

Report of the Interim Strategic Director

COMMITTEE MANAGEMENT SYSTEM1. Purpose of report

To inform members of the current position with regard the implementation of a committee management system (CMS) and highlight the capabilities of the system for Councillors and members of the public.

2. Background

The Modern.Gov system, used by over 300 local authorities, is a software solution for meeting management which will be phased-in following the summer recess, starting with an individual committee before being rolled out amongst all committees as appropriate. Councillors will be emailed links to agendas and have the ability to access the information on their portable devices through a Modern.Gov app.

The main objectives of acquiring a CMS are to establish more efficient ways of working, maximise quality and accuracy in terms of data management, reduce printing and circulation costs and utilise new technologies to assist with the Council's New Ways of Working project. Further information on the system's capabilities is included in the appendix.

The Chair of the Finance and Resources Committee has expressed a wish to be involved with the trial of the system following the 'go-live' date in September and further updates will be submitted to the Committee in due course. Members may wish to consider exactly which information may be published, as included in the appendix.

3. Financial implications

The Capital programme has £15,000 set aside for the implementation of the CMS. Further savings will be realised as 'paper-light' systems are implemented through reduced printing, paper and postage costs.

Recommendation

The Committee is asked to NOTE the report.

Back ground papers

Nil

APPENDIX

The CMS has an array of back office functions that will streamline and modernise the method by which the Council manages report and agendas. However, below is a brief list of information that can be held on the intranet or internet through the system.

Members' details that can be published

- Photographs
- Surgery details
- Contact information
- Committee responsibilities
- Committee memberships
- Membership of external bodies
- Biographical information
- Election results
- Attendance records
- Register of interest
- Gifts and hospitalities
- Declaration at meetings.

Democracy

The elections results module displays data for local council, national and parish elections. This includes breakdown by ward and candidate and gives comparisons with previous elections. Results are displayed in both tabular and graphical formats. The results are compatible with the Local Open Data Community standard for election results.

A Decisions web page is available to inform enquirers of all decisions made or to be made. All information pertaining to the decision is linked together and available from this page. Web users can readily drill-down on any item and view its history and any future activity scheduled.

Community engagement

Members of the public, officers and councillors are able to subscribe to a list of topics, committees and wards that they are interested in. Overnight modern.gov compares all of the subscribers' interests with the new items published that day and sends each subscriber a personalised email with details of the items they may be interested in.

App

Additionally, modern.gov offers an app that can be used to provide members with the latest meeting papers for the committees of interest interested. The app is primarily aimed at members but is also available to anyone with an interest in having committee papers on their device.

The app allows users to specify the committees of interest and will then automatically keep itself updated with all the latest meeting papers including the full agenda pack. The app allows users to highlight sections of the pack and make annotations just as with a paper copy. Document navigation is made quick and simple via bookmarking and intuitive controls.