

STONE TOWN COUNCIL

Town Clerk
Les Trigg

15 Station Road
Stone
ST15 8JP

Tel: 01785 619740
Fax: 01785 619741

10 December 2018

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in **St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone** on **TUESDAY 18 DECEMBER 2018** at 7:15pm or on the rising of the Environment Sub-Committee, if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: J. Davies (Chair), M. Green (Vice Chairman), Mrs E. Mowatt,
M. Shaw, Mrs M. Goodall, M. Williamson and I. Fordham

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation
4. **Future IT Support for Elected Members**

To consider the report of the Town Clerk (attached)
5. **Budget 2019-20 – 2021-22**

To consider the report of the Town Clerk (attached)
6. **Updates:**
 - a. Plan HEADSTONE
 - b. Website
 - c. Service Continuity Plan

- d. Data Protection Act 2018
- e. Review of Civic Protocols
- f. Future of IT Support for Elected Members

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting

Members of the public are welcomed to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and are also available from the Town Council.

Stone Town Council – Management Sub-Committee

18th December 2018

Future IT Support for Elected Members

Report of Town Clerk

Introduction

1. On 17th July 2018, this Sub-Committee considered IT Support for elected members. Part of that report considered the electronic publication of agendas, and promised a costed report back to a future committee.
2. This report provides that information to allow the Sub-Committee to consider the issue and determine whether to include appropriate financial provision when considering the budget report later on today's agenda.

Background

3. Currently, all Members have the option of receiving agendas electronically, rather than on paper. An agreement is also in place with all Members that agendas can be delivered electronically when there is an urgent need to do so in order to meet statutory deadlines.
4. An electronic agenda is actually sent to all Members, though currently only two have agreed to stop receiving paper copies. The process of producing and despatching paper agendas is, however, both costly and time consuming. It may therefore be beneficial to the Council if more members were prepared to forego paper copies and use only the electronic versions.
5. This report therefore examines the option of providing iPads to those Members who agree to forego receiving paper agendas. In order to make such an option financially viable, however, it would be necessary to start the scheme directly after the next election in May, to last until the following election in May 2023.

Costs of Producing and Circulating Agendas

6. A large proportion of the cost of producing a meeting agenda relates to the staff time in preparing the items to be considered and electronically compiling the meeting agenda. This would need to be done whether paper or electronic agendas were being produced.
7. The work involved in producing electronic versions of agendas is already being done, as these are currently being produced for circulation to Members and for the website. The only change in cost is thus the provision of the hardware, savings in postage, and savings in staff time physically putting together and posting the agendas.
8. The hardware cost of an iPad plus a case is approximately £300 (+VAT). As stated above, the proposal would be for a new iPad to be provided to each member that agrees to forego paper copies at the start of the new Council in May 2019, to last until the end of the Council

in May 2023. During this time the iPads would be insured by the Council, but all other responsibilities would lie with the Member to which it was issued. At the end of its four year life, the Council should be able to sell the used iPads in working order to a dealer for around £100 (+VAT) each, based on current prices for four year old models.

9. The cost of postage has already been reduced by the policy of not including longer items with paper agendas, but over the four year life of the Council postage would still be expected to cost around £150 per Councillor, based on current meeting patterns with the cost of paper and printing adding at least £60 each.
10. In addition to the above, there are two areas where further savings could be made if there is a large take up of the electronic agenda option:
 - a. Significant reductions in producing paper copies would also mean that a lower capacity photocopier could be specified the next time that the Council's lease is due for renewal. This, however, is not for some time so there would be only very limited savings made during the life of the next Council. This has not been included in the costings.
 - b. The staff time currently spent physically collating agenda paperwork is currently around four hours per month. Some or all of this could be saved depending on the level of take-up of electronic agendas. If evaluated in terms of cash, this would represent an average of about £175 per councillor over a four year period. It would not, however, be a cash saving but would reduce the pressure on currently stretched staff and provide more time to undertake other tasks.
11. There would be a need to initially set up the iPads in the office, and to provide an initial training session, but it is not envisaged that any further technical support would be provided.

Conclusions

12. It can be seen from the above that the provision of iPads to Councillors opting to receive only electronic agendas would broadly break even on a Member by Member basis compared with the direct cost of producing paper agendas, as follows:

	£	£
Initial Cost of iPad and Case	300	
Less: Sale Value of iPad	-100	
Insurance Cost (4 years)	8	
Net Cost of iPad	208	
Postage Savings	150	
Paper & Printing Savings	60	
Estimated Savings	210	
Net Cost of Provision	-2	

13. Despite this estimated breakeven position, however, the costs would not be evenly distributed year by year, requiring additional budget provision in the earlier years, matched by savings in later years. It is impossible to estimate any likely level of take-up at this stage, but based on a scenario where all 18 Members opt for the electronic agendas, costs and savings would fall as follows:

