDs will be restricted for Members to core business usage only.

10. Measures of Success

10.1 None required.

11. Conclusion/summary

11.1 This short report seeks to formalize a policy position in relation to Member

printing and photocopying.

12. Recommendation(s)

12.1 That Council agrees:

- 1) To restrict access to Council Multi Functional Devices (MFDs) for Members to core business usage only
- 2) To specifically exclude from core business usage any communications (such as newsletters / flyers) prepared for distribution to people living in their wards; or specific interest groups operating within the County Borough
- 3) That the Committee should bring further exclusions to Council as required

For a copy of the background papers or for further information about this report, please telephone:

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