

Appendix 2 – Background Information

A. Estimated Annual Printing Costs per Committee

<u>Committee</u>	<u>Av. No. pages</u>	<u>Cost per page</u>	<u>Total Cost</u>	<u>No. of Cllrs</u>	<u>Cost of printing for all Cllrs</u>	<u>No. of mtngs per year</u>	<u>Total printing costs</u>	<u>Est. annual postage costs</u> £2023
Council	351	£0.03	£10.53	74	£779.22	5	£3,896.10	£387
Cabinet	220	£0.03	£6.60	9	£59.40	15	£891.00	£379
Southern Planning	195	£0.03	£5.85	11	£64.35	12	£772.20	£271
Northern Planning	145	£0.03	£4.35	11	£47.85	12	£574.20	£68
People Scrutiny	30	£0.03	£0.90	10	£9.00	6	£54.00	£96
HASC	38	£0.03	£1.14	10	£11.40	6	£68.40	£96
Communities	73	£0.03	£2.19	10	£21.90	6	£131.40	£123
PMSC	85	£0.03	£2.55	10	£25.50	6	£153.00	£123
Place Overview	94	£0.03	£2.82	10	£28.20	6	£169.20	£123
Strat Licensing	121	£0.03	£3.63	15	£54.45	4	£217.80	£72
Audit	189	£0.03	£5.67	5	£28.35	5	£141.75	£103
Pensions	203	£0.03	£6.09	9	£54.81	4	£219.24	
							<u>£7,288.29</u>	<u>£3,864</u>

Estimated annual carbon(CO2e) for paper and postage per year: **1.5 tonnes**

B. Requests for paper copies since end July 2021

<u>Committee</u>	<u>Date</u>	<u>No. of requests for papers</u>	<u>Pages per Agenda</u>	<u>Total pages</u>	<u>% reduction on total that could be used</u>	<u>Estimated Postage*</u>	<u>Notes</u>
Audit	30/07/21	2	304	608	60%	£7.36	Chair +1
Southern Planning	10/08/21	2	284	568	82%	£7.36	Chair +1

Place Overview	04/08/21	1	40	80	90%	£1.60	Chair
Northern Planning	31/08/21	2	180	360	82%	£2.87	Chair +1
Southern Planning	07/09/21	1	60	60	91%	£1.60	Chair
						£1.60	Chair +1 (laptop issue)
PMSC	08/09/21	2	40	80	80%		
Place Overview	17/09/21	1	50	50	90%	£1.60	Chair
						£27.35	Chair +2 Cllrs +3 ext. attendees
Pensions Southern Planning	17/09/21	6	624	3744	33%	£2.05	
	20/09/21	1	158	158	91%		Chair Collected from SH, posted (x1) or sent via library Service
Council Northern Planning	23/09/21	10	150	1500	86%	£2.05	
	28/09/21	2	129	258	82%	£2.05	Chair +1
Northern Planning	25/10/21	1	132	132	91%	£2.05	1 Cllr
Place Overview	25/10/21	1	26	26	90%	£1.14	Chair
Place Overview	11/11/21	1	52	52	90%	£1.60	Chair
Licensing Act Sub	12/11/21	1	22	22	67%	£1.14	1 Cllr
Standards Sub	15/11/21	1	174	174	67%	£2.87	1 Cllr
Northern Planning	23/11/21	4	64	256	64%	£4.80	Chair +3
						£4.10	Chair +Vice-Chair
Southern Planning	30/11/21	2	164	328	82%		
Council	13/01/22	10	238	2380	86%	£10.25	
						£18.40	Chair+ 2 Cllrs +4 ext. attendees
Pensions Committee	17/01/22	7	301	2107	22%		
				12,943		£103.84	
Totals							

**postage estimate reduced where it is known papers were collected or delivered by other methods.*

Since July 2021:

Estimated carbon for paper and postage (CO2e) to date: **67kg**

C. Other Councils' approach

Council	Source	Quote/ evidence/comment
<u>Herefordshire</u>	https://www.herefordshire.gov.uk/elections-1/become-herefordshire-councillor/6 Web page	<i>"An objective of the council is to limit the volume of paper we use and the amount of printing we do. Councillors are expected to use their IT equipment to access agendas and papers for council meetings."</i>
<u>Cheshire East</u>	Cheshire East council corporate policy committee 6 th July 2021 Cheshire East Council Corporate policy committee 8 th June 2021 CEC Public reports pack 05052020 Cabinet	<i>"Reduction in print, postage, and stationary budget for Revenues"</i> <i>"The Monitoring Officer shall give notice of meetings and distribute agendas to all members of the Committee or Sub-Committee. Agendas will be made available to members by electronic means and a paper copy can be supplied when requested from the Head of Democratic Services and Governance."</i> <i>"Members of Council, decision-making and other bodies will be provided with electronic copies of agenda papers, and a written request may be made to the Head of Democratic Services and Governance for paper copies."</i> <i>"Become 100% paperless." – "CEC will be Carbon Neutral by 2025"</i>
<u>Bedford</u>	BEDFORD Climate change committee 16/11/2020 Carbon Reduction Delivery Strategy BEDFORD	<i>"To provide an update report on the councils' progress on Paperless Committee Meetings." "Continue the delivery of the digital transformation projects, to enable remote access to services online, to reduce printing and promote efficient use of services"</i>
<u>Luton</u>	LUTON - climate action plan	<i>"continue drive to reduce paper requirements for meetings and in correspondence with the public"</i>

