

CHESHIRE EAST COUNCIL

Cabinet

Date of Meeting:	2 nd September 2014
Report of:	Brian Reed, Head of Governance and Democratic Services
Subject/Title:	Notice of Motion - Members' Handbook
Portfolio Holder:	Cllr J P Findlow, Governance

1.0 Report Summary

- 1.1 At Council on 17 July 2014, a Notice of Motion was submitted by Councillors Penny Butterill and Andy Barratt requesting that the Members' Handbook be published in hard copy to all Members.
- 1.2 This report outlines a potential way forward in relation to the publication and distribution of the Members' Handbook.

2.0 Recommendations

- 2.1 That when elected to the Council, Members be provided with an electronic (PDF) copy of the Handbook which they can store on their Council provided computer and that updates be issued in the same way. In addition it is recommended that a paper reference copy be maintained in the Members' Room at Westfields and that a copy be made available via the Intranet.

3.0 Reasons for Recommendations

- 3.1 All Members have a Council provided computer and printer, in addition providing paper updates of the Handbook to all Members would be a very labour intensive exercise, and would militate against the Council's desire to reduce dependence on printed material.

4.0 Wards Affected

- 4.1 All wards

5.0 Local Ward Members

- 5.1 Not applicable

6.0 Policy Implications

- 6.1 Not applicable

7.0 Implications for Rural Communities

7.1 Not applicable.

8.0 Financial Implications

8.1 In terms of staff time, printing and postage the provision a hard copy of the Handbook to all Members, and keeping this updated would not be insignificant.

9.0 Legal Implications

9.1 There are no legal implications to the recommendations contained in this report.

10.0 Risk Management

10.1 There are no risk management implications to the recommendations contained in this report.

11.0 Background and Options

11.1 The Members' Handbook provides a range of information for Members of the Council. The Handbook has sections providing information on Council senior Officers, Member contact details, Committees, outside organisations, Town and Parish Councils, neighbouring local authorities and information on MPs, MEPs and Government Departments.

11.2 The Handbook is mainlined by Governance and Democratic Services and is made available to Members via the intranet. It is updated, on average about 30 times a year; with the updated information being immediately available via the Intranet.

11.3 Upon election to the Council all Members are currently provided with a hard copy of the Handbook. It is recommended that this be discontinued and that the Council move to a position where the handbook is issued in electronic (PDF) form and via the Intranet. The practice of issuing paper updates ceased some time ago, reflecting both the cost of their production and the fact that all Members have a Council provided / funded computer, printer and a broadband connection.

11.4 It is recommended that a paper reference copy is maintained in the Members' Room at Westfields.

12.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

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