

# PWYLLGOR GWASANAETHAU DEMOCRATAIDD

29AIN IONAWR 2019

## GWEITHIO'N DDI-BAPUR - DIWEDDARIAD

### YR ARGYMHELLION/PENDERFYNIADAU ALLWEDDOL SYDD EU HANGEN:

Ystyried a chymeradwyo'r holiadur asesu anghenion TG a chanllawiau i aelodau ar ddefnyddio ipad / ap mod.gov.

Nodi'r rhaglen hyfforddi a drefnwyd i aelodau ar yr ap Modern.gov.

### Y RHESYMAU:

Yng nghyfarfod y Cyngor a gynhaliwyd ar 12 Medi 2018 (gweler Cofnod 11) "PENDERFYNWYD bod yr Awdurdod yn symud tuag at system gyfathrebu ddi-bapur gyda'r holl Gynghorwyr o 2 Medi 2019 er mwyn gallu mynd i'r afael ag unrhyw bryderon a bod rhaglen hyfforddi briodol yn cael ei threfnu cyn y dyddiad hwn. "

Fel rhan o'r drafodaeth honno, gwnaethpwyd hefyd ymrwymiad gan y Prif Weithredwr y byddai asesiad yn cael ei wneud o ofynion TG yr aelodau ynghyd â rhoi cyfarwyddyd priodol ar gyfer gweithio heb bapur.

Ymgynghorwyd â'r Pwyllgor Craffu	NA
Angen i'r Bwrdd Gweithredol wneud penderfyniad	NAC OES
Angen i'r Cyngor wneud penderfyniad	OES

Aelod o'r Bwrdd Gweithredol sy'n Gyfrifol am y Portffolio: Y Cyng. Mair Stephens (TG a Arwain ar Datblygu y Bwrdd Gweithredol)

Y Cyng. Suzy Curry – Cadeirydd y Pwyllgor Gwasanaethau Democrataidd a Hyrwyddwr datblygu aelodau

Y Gyfarwyddiaeth	Prif Weithredwr	Rhif ffon:- 01267 224012 LRJ 01267 224026 GM Cyfeiriad ebost:- <a href="mailto:Lrjones@sirgar.gov.uk">Lrjones@sirgar.gov.uk</a> <a href="mailto:GMorgan@sirgar.gov.uk">GMorgan@sirgar.gov.uk</a>
Enw Pennaeth y Gwasanaeth: Linda Rees-Jones	Swyddi Pennaeth Gweinyddiaeth a'r Gyfraith Rheolwr Gwasanaethau Democrataidd	
Awdur yr Adroddiad: Gaynor Morgan		

# EXECUTIVE SUMMARY

29<sup>th</sup> JANUARY 2019

## PAPERLESS WORKING - UPDATE

### BRIEF SUMMARY OF PURPOSE OF REPORT.

This report sets out progress made in respect of the move to paperless working agreed by Council in September 2018.

As part of the discussion on paperless working a commitment was made to provide a training programme on the modern.gov app; to survey all members on their IT requirements and current provision of broadband within their homes, and to produce a guidance document for Councillors and officers on making paperless working a success.

The report:-

1. Provides a draft IT questionnaire for circulation to all elected members (Appendix 1)
2. A document on rationale, preparing and attending paperless meetings (Appendix 2)
3. A list of training sessions arranged for elected members (and officers) together with information on 'drop in' sessions available by appointment (Appendix 3)

The County Hall Development Working Group is discussing options for installing appropriate charging points within the Chamber at County Hall together with the possible upgrade of the conference system to make this fit for the future. This work is being undertaken in conjunction with electrical upgrading works required for the building and a report will be considered by in due course.

DETAILED REPORT ATTACHED ?

Appendix 1 – Survey  
Appendix 2 – Paperless Meeting Guidance  
Appendix 3 – Training Timetable

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones Head of Administration & Law  
Gaynor Morgan Head of Democratic Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>NONE DIRECTLY ARISING FROM THIS REPORT</b>	<b>YES</b>	<b>NONE DIRECTLY ARISING FROM THIS REPORT</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>
<p>Policy</p> <p>The Council has agreed to move towards a paperless system of communication with all Councillors with effect from 2<sup>nd</sup> September 2019.</p>						
<p>Legal</p> <p>None directly arising from this report.</p>						
<p>Finance</p> <p>Additional funding will need to be identified within the Democratic Budget for the purchase of any 'loan' tablet devices for use on meeting days.</p>						
<p>ICT</p> <p>In the event of poor broadband connectivity at home IT Services may be limited in what can be done, but will engage with members to try and find a way forward.</p>						

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linda Rees Jones  
Gaynor Morgan

Head of Administration and Law  
Head of Democratic Services

## 1. Scrutiny Committee

Not applicable

## 2. Local Member(s)

Not applicable

## 3. Community / Town Council

Not applicable

## 4. Relevant Partners

Not applicable

## 5. Staff Side Representatives and other Organisations

Not applicable

### Section 100D Local Government Act, 1972 – Access to Information

#### List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Council Meetings 12 <sup>th</sup> September 2018		<a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=1304&amp;Ver=4">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=1304&amp;Ver=4</a>