

REPORT TO FULL COUNCIL

ENVIRONMENTAL AUDIT '21 RECOMMENDATIONS



Report Reference C-21-28
Meeting Date 10th January 2022
Agenda Item 9
Prepared by Town Clerk

1.0 BACKGROUND

Through the Environment and General Purposes Committee, the council adopted a revised Environmental Policy in 2020 in which it set out its key environmental objectives. The policy also committed the council to undertaking an annual assessment of its operations against its environmental objectives. The committee reviewed the first annual audit at its November 2021 meeting. In accordance with the council's policy, each committee shall receive a report on the areas from the audit under its remit at its next ordinary meeting.

In September 2021, the council also declared a Climate Emergency. The resolution committed the council to working towards carbon neutrality and considering the climate impact in all its decision making.

The Environmental Audit has been provided to all members (except those on the Environment Committee and/or Assets Committee who will have already received a printed copy). Each committee will review the audit and agree a detailed action plan for 2022.

There is one recommendation which requires consideration at Full Council.

2.0 CEASING PRINTING OF COMMITTEE MINUTES

The Environmental Audit noted that:

Printing of agendas uses approximately 7,150 sheets of A4 paper, 25% of which is printing the committee minutes for Full Council meetings.

Members have the legal right to receive a paper summons to meetings but since 2015 have been able to individually elect to receive electronic summons instead. Currently two members have elected not to receive paper agendas which saves approximately 1,000 sheets of paper per year.

At each Full Council meeting, the council notes the minutes of committees having met since the previous meeting and all members are provided with a printed set of committee minutes. For this meeting, this used 208 sheets of paper and across the year uses approx. 1,785 sheets.

The minutes of committee meetings are published on the council website and all minutes presented to Full Council are published by the time the agenda is published. Members could, instead of reading them in hard copy, review the minutes of meetings online via the website or in PDF form via a compilation circulated with the agenda (as is provided for the members electing not to receive hard copy agendas).

3.0 DECISIONS REQUIRED

The recommendation from the Environment Committee is that Council considers ceasing the printing of committee minute packs for full council meetings.

For the avoidance of doubt, this would not affect any member's right to receive hard copy agendas (both the formal summons and associated papers) for Council and committees.

Council may also consider other actions the council should take following the audit and/or provide direction to committees on actions under their remits.