

All Members of Council

Dear Member,

**DELIVERY OF AGENDAS AND OTHER PAPERS TO MEMBERS –  
WEEKLY COURIER SERVICE**

As you may be aware due to the difficult financial challenges facing this authority, alternative arrangements for the provision of providing meeting papers to Members via the weekly courier service has been under review.

To provide you with some background information, historically the Authority has provided a courier service to the home address of each Councillor. The Friday courier 'run' was initially intended to deliver actual summons to Councillors; however over the years this has slipped to include almost everything placed in a Councillors pigeon hole.

Provision of this type of service is expensive and as such has been evaluated to try and seek a cheaper more effective alternative.

Following consultation it has now been decided by Council to establish a voluntary system whereby Councillors are encouraged to 'opt out' of the Courier Service; however this remains your **own** choice.

***Continued overleaf***

Those Councillors who choose to 'opt out' will instead have their agendas distributed to them electronically; however hard copies of the relevant papers will remain in their pigeon hole until you choose to collect it, or unless you confirm you no longer wish to receive hard copies.

As such I would be grateful if you could now complete, sign and return the attached pro-forma as soon as possible and by no later than 31 March 2015, to inform us of your wishes in relation to this matter.

Yours sincerely,

A handwritten signature in cursive script that reads "Karen Jones".

**Karen Jones**  
**Head of Corporate Strategy & Democratic Services**