



**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**RECORD OF DECISIONS OF THE EXECUTIVE**

**DECISION MADE BY: Cabinet    DATE DECISION MADE: 19<sup>th</sup> May, 2016**

***Agenda Item 9***

**SUBJECT:**  
Document Management Proposals – Committee Meetings.

**Cabinet Members Present  
County Borough Councillors:**

A.Morgan (Chairman), R.Bevan, M.Forey, G. Hopkins, J. Rosser  
& M Webber.

**Apologies for Absence  
County Borough Councillors:**  
A.Crimmings, E. Hanagan & K. Montague

**1. DECISION MADE:**

**Agreed –**

1. To approve the pilot of paperless Cabinet Meetings and Cabinet Sub Committee meetings.
2. To receive a further report providing feedback on the pilot, and if appropriate, outlining proposals to extend the paperless approach to all Committees.

**2. REASON FOR THE DECISION BEING MADE:**

- The need to advise Members of the proposed Document Management proposals for Committee Meetings and to take forward a pilot approach.
- Adoption of a paperless approach to Cabinet Meetings will result in the Council delivering efficiency savings through printing, paper and production.

**3. CONSULTATION UNDERTAKEN PRIOR TO DECISION BEING MADE:**

- It is proposed that the views of the Democratic Services Committee be sought on the proposal.

**4. PERSONAL INTERESTS DECLARED:**

- None

**5. DISPENSATION TO SPEAK (AS GRANTED BY STANDARDS COMMITTEE):-**

- None

**6. (a) IS THE DECISION URGENT AND NOT TO BE THE SUBJECT OF ANY CALL-IN BY THE OVERVIEW AND SCRUTINY COMMITTEE:**

YES      NO ✓

**Note:** This decision will not come into force and may not be implemented until the expiry of 5 clear working days after its publication i.e. **27<sup>th</sup> May 2016** to enable it to be the subject to the Call-In Procedure in Rule 17.1 of the Overview and Scrutiny Procedure Rules.

**6. (b) IF YES, REASONS WHY IN THE OPINION OF THE DECISION-MAKER THE**

**DECISION IS URGENT:**

N/A

**6. (c) SIGNATURE OF MAYOR OR DEPUTY MAYOR OR HEAD OF PAID SERVICE CONFIRMING AGREEMENT THAT THE PROPOSED DECISION IS REASONABLE IN ALL THE CIRCUMSTANCES FOR IT BEING TREATED AS A MATTER OF URGENCY, IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULE 17.2:**

N/A

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**(Mayor)**

.....  
**(Dated)**

.....  
**(Proper Officer)**

**19.05.16**  
**(Dated)**