
COMMITTEE	Council
DATE	15 th March 2017
DIRECTOR	Richard Ellis
TITLE OF REPORT	Council Diary - Rescheduling of Statutory Meeting
REPORT NUMBER	CG/17/031
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The report proposes that the statutory meeting be postponed by one week to 17th May and that the Council diary be adjusted as appropriate to accommodate other meetings affected by this.

2. RECOMMENDATION(S)

That Council agrees to reschedule the statutory meeting to 17th May and approves the amended calendar for May/June 2017 as appended to this report.

3. FINANCIAL IMPLICATIONS

There are none.

4. OTHER IMPLICATIONS

Postponing the statutory meeting by one week will allow more time for training members after the election, which will be particularly useful for those supporting the Paperlight project. It will also allow for time for members to hold negotiations, should these be necessary.

5. BACKGROUND/MAIN ISSUES

5.1 When the Council diary for 2016/17 was approved, the statutory meeting in 2017 was fixed for the 10th May, in week following the elections. It is now proposed to move this to 17th May.

5.2 It had been intended that paper copies of the agenda (excluding reports which could not be written until after the results were known) would be issued to members at the count on 5th May; also, the new

devices for members supporting the Paperlight project would be issued and registered to each individual user. Reports on political balances would be prepared after the count.

- 5.3 There are two factors which now make rescheduling the meeting to 17th May desirable. Firstly, Information Technology and Transformation (ITT) colleagues have confirmed that the issue and registration of the new tablets cannot be done at the count on Friday 5th May because of the security requirement that initial registrations are done via a connection to the Council's secure network. There is no access to this at AECC. Secondly, CMT have expressed the wish that all members who wish it be supported in moving to paperless agendas.
- 5.4 ITT have confirmed that their analysts will be available at the Town House on Friday afternoon after the count to provide devices to those members who want them registered that day. This, however, may not be a priority for members and it is expected that most devices will be registered on the Monday at the Councillors' networking event.
- 5.5 To meet the training requirements for the meeting on the 10th, training would need to be set up on the Monday evening and Tuesday afternoon immediately before the meeting on Wednesday, and it would be expected that members may go into that meeting with unresolved questions. It would be a particular issue for those members being trained on Tuesday afternoon as they would only then be getting the agenda for the following day.
- 5.6 In addition, there has been the need in the past to delay the statutory meeting to allow members more time to discuss the forming of the new Administration. Postponing the meeting to 17th May would allow additional time for such discussions, should they be needed.
- 5.7 Given the knock on effect of moving the date of the statutory meeting, other meetings will also need rescheduled, and a revised diary for May/June 2017 is appended. Dates which have been changed are underlined.

6. IMPACT

Improving Customer Experience –

There would be no significant direct customer service impact as a result of the proposal, though some individuals may be affected by a slight delay, for example where consideration of a planning application is affected.

Improving Staff Experience –

There will be benefits, through more time being available, for those officers providing training to members, which will be particularly useful for those delivering the Paperlight project.

Improving our use of Resources –

By rescheduling the meeting, there will be more time to train new members and more time to work on any issues which may arise from the use of new equipment by members adopting Paperlight processes.

Corporate –

There will be more time to train members on the Paperlight project; this will reduce the Council's reliance on traditional paper agendas and so reduce costs and the council's carbon footprint. It will also increase the Council's use of technology and so help drive the Smarter Working agenda set out in Aberdeen the Smarter City.

Public –

There will undoubtedly be public interest in the rescheduling of the statutory meeting given that it is the meeting after the elections at which the new Administration will be formed. The app used to provide public agendas to members will also be available to the public which may also lead to questions about its operation.

7. MANAGEMENT OF RISK

Whilst the statutory meeting could be held on 10th May as originally proposed, moving it back by one week will diminish risks associated with the Paperlight project by allowing for more training on the introduction of new devices for members. In addition, further training can be completed before meetings begin thereby providing extra assurance to newly elected councillors. Given that the original timetable for issuing devices to members can no longer be adhered to, because of the wifi issues referred to in the report, the risk of reputational damage at the statutory meeting can be reduced significantly.

8. BACKGROUND PAPERS

There are none.

9. REPORT AUTHOR DETAILS

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