	<p>Executive Meeting – 28/6/2021</p> <p>Development Management Committee 30/6/20/21</p> <p>Climate-change- action-plan Luton</p>	<p>Computers were in use, but some councillors/officers were using paper documents.</p> <p>Large use of paper noted, but officers were using digital</p> <p><i>"continue drive to reduce paper requirements for meetings and in correspondence with the public"</i></p>
<u>Cornwall</u>	<p>Full Council Meeting July 2021</p> <p>https://www.cornwalllive.com/news/cornwall-news/cornwall-council-declared-climate-emergency-3365272</p>	<p>Noted majority (of councillors) without paper copies, showing the only councillors who have them are on request or for medical reasons.</p> <p>Cornwall was criticized by a news agency about the irony of their extensive paper use during a paper use reduction climate emergency meeting.</p>
<u>Worcestershire</u>	<p>FOI document available</p>	<p>Paper copies of agenda packs are provided to members of each committee\Cabinet only; other members receive a link to the details and reports for the meeting by e-mail</p> <p>a paper copy of the agenda for each meeting open to the public is provided in each meeting for perusal.</p> <p>Council officers generally do not receive paper copies of agendas. There are a couple of exceptions e.g. Monitoring Officer has a paper copy of the Council agenda to use at the meeting</p>
<u>Isle Of Wight</u>	<p>Transparency - June 2021 - Isle of Wight</p> <p>Corporate plan 2019.2022- Isle of wight</p>	<p>At 'Full Council - 21 July 2021' and 'Cabinet - 15 July 2021' a significant number of councillors were not in possession of a computer and were using paper. Unclear if the papers used were full agendas, it shows a minimal amount of restrictions in place over their use in meetings.</p> <p><i>"We will need to maximise the use of digital technology in the workplace and Island wide"</i></p>

<u>North Somerset</u>	<p>North Somerset Council Corporate Plan 2020-2024</p> <p>Council, Monday 19 July 2021</p>	<p><i>"New and emerging technologies are harnessed effectively to deliver efficient and good quality services. The council is well on the way to 'paperless' and 'cashless' operation and is beginning to make use of robotic and artificial intelligence"</i></p> <p>Council has stated it is a 'priority' to achieve a paperless council as a way to save on costs and on the environment</p> <p>From viewing the meeting appears as identical council assigned iPads' as well as notebooks among the councillors and physical copies of larger documents in possession of the chairman.</p>
<u>Northumberland</u>	<p>Council 26 May 2021</p> <p>Audit Committee 28 Jul 2021</p> <p>Cabinet 3 Aug 2021</p>	<p>In this meeting it is clearly seen that all present (officers and councillors) have been provided large documents, and few use (officers, chairman and solicitor) computers/digital, those with computers also had paper documents.</p> <p>Pre-prepared documents to distribute were seen</p> <p>Wider use of computers, but multiple officers and councillors possessed large documents</p>
<u>Rother District Council</u>	<p>https://www.rother.gov.uk/news/will-you-make-your-own-paperless-pledge/</p> <p>web page</p> <p>Rother Environment Strategy 2020-2030</p>	<p>a 'Paperless Pledge' – a promise that Climate Change Steering Group Members would no longer receive printed materials unless they specifically required them for issues such as health or poor eyesight</p> <p>Rother District Council states it has removed all but essential paper from the council</p> <p><i>"Whilst the focus is to reduce overheads, the added benefit is the identified reduction in paper, printing and postage"</i></p> <p><i>" 83,000 sheets of paper would be saved"</i></p>
<u>East Riding of Yorkshire</u>	<p>Council 28 July 2021</p> <p>Standards Committee 27 July 2021</p>	<p>No use of computers noted - all present with paper documents.</p>
<u>Solihull</u>	<p>Council Meeting 6 July 2021</p> <p>Full Cabinet 17 June</p>	<p>Mixed use of paper and computer</p>

	Corporate Management Solihull digital strategy	(Virtual meeting) majority use of computers, but equal amount of those present had paper documents
<u>Warrington</u>		When using virtual meeting format, multiple committees, full council and cabinet, most councillors seem to be 'working from home', as such there is no council distributed documents seen. Dated back to July 2020 to July 2021
<u>Bath & North East Somerset</u>	Council - Thursday 22 July 2021 Cabinet Meeting 20.07.21	Apart from the mayor/chairman all councillors use digital with some using paper for notes or information individually
<u>South Gloucestershire</u>	SG climate change strategy, Cabinet Monday, 12th July 2021	"The council has a paper purchasing policy that requires that all paper bought contains at least 75% post consumer recycled materials. Currently the paper purchased is 80% recycled" – outdated but still in effect Majority use of digital with a select few having reports/agendas, likely upon request.
<u>Stockport</u>	https://www.stockport.gov.uk/can-climate-strategy-stockport/can-council-can web page	<i>"encourage our staff to change behaviour by reducing the resources they use such as energy, fuel and materials. For example, we will aim to reduce the paper we use by 50% by 2025. To encourage behaviour change we'll have measures such as carbon reduction competitions and climate action days to promote awareness"</i>
<u>Central Bedfordshire</u>	https://www.centralbedfordshire.gov.uk/info/122/climate-change/672/climate-change-tackling-it-and-our-strategy/2 web page	<i>"We have also recently made significant changes to the way we work; we have reduced paper usage by 30 per cent and car mileage by almost ten per cent in three years by using remote working and conference calls."</i> Enacted July 2019

<u>Warwick Council</u>	Warwick-Climate-Emergency-Action-31.1.2020	<i>"Reduce printing and paper waste through increase in digital systems and services"</i>
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