

Committee(s)	Dated:
Culture, Heritage and Libraries	22 January 2018
Subject: Resolution from the Policy and Resources Committee: Covers for the City of London Corporation Pocket Book	Public
Report of: Town Clerk	For Decision
Report author: Julie Mayer – Committee and Member Services Officer	

Summary

The Privileges Sub-Committee (of the Policy and Resources Committee) met in September 2017 and, on receipt of their Minutes, the Policy and Resources Committee asked for a resolution to be submitted, to the Culture Heritage and Libraries Committee, in respect of the quality of the sleeve for the City of London Corporation Pocket Book.

Members of the Culture, Heritage and Libraries Committee received this resolution at their last meeting and agreed to receive a further report exploring the options for procurement of a higher quality sleeve. This report sets out these options; an example of the new sleeve will be available at the meeting or from the Town Clerk beforehand.

RECOMMENDATIONS

Members are asked to consider the options set out in the report and either:

1. All Members be offered a new Pocket Book sleeve, with personalisation. (**Option 1**);
2. All Members be offered a new Pocket Book sleeve, without personalisation (**Option 2**);
3. If Options 1 or 2 are agreed, 10 spare plain covers (for potential new Members of the Court) be purchased.
4. Covers for the Pocket Books (**Option 3**), shall not be provided to Members.

Main Report

Background

1. In January 2015, the Culture, Heritage and Libraries Committee agreed to produce a more cost-effective Pocket Book, achieving a 50% cost saving, but to defer a decision on future production until after the 2017 City Elections.
2. At the Meeting of the Culture, Heritage and Libraries Committee in July 2017 Members agreed, for the time being, to retain the printed Pocket Book, pending growing Member confidence in the IT Transformation Programme.

Current Position

3. The Members Privileges Sub-Committee met in September 2017 and, following consideration of their minutes, the Policy and Resources Committee passed a resolution to the December 2017 meeting of the Culture, Heritage and Libraries Committee, as follows;

'Reference was made to the poor quality of the covering sleeve for the Members' Pocket Book. It was suggested that, to ensure that it was more durable, it should be made of leather and not plastic. It was suggested that the Culture, Heritage and Libraries Committee should be requested to reconsider the quality of the material used to produce the sleeve'.

4. The current version of the printed Pocket Book was printed in September 2017 and has diary pages up to December 2019. The electronic version was revised and circulated just before Christmas 2017 and will continue to be produced quarterly, providing the most up-to-date information. Members are asked to note that, whilst there is provision within the budget to provide sleeves for the Pocket Books, in 2016 and 2017 only 30% of Members collected their Pocket Books.

Options

5. Members are asked to consider the following quotation in respect of production of a higher quality sleeve for the Pocket Book.

Minimum order - 50 sleeves

50 - £508

100 copies - £859

150 copies - £1210

Adding initials

£5.00 per copy.

- Option 1** Ask all Members if they would like a sleeve and offer personalisation, noting that the minimum order will be £508, (plus initialling at £5.00 each), up to a maximum of 125 sleeves costing approximately £1,000, with a further additional £625 for initialling.
- Option 2** Ask Members if they would like a sleeve but without offering initialling. (NB. Maximum cost for 125 sleeves, without initially = £1,000)
- Option 3** Agree not to provide covers for existing Pocket Books.

If Options 1 or 2 are agreed, officers could also purchase an additional 10 spare covers (at approximately £80) for any new Members coming onto the Court, or if covers are lost or damaged.

Implications

6. The cost of printing the Pocket Book is approximately £6,000 per annum, plus officer time in preparing, proofing and printing. Members are asked to note the increased costs at options 1 and 2.
7. Given that Members will be asked to review the future production of a printed Pocket Book, once they have more confidence in the IT Transformation Programme, the covers would provide additional protection to existing Pocket Books, which have diary pages until the end of 2019. However, the electronic version continues to provide quarterly updates and the printed books are often out of date within weeks of being produced. Therefore, Members might prefer not to incur further expenditure on the printed Pocket Books.

Conclusion

8. In light of the resolution from the Policy and Resources Committee, Members are asked to consider the options set out in the report for providing a higher quality sleeve for the City of London Corporation Pocket Book.

Background information

9. *Reports to the Culture, Heritage and Libraries Committees; January 2015 and July 2017.*

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