

# **DEMOCRATIC SERVICES COMMITTEE**

## **REPORT OF HEAD OF LEGAL SERVICES – DAVID MICHAEL**

**17<sup>TH</sup> JULY 2015**

### **SECTION B – MATTER FOR INFORMATION**

**WARDS AFFECTED: - ALL**

### **DELIVERY OF COUNCIL AGENDAS BY COURIER SERVICE**

#### **Purpose of Report**

To respond to a request from Democratic Services Committee that Officers look at the feasibility of using the courier service to deliver Council agendas during the working day.

#### **Background**

There had been some discussion of options for replacing the delivery of paper agendas and reports to Members and substituting electronic delivery.

Whereas there had been a trial amongst a number of Members it was not envisaged that the uptake of electronic only would be sufficient to deliver savings. The Committee therefore asked me to look at the question of whether agendas and reports could be delivered during the day.

The Courier Service is operated on behalf of the Council by the mail room staff based at Civic Centre Port Talbot. The cost of the delivery was £4,000 in the financial year 2014/15 and £4,600 in the previous financial year. The annual cost is based on fuel costs and overtime paid. Two deliveries are run at the same time and the mileage for one route is 89 miles roundtrip and for the other 67 miles. The time taken will vary in accordance with traffic conditions and other factors but both runs take a number of hours each.

During the working day the mail room staff provide printing, mail room and mail distribution services. In particular they operate four courier runs during the course of the day delivering and picking up at 43 locations throughout the County Borough.

If the Couriers were required to undertake delivery of agendas and reports to Members during the course of the day this could not be accommodated without cancelling the delivery runs for Council mail or at least the afternoon runs. This would mean that some units would receive no delivery of mail on a Friday and no pick up of mail either. Coupled with that there may very well still be some overtime costs at the end of the Friday afternoon.

Members are also asked to note that the couriers have other duties in relation to mail distribution in Civic Centre Port Talbot, printing and mail dispatch. The mail room now is responsible for printing of all committee papers other than coloured printing since the closure of the Print Unit.

### **Background Papers**

None

### **Appendices**

None

### **Officer Contact**

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