

KLOE 6

**Generation and Distribution of
Cabinet/Committee Agendas and Information**

It is recognised that the Council has provided Members and officers (or made available to them) IT resources that includes appropriate hardware and software to enable them undertake and discharge their respective duties and obligations.

It is important that the Council encourages and promotes the effective and efficient use of such resources. Accordingly, following a review of the arrangements for the distribution of Cabinet/Committee Agendas, the following procedure and practice is to be adopted.

The new procedures and practices are designed to:

- improve efficiency;
- improve the dissemination of Cabinet/Committee agendas;
- improve Council decision making;
- promote the greater use of the Council's IT infrastructure and facilities;
- encourage greater engagement with the Council IT facilities as a important support tool;
- improve IT awareness;
- increase user IT confidence;
- enable further IT solutions and options to be explored in due course.

The overarching aim is to introduce and operate a complete electronic system of Council/Cabinet/Committee Agenda generation, distribution and access.

Generation of Cabinet/Committee Reports

1. All Council, Cabinet and Committee reports shall be generated within the Mod.Gov System.
2. The approved full report template shall be configured within the Council's Mod.Gov System.
3. The generation of all full reports shall be managed through the Reports Management Facility within Mod.Gov System.
4. Reports must be finalised in a timely manner and be completed so that all requisite publication timescales can be complied with. It shall be the responsibility of the relevant Director to ensure reports are prepared and finalised for publication as required to meet requisite access to information rules.
5. Report authors (or authorised persons) will seek input in relation to relevant implications arising from key officers (i.e. within Finance, Legal, HR, Equalities) through the Reports Management Facility.

APPENDIX 5

6. Any officer required to contribute to a full report must do so within Mod.Gov and provide their input within any specified timescales. Such timescales to be reasonable and appropriate.
7. Report authors shall ensure all supporting documents, (i.e. appendices, EIAs, risk register, policies, strategies, background papers, reference material etc) referred to in the full report are provided to the Committee Services team when the final report has been prepared.
8. The Council's Committee Services Team shall upon receipt of all final and complete full reports (which includes all supporting documents (see above)) publish the approved Agenda for the relevant Council, Cabinet or Committee meeting in accordance with the access to information rules.
9. Report authors shall also prepare a report summary (using the approved template) and deliver it to the Council's Committee Services team with any full report prepared.
10. No supplemental agendas are to be generated and published in relation to any Council, Cabinet or Committee meeting (unless agreed by the Chief Executive).

Distribution of Council/Cabinet/Committee Agendas

1. Council/Cabinet/Committee Agendas shall be distributed to Members (as applicable) electronically using the Council's Mod.Gov System.
2. Members shall access Agendas using the IT facilities provided by the Council (unless alternative arrangements have been agreed with the Director of Law, HR and Asset Management).
3. In the event that a Member does not have access to their IT facility due to a system error, the Council's Committee Service team shall provide a hardcopy of the Agenda (which shall include all reports and supporting documents).
4. The Council's Committee Services team shall provide Members (as applicable) with a hardcopy of the summary Agenda and all report summaries only, which shall be distributed in accordance with the access to information rules.