

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance and Resources
DATE	29 September, 2011
REPORT	Background Report by Head of Corporate Governance
TITLE	Motion by Councillor Wisely on Delivery of Members Mail and Papers
REPORT NO.	CG/11/112

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### 1. PURPOSE OF REPORT

- 1.1 To set the background to Councillor Wisely's Notice of Motion below.

### 2. BACKGROUND

- 2.1 The Council on 29<sup>th</sup> June, 2011, referred the following motion by Councillor Wisely to this Committee for consideration:-

"That the Council review its decision CG\_LDS22 of 15.12.10 and consider reinstating the delivery service albeit on a reduced basis for those Members who request it. The modest costs of approximately £5,000 to be met from reserves."

- 2.2 The savings option to which Councillor Wisely's motion refers was implemented from 1<sup>st</sup> April, 2011, and provided an annual saving of £11,000 by ceasing the delivery of mail to Councillors' homes by courier.
- 2.3 Subsequent to the decision being taken, it was drawn to officers' attention that, in terms of the Local Government (Scotland) Act 1973, summons to attend meetings were required to be delivered to Members' homes or to such other address as a Member may specify. On taking advice, this interpretation was supported and, as a result, seven Members receive paper summons (ie the yellow notices only) delivered by First Class post. This costs a total of approximately £5 a week.
- 2.4 In addition, some Members have indicated that they are receiving items of mail late if they do not come into the Town House to collect it frequently and that this sometimes has implications for delays in responding to constituents or accepting invitations to meetings.

Following the referral of Councillor Wisely's motion to this Committee, some Members have made informal suggestions as to how an amended service could be reinstated and the three options which have been proposed are:-

- (a) the reinstatement of a reduced delivery service by courier of possibly two deliveries a week, which based on the previous contract (used by approximately 20 Members) could be estimated at costing approximately £5,000 a year. If Members were to pursue this as an option, it will be recommended that a new tendering exercise be undertaken;
- (b) the sending of Councillors' mail to their homes by First Class post, again on the basis of possibly two deliveries a week depending upon the amount of mail which Members receive. It is likely that this would be more expensive than a courier service (for 20 Members receiving 2kg of mail a week, approximately £10,000) and, if a package is too large for Members' letterboxes, a Member may be required to attend a delivery centre to obtain their mail (the former Grampian Regional Council addressed this difficulty by fitting each Councillor's front door with a large letterbox sufficient to take a bulky envelope); and
- (c) that the Town Sergeants deliver mail to those Members who wish it, again on a twice-weekly basis, using one of the pool cars. This would have no direct additional cost.

2.5 When considering Councillor Wisely's motion, Members may wish to ask for further information on any of the three options, or indeed any other option, in taking this matter forward.

### 3. REPORT AUTHOR DETAILS

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