	2019-20	2020-21	2020-21	2022-23	2023-24	Total
	£	£	£	£	£	£
Initial Cost of iPad & Case	5,400	-	-	-	-	5,400
Sale Value of iPad	-	-	-	-	-1,800	-1,800
Insurance Cost	36	36	36	36	-	144
Net Cost of iPad	5,436	36	36	36	-1,800	3,744
Postage Savings	615	675	675	675	60	2,700
Paper & Printing Savings	245	270	270	270	25	1,080
Estimated Savings	860	945	945	945	85	3,780
Net Cost of Provision	4,576	-909	-909	-909	-1,885	-36

14. There would also be further savings in staff time and, in the longer term, photocopier hardware leasing if the take-up of the scheme was significant.
15. There would need to be some exceptions, such as paper always being provided to the Chairman of a meeting, if required. In addition, staff should also use electronic agendas, rather than paper.
16. If the Sub-Committee decides to support this scheme, the required financial provision will need to be included as a budget proposal to the General Purposes Committee when the Sub-Committee considers its budget later on today's agenda.

Recommendations

17. The Sub-Committee is recommended to:
- a. Support the proposals in this report for the provision of iPads to Councillors who opt to forego the receipt of paper agendas for meetings.
 - b. Propose the figures above to the General Purposes Committee for inclusion in the Council's budget.
 - c. Ask the Clerk to draw up a detailed scheme, should the Council decide to proceed.

Stone Town Council – Management Sub-Committee

18th December 2018

Management Sub-Committee Budget 2019-20 to 2021-22

Report of Town Clerk

Introduction

1. The purpose of this report is to determine the level of budget for services under its control that the Sub-Committee wishes to recommend to the General Purposes Committee meeting on 22nd January 2019.

Background

2. The General Purposes Committee on 18th December 2018 considered the standstill budget for 2019-20 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. The figures for this Sub-Committee are:

Actual 2017-18 £		Budget 2018-19 £	Forecast 2018-19 £	Budget 2019-20 £	Budget 2020-21 £	Budget 2021-22 £
8,202	Grants	9,900	9,900	9,800	10,100	10,400
128,170	Salaries & Employment Costs	140,200	141,100	145,400	149,400	153,800
3,742	Accommodation	4,200	4,100	4,200	4,200	4,200
8,202	Insurances	8,400	8,300	8,500	8,800	9,000
26,811	Administration	26,690	26,700	24,200	25,000	25,700
1,171	Audit & Legal Fees	1,200	1,200	1,200	1,200	1,200
0	Town Council Elections	0	0	28,000	0	0
2,957	Allowances - Mayor & Deputy Mayor	3,100	2,900	3,200	3,300	3,400
995	Regalia & Presentations	500	500	500	500	500
920	Civic Dinner & Hospitality	1,000	1,500	1,500	1,500	1,500
1,363	Remembrance Sunday & War Memorials	2,000	1,900	2,000	2,000	2,000
5,300	Miscellaneous	1,500	1,500	1,500	1,500	1,500
-150	Interest	-600	-600	-600	-600	-600
1,500	Neighbourhood Plan	11,400	7,000	9,900	0	0
-11,461	Concurrent Functions Allowance	-11,500	-11,500	-11,500	-11,500	-11,500
176,223	TOTAL	186,590	187,500	217,900	195,400	201,100

4. In respect of the figures above, Members should note:
 - a. The Grants budget is currently significantly unspent, with only around £2,300 having been awarded so far this year. Any sum remaining unspent at the end of the

financial year will be rolled-over and added to the budget for spending in 2019-20. It should be noted that £3,600 has already been vired from this budget in 2018-19 to fund the Community Bus trial.

- b. The Salaries and Employment Costs budget for 2018-19 includes increases in employers' pension contributions following the triennial actuarial review of the Staffordshire pension scheme. Pay awards have been allowed for at 2% per annum.
 - c. The current insurance contract will end in May 2019. The budget has assumed that it will be renewed at the same rates as at present, plus inflation.
 - d. An amount of £5,000 previously included within the Tourism and Town Promotion budget for advertising and publicity across the Council has been transferred into the Administration budget. Promotion for specific town events will continue to be charged as part of the event costs.
 - e. The 2019-20 budget includes the estimated cost of the May 2019 election. No provision has been made for by-elections, so should any be required the costs would need to be met from reserves.
 - f. The Neighbourhood Plan budget for 2019-20 represents the spending of the balance of the reserve that the Council put aside for production of the Plan. Any amounts not spent can be returned to the Council's reserves or used as a contingency to fund the cost of future plan updates.
 - g. Other budgets have been provided at broadly current levels, plus inflation.
5. As reported to the meeting of the General Purposes Committee on 18th December, the standstill budget is just the starting point for the budget process. Members will want to review this standstill budget and the amounts provisionally included. In addition, there are likely to be other areas where Members will want to undertake new developments or stop/change the things that the Council is doing now.
6. The Sub-Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2019-20 and future years.

Recommendations

7. Members are asked to recommend their proposed budget for consideration by the General Purposes Committee on 22nd January 2018.