# CARMARTHENSHIRE DEMOCRATIC SERVICES

*"Supporting the delivery of the democratic function and enabling our customers to carry out their role"*

# PAPERLESS MEETINGS

*"Just because something has been done the same way for so long does not mean that it cannot change and be improved. In this digital age, using paper for meetings is becoming increasingly wasteful and impractical."\**

## Up-to date information

It takes 2 – 3 working days for a printed document pack to reach Councillors by mail, but just seconds by email. With an electronic agenda pack, notifications and updates are received almost immediately. Electronic publication of papers on the Authority's website means the public can also access agendas and reports electronically as soon as they are published and do not need to make visits to Council Offices, Customer Service Centres, or Libraries to view the documents.

## The issue of Security

Agendas and reports printed on paper have always been provided to Councillors and Officers, but a paper pack including private or exempt information is not secure. The Mod.gov app produces an electronic agenda pack which is protected by password security. In order to access the reports, Councillors and officers will have to go through security levels and have the necessary permissions to view the papers. . This takes away any risk of papers being misplaced or stolen, the app will also automatically lock out the user if there have been made too many password attempts

## Resource savings

Councillors and Officers receive a lot of paperwork for meetings, on occasion we have seen agenda packs of 900 pages (or more). This does not include the cost of postage to the Councillors' home address or the time of officers in collating the information. This is not an environment-friendly approach and is costly. When we move to paperless working these resource costs will cease.

Cyngor Sir Gâr
Carmarthenshire
County Council

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www.sirgar.llyw.cymru

YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

# iPAD AND MOD.GOV – PREPARING AND ATTENDING PAPERLESS MEETINGS

All Councillors are allocated a tablet device and laptop computer together with a with a @sirgar.gov.uk / @carmarthenshire.gov.uk email address to be used for all electronic communication in relation to Council business. No communication is accepted via personal email address.

Councillors can access their emails, council diary, committee papers and the Authority's intranet site' via their tablet or laptop device, this allows members to perform their duties as efficiently as possible.

Councillors should be aware of the following policies which can be found on the Intranet site :-

Email usage and monitoring policy

Information security policy

Portable device policy

Copyright designs and patents act policy

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# What is required from Councillors and Officers in order for paperless working to be a success:-

- **Carmarthen Private** should be selected as the **preferred publisher**.  This will allow you to view all papers for which you have a right of access. If you have Carmarthen selected as a publisher you will only be able to see meetings open to the public.  Contact Democratic Services if you need to re-register your device for Carmarthenshire Private.

- Councillors and Officers will receive a system generated email from democraticservices@sirgar.gov.uk as soon as an agenda/minutes is published.  Once the email publication message is received **download** the agenda on the **Mod.gov app**.  This will ensure all the documents required for that meeting have been downloaded to the  device even if the entire network is down on the day of your meeting.  It is  **best practice** to open up mod.gov. where you have a good wifi connection (possibly your home or council building)

- Ensure your device is **fully charged** prior to attending any meeting. Additional power sockets are provided within the Chamber should device power issues be experienced.

- If you have **forgotten your device**, please **notify the Democratic Services** Unit who may  be able to provide you with a loan device on the day (there are a limited number of loan devices available and will be provided on a first come first served basis)

- **Forgotten** your **mod.gov password,** contact Democratic Services to unlock your device and issue you with a new password.  **Forgotten** your **ipad password**, visit   IT Self Service or phone 01267 246789 or Ext 6789.

- If you **can't see the meeting in your list of committees**, you may need to **choose the Committee from the Committees List**.   Go to the Committee subscribe button (on the top left hand side of the Mod.gov app) and tick the meetings you wish to view

- **Familiarise** yourselves with the **Mod.gov app user guide**, available on the Democracy Tab of the Intranet or in hard copy within the Members' Lounge.  This is a **step by step guide** to using the Mod.gov app and includes how to navigate and annotate documents.

- **Attend** all Mod.gov **training** sessions to gain an understanding of the app and the functions within it. (Training and 'drop in' sessions are being run from December 2018 – July 2019 – please see Council Diary).

*https://www.azeusconvene.co.uk/en/digital-meeting-board-platform-and-app