



## Member Papers Distribution

The Democracy Committee are reviewing the efficiency of the current courier and printing arrangements for agenda distribution. They would like your views on the options being considered.

<b>Costs of current arrangements</b>	
<b>Vehicle costs</b>	<b>£4,667</b>
<b>Fuel cost</b>	<b>£226</b>
<b>Postage (based on 2015/16)</b>	<b>£1,276</b>
<b>Corporate printing costs</b>	<b>£13,000</b>
<b>Total costs</b>	<b>£19,169</b>



## Member Papers Distribution

### Option A

#### Option A

Committee agendas are printed but not delivered or posted – so can be collected from pigeon holes at the Town Hall or Council Offices.

Non-Cashable Employee Efficiencies – 0.22 Civic Officers (estimated £4760)

<b>Expected Cashable Savings</b>	
Vehicle costs	£4,667
Fuel costs	£226
Postage (based on 2015/16)	£1,276
<b>Total cashable savings</b>	<b>£6,189</b>

1. What would be the impact of Option A on improving the arrangements for printing and distribution of agenda and papers?

- A large positive impact
- A small positive impact
- No Difference
- A small negative impact
- A large negative impact

2. Would you support the introduction of Option A?

- Yes
- No
- Not Sure

3. Do you have any other comments about option A?



## Member Papers Distribution

### Option B

#### Option B

Stop printing agendas, Councillors and officers and external agencies can access papers online those who are unable to can get printed copies.

Non-Cashable Employee Efficiencies – 0.22 Civic Officers (estimated £4,760).

Expected Cashable Savings	
Vehicle costs	£4,667
Fuel costs	£226
Postage (based on 2015/16)	£1,276
Corporate printing costs	£13,000
<b>Total Cashable Saving</b>	<b>£19,169</b>

4. What would be the impact of Option B on improving the arrangements for printing and distribution of agenda and papers?

- A large positive impact
- A small positive impact
- No Difference
- A small negative impact
- A large negative impact

5. Would you support the introduction of Option B?

- Yes
- No
- Not Sure

6. Do you have any other comments about option B?



## Member Papers Distribution

Option C

### Option C

Printing and posting agendas not using the courier run, this would save staff time and the cost of the vehicle but would increase the cost of postage significantly.

Expected Cashable Savings	
Vehicle costs	£4,667
Fuel costs	£226
<b>Total Cashable Saving</b>	<b>£4,893</b>

Additional Costs	
Posting agendas	£19,245
Corporate printing costs	£13,000
<b>Total Additional Costs</b>	<b>£32,245</b>

7. What would be the impact of Option C on improving the arrangements for printing and distribution of agenda and papers?

- A large positive impact
- A small positive impact
- No Difference
- A small negative impact
- A large negative impact

8. Would you support the introduction of Option C?

- Yes
- No
- Not Sure

9. Do you have any other comments about option C?



Option D

**Option D**

**Maintain current courier run and agenda printing processes.**

10. What would be the impact of Option D on improving the arrangements for printing and distribution of agenda and papers?

- A large positive impact
- A small positive impact
- No Difference
- A small negative impact
- A large negative impact

11. Would you support maintaining the current arrangements?

- Yes
- No
- Not Sure

12. Do you have any other comments about option D?



Other Suggestions

13. Do you have any other suggestions or options you would like to be considered in relation to the printing and distribution of committee and meeting agendas



## Member Papers Distribution

14. Please place the following options in your order of preference.  
Where 1 is your first choice and 4 is your last choice.

<input type="checkbox"/>	<input type="text"/>	Option A - agendas and papers to be collected
<input type="checkbox"/>	<input type="text"/>	Option B - agendas and papers are not printed but accessed online
<input type="checkbox"/>	<input type="text"/>	Option C - agendas are posted
<input type="checkbox"/>	<input type="text"/>	Option D - maintain current arrangements

15. Are there any other comments you would like to make about the printing and distribution of agendas and meeting papers?



## Member Papers Distribution

### Demographics

**Maidstone Borough Council is committed to Equal Opportunities. The information you provide in this section will not be linked to any comments you make on consultations, and will not be linked to your name, address or other personal identifier. The information will be used for monitoring purposes only and processed in accordance with the Data Protection Act 1998.**

**Details of our privacy policy and how we handle personal information can be viewed [here](#)**

16. Are you...

- Male
- Female
- Prefer not to say

17. Which of the following age groups do you fall into?

- 18-24 years
- 25-34 years
- 35-44 years
- 45-54 years
- 55-64 years
- 65-74 years
- 75+ years

18. Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

- Yes
- No

19. Which of these ethnic groups do you belong to?

- White; English/Welsh/Scottish/Northern Irish/British
- White; Irish
- White; Gypsy or Irish Traveller
- White; Other White - please specify
- Mixed/Multiple Ethnic Groups; White and Black Caribbean
- Mixed/Multiple Ethnic Groups; White and Black African
- Mixed/Multiple Ethnic Groups; White and Asian
- Mixed/Multiple Ethnic Groups; Other Mixed - please specify
- Asian/Asian British; Indian
- Asian/Asian British; Pakistani
- Asian/Asian British; Bangladeshi
- Asian/Asian British; Chinese
- Asian/Asian British; Other Asian - please specify
- Black/African/Caribbean/Black British; African
- Black/African/Caribbean/Black British; Caribbean
- Black/African/Caribbean/Black British; Other Black - please specify
- Other Ethnic Group; Arab
- Other Ethnic Group; Any Other Ethnic Group - please specify

Other (please specify)