



CITY OF
Lincoln
COUNCIL

Chief Executive & Town Clerk

Angela Andrews CPFA

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Lincoln, LN1 1DB

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**TO ALL NEWLY ELECTED CITY OF
LINCOLN COUNCIL MEMBERS**

Cheryl Evans is dealing with this matter

Direct Line: **(01522) 873439**

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Date: 2 May 2024

YOUR PAPERLESS WORKING OPTIONS

Dear Councillor,

The Council promotes paperless working and enables its councillors to receive their committee documents electronically, via the android device issued to all councillors rather than in printed form. Most councillors opt for the paperless option.

The android device will be set up to receive any committee papers, as well as giving you access to your Council emails and diary, as well as other tools.

Paperless working provides:

- bespoke software (modern.gov) for committee agenda, which allows you to:
 - make personal notes and annotations to committee documents;
 - have secure access to internal or private documents;
 - synchronise your calendar with the committee timetable;
- instant access to your Council emails;
- access to all your documents in one place, as they are saved on the tablet for up to six months and can still be used even if you lose access to an internet connection; and
- prevents considerable financial and environmental waste through circulation of printed papers.

Democratic Services can support with paperless working, including one-to-one training on the use of your tablet and continued support as and when required.

Should you have any queries please do not hesitate to contact me.

Yours sincerely,

C Evans

Cheryl Evans

Democratic Services and Elections Manager