

PART 1 - PUBLIC

Decision Maker: **General Purposes and Licensing Committee**

Date: **28th July 2010**

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **COUNCILLORS' MAIL DELIVERIES**

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Legal, Democratic and Customer Services

Ward: N/A

1. Reason for report

1.1 Members have requested an update on the arrangements for delivering committee agendas and other post to Councillors' homes. Work has already begun on the implications of changing the current arrangements, and this report sets out some of the issues and potential options. Further work is required before final options can be presented to Members.

2. **RECOMMENDATION(S)**

That the Committee endorses work to develop options for increasing the efficiency of delivery arrangements, and requests a further report.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: LDCS - Facilities & Support
 4. Total current budget for this head: £638,060
 5. Source of funding: Existing budget
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Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Non-statutory - Government guidance. The only statutory requirement is the delivery of agendas for meetings of the full council.
 2. Call-in: Call-in is not applicable.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The Councillor delivery service is provided to enable all 60 Members of the Council to receive committee papers and mail.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 At present, Councillors receive twice weekly deliveries of Council meeting papers and other mail to their homes, on Tuesday and Thursday afternoons. Some Members have requested that this service be examined to see whether savings could be achieved by reducing the number of delivery runs.
- 3.2 Agendas for Council, Committee and Sub-Committee meetings are required to be published at least five clear working days before the day of the meeting. At present, production is focussed around publication on Tuesdays and Thursdays, leading to peaks of work for staff on these days. If there was a single delivery day each week there would potentially be even greater pressure around this one day, and this would need careful management, but there is no fundamental reason why this cannot be done. This approach could result in substantial savings. A more radical option would be to use first class post for all deliveries, dispensing with the van delivery altogether. However, with this option it should be borne in mind that larger envelopes might not be successfully delivered by the Post Office, leading to Members having to collect their envelopes from local delivery offices. There is also potential for relying more on Councillors collecting their post from their pigeon-holes, and for greater reliance on the availability of committee papers on the Council website.
- 3.3 Officers have been considering the implications of changing the delivery arrangements, and hope to present more detailed proposals in the Autumn. In the meantime, it is intended that the opportunity will be taken, through the month of August when there are fewer meetings, to experiment with reduced deliveries.
- 3.4 This is potentially a substantial change in the level of service that Councillors have enjoyed for many years; the Committee is requested to comment on the potential changes and support further work by officers to refine the proposals.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	None