



OVERVIEW & SCRUTINY TOPIC PROPOSAL

This form can be used for either a Task Group or a Short Sharp Review topic proposal.

Completed forms should be returned to scrutiny@bromsgrove.gov.uk – Democratic Services, Bromsgrove District Council.

Name of Proposer: Cllr Dr Brian Cooper	
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Date:18/12/2107	

Title of Proposed Topic (including specific subject areas to be investigate)	Paperless Bromsgrove - reducing paper generated for Bromsgrove District Council meetings
Background to the Proposal (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	Paper copies of reports, agendas, minutes etc are produced for members sitting on every committee of the Council. This costs money for paper, storage, photocopying and postage as well as the considerable use of officer time in printing, collating and circulating the papers. By turning the Council's meetings paperless, there would be great savings in costs and officer time
Links to national, regional and local priorities (including the Council's strategic purposes)	Helping to make the Council financially viable by reducing costs. Reducing paper consumption would be good for the environment.
Possible Key Objectives (these should be SMART – specific, measurable, achievable, relevant and timely)	<ul style="list-style-type: none"> • Cost benefit analysis for going paperless. • Review of Members use of iPads • Determine whether the Council's IT equipment will facilitate paperless Bromsgrove. • Pilot study whereby one or two council meetings go paperless, with a review of advantages and disadvantages after a trial period eg12 months.
Anticipated Timescale for completion of the work.	

Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)	Task Group		Short Sharp Inquiry	

OFFICE USE ONLY - TO BE COMPLETED WHEN THE TOPIC PROPOSAL IS ACCEPTED

Evidence	
Key documents, data, reports	
Possible Site Visits	
Is a general press release required asking for general comments/suggestions from the public?	
Is a period of public consultation required?	
Witnesses	
Officers	
Councillors (including Portfolio Holder)	
Any External Witnesses	