

## CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee  
4<sup>th</sup> October, 2013

**REPORT AUTHOR:** Interim Head of Democratic Services

**SUBJECT:** Members' Diaries and Members' Survey

---

**REPORT FOR:** Information / Decision

---

- 1.1 Arising from the production of the recent paper inset pages for Members' Diaries there was a discussion amongst the Scrutiny and Democratic Services Teams regarding whether there were better ways of producing the diary and associated information. Some of the issues identified include:
- Not all recipients of the diary use them / they are used for reference purposes only.
  - A number of Members / officers keep separate diaries – either paper or electronic.
  - There is a significant time cost for officers in drafting and preparing the documents for printing,
  - There is duplication as information is also loaded onto the "Council Diary" which can be accessed using the Microsoft Outlook calendar.
  - The paper diaries are not updated on a regular basis which can result in difficulties for Members when dates are changed.
  - Potential savings on printing costs.
- 1.2 Whilst it is acknowledged that the Members' Diaries in the current format have served their purpose over a long period (the system was introduced prior to 1996), it is timely to review Members' requirements and also find a more cost effective and up to date method to produce the diary and associated information.
- 1.3 A discussion with other councils in Wales at the recent Lead Members and Support Officers' Network led to the discovery that the majority of councils in Wales (1 or 2 exceptions only) do not produce paper diaries / information at all and most produce information electronically which is emailed to Members on a regular basis.
- 1.4 The purpose of this report is to ask members of the Committee for approval to explore alternative methods of producing the Members' diary and associated information. This review work will be supported by a Members' Survey which is shortly to be undertaken by the Communications Section which includes a section on the Members' diary and information needs of Members. Options can then be discussed with the Committee as to a potential way forward.
- 1.5 As the Council diary has been produced for 2014, it is not envisaged that any changes would come into effect in full until 2015. However, this provides time for options to be considered and tested and any changes agreed by Members.

Recommendation:	Reason for Recommendation:
<p>(i) That the Committee approve a review of the Members' diary and associated information.</p> <p>(ii) That the results of the Members' Survey be collated and presented to the Committee once completed.</p>	<p>To review the information requirements of Members in diaries and associated information and to update processes for the production and delivery of that information.</p>

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	
---------------------------	--

Person(s) To Implement Decision:	Wyn Richards
Date By When Decision To Be Implemented:	2014

Contact Officer Name:	Tel:	Fax:	Email:
Wyn Richards Scrutiny Manager	01597-826375	01597-826220	wyn.richards@powys.gov.uk

**Background Papers used to prepare Report:**