Appendix 1

Objective	Idea	Advantages	Disadvantages	Further information and research required
Improvement of public participation at meetings	Increased use of social media to highlight important items on agendas to members of the public and providing live feeds at meetings.	Greater information sharing and possible increase in participation.	Resource intensive during meetings to provide feeds.	Colchester Borough Council's Twitter protocol. Live feeds are provided at significant meetings by both Gazette and Colchester Chronicle. Other Council's social media feeds. Possibility that webcasting meeting facility provides a social hub for live feeds.
	Advertise ability to Have Your Say through social media.	Greater accessibility for those using the service.		Guidelines on how this would be operated required, including time limits, deadlines and whether those attending the meeting to 'Have Your Say' retain priority over those contacting through social media. Discussion on focus of participation between members of the public attending and virtual participation.
	Increasing the relevance of subject matter to members of public e.g. Area Committees, scrutiny reviews on important local matters and Policy Review and Development Panel. Potential to allow members of the public to suggest topics for review.	Potential of greater attendance and participation.	Officer resourcing implications in providing additional meetings and research.	Other Local Authorities that allow for suggestions by members of the public, and hold area committees. Greatest level of participation will be those decisions that affect where residents live or directly affecting their lives.
	Review meetings processes to assess whether improvements could be made.			Review constitution and relevance.
	Non-elected members on Committees.			Research from other Local Authorities, including information on funding and role of co-opted member.

Objective	Idea	Advantages	Disadvantages	Further information and research required
Making public meetings more accessible and engaging for residents	Live video or audio streaming of meetings.	Available from any location. Opportunity to review microphone and presentation facilities. Promotional opportunity to film other functions in the town hall. Potential live feed through webcasting facility.	Cost, possible resourcing issues to operate facility, difficulty in holding meetings at other locations due to infrastructure required. Possible requirement for fixed camera positions.	Video stream - Public-I - estimated £25,000 p/a Audio stream - Audiominutes - £3,900p/a Individual meeting streaming possible, but additional cost. Check other Councils user figures.
	Review Have Your Say arrangements e.g electronic Have Your Say, Councillor contributions, introductions, responses, perception of value of contributions.	Increase contributions, wider participation.	Issue for those without internet connectivity.	Further information on how this would be administered required, and research from other Local Authorities.
	More accessible agendas and reports. Plain English, shorter reports.			LGA Guidance Research from other Councils Views of residents
	Locate meetings in different areas of the Borough	Greater engagement with communities. Community	Resources and meeting room suitability, induction loop,	Research on other local authorities and available meeting rooms in the area. Previous occasions when meetings

		members owning decisions, more accessible decision making. Ease of access.	accessibility, Wi-Fi, paperless agendas access. Video/audio streaming. Target locations with business plan – impact on timescales. Financial cost, officer time.	have moved to different locations in Colchester. E.g. Scrutiny at West Mersea for Bradwell Task and Finish Group, Scrutiny Panel at University of Essex and Firstsite, Cabinet at Colchester Castle and Lion Walk Church. Planning Committee at Charter Hall for Horkesley Park.
	Modernising Council Language	More inclusive and more relevant for members of public.		Modernising procedure rules. Plain English Report template Invite Councillors to share best practice Clarification on purpose of report

Objective	Idea	Advantages	Disadvantages	Further information and research required
Make the way we work more flexible to improve the opportunity for an improved diversity of Councillors	Review of start time; different start times to reflect the nature of the committee.	Easier for those people without flexibility to attend 6pm meetings. Potential impact on the diversity of Councillors.	Resourcing issue. Day time meeting conflict with ECC. Health and Safety issues from late night finishes; potential impact on decision making. More frequent meetings due to shorter meeting length required. Potential impact on diversity.	Other Local Authorities comparison. Councillor viewpoint Public viewpoint Diversity of Councillors
	Evaluation on training for Councillors	Potential to improve the accessibility of becoming a Councillor.		Charter Status for Member Development Evaluation strategy from the Member Development Group
	Review of selection process for candidates (currently managed by political groups).			BeaCouncillor Campaign http://beacouncillor.co.uk/ Information on elections page of the website

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Offer Councillors a more efficient way of working through better use of new technology	Office365	Ease of sharing documents, flexibility of devices and accessibility. Councillors using .gov.uk e-mail address (consistent approach for all councillors). Digital Challenge helping to reduce paper across authority.	Time investment from councillors in order to take advantage of the new technology.	Going to be rolled out shortly. Training required to ensure Councillors use it to full potential.
	Move to digital decision making. Electronic agendas through the MyCMIS application.	Electronic agendas reduction in printing costs. Reduction in courier delivery costs.	Resource requirement for training, support and administration. Familiarisation with Councillors using digital devices at meetings.	MyCMIS application currently in pilot stage – 25 Councillors attended first training session. Further sessions to be scheduled. Remains a legal requirement to produce a printed copy of the agenda in the Library. How will agendas be provided to members of the public – electronic display?
	Town Hall Wi-fi and power supplies in meeting rooms.	Provide a stable and reliable internet connection for those using the internet in the Town Hall.	Difficulty in adapting Town Hall for modern technology. Issues with interference	Existing wi-fi in the process of being upgraded. Research required on how and what type of power supplies to be installed

	with other town centre networks.	in meeting rooms.