

## **CHIEF EXECUTIVE'S OFFICE**

### **REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES**

**17th July 2015**

#### **SECTION A- MATTERS FOR DECISION**

##### **WARDS AFFECTED-ALL**

##### **'MODERN.GOV' AND MEMBERS IT PROGRESS UPDATE**

###### **Purpose of Report**

To provide Members with an update in relation to the progress made with the installation and development of the new Software solution (Modern.Gov) which is assisting in modernising the Authority's decision management processes and will enable far greater on-line accessibility and usability for Members of the Public in relation to Council business.

To update Members in relation to progress made in exploring Members' IT support requirements and in particular the work of the Members IT Reference Group since the last meeting of the Democratic Services Committee.

###### **Background.**

In the last meeting, the Committee received a progress report in relation to the installation of the 'Modern.Gov' software package. Since that meeting, automatic email notifications have been enabled and Members will have noticed the receipt of these emails which provide electronic links to their committee paperwork. In addition, the Mod.Gov App. has been made available for iPads and work to develop the use and functionality of the 'App' has been ongoing with Members and Officers. The free App is also available to download for any Members of the Public interested in reviewing public Council papers.

In order to achieve maximum benefits from the system the Committee recognised that work should be undertaken to ensure Members had the right level of skill and support. Members of the Committee agreed to the establishment of a Members IT Reference Group. This group has met initially and the Terms of Reference of the Group are attached at Appendix One.

## **Progress**

As agreed in the last meeting of the Committee, the initial meeting of the Members IT Reference Group was held on 12 June where issues were discussed with representatives from the ICT Department and the Modern.Gov App was demonstrated.

Feedback from Members who attended was positive and the group committed to the Terms of Reference of the Group and to meet on a six weekly basis to progress the Member's IT agenda.

An action arising from the group was that Members would continue to test and use the Mod.Gov App. to access and annotate committee papers where appropriate and to feedback any issues to the next meeting of the group. This testing of the app. will allow for Members to explore any issues or glitches with the system as well as fully exploring its functionality before it is rolled out to all Members.

To support Members with the new software and equipment, a selection of equipment has been set up (such as iPads and laptops) in the Democratic Services Office and Members are encouraged to drop in to the office to have an induction to the Mod.Gov system. Democratic Services staff can also support Members with specific issues in relation to the Modern.Gov software such as accessing reports and utilising the App.

Thus far, those Members who have used the system have provided very positive feedback as well as constructive criticism and advice which has allowed for improvements and changes to be made to the system. This assistance has been invaluable and additional feedback is encouraged as the system continues to develop.

Additional functionality which has also been enabled includes:

- Publishing Members' apologies (following the Annual Meeting a new process of receiving apologies for meetings has ensured that they are accurately captured and published in the system);

- Publishing Members' attendance. Following the Annual Meeting in May, Members' Attendance is being captured and recorded on the system and are published via the Member Profile Pages.

## **Recommendations**

- 1) That Members of the Democratic Services Committee note the progress made in the installation and development of the Modern.Gov decision management software, in particular the Mod.Gov app.
- 2) That Members of the Democratic Services Committee note the work undertaken by the Members IT Reference Group thus far in line with the Terms of Reference of the Group (attached at Appendix 1) and to consider how the additional functionality of Modern.Gov can be implemented to suit Members needs

## **List of Background Papers**

Modern.Gov – Local Government Decision Management Software Solution  
<http://www.modern.gov.co.uk>

## **Wards Affected**

All

## **Officer Contact:**

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## Appendix 1



### **Members IT Reference Group** **Terms of Reference.**

#### **Members**

Cllr Lella James
Cllr Cari Morgans
Cllr Ceri Golding
Cllr Eddie Jones
Cllr Rob Jones
Cllr Arwyn Woolcock
Cllr Del Morgan
Cllr Steve Hunt
Cllr Andrew Jenkins
Cllr Doreen Jones
Cllr Sheila Penry
Cllr Alex Thomas

#### **Purpose:**

- To provide a structured and focussed opportunity for Members to consider the extent to which the ICT equipment, support and training meets Members' needs.
- To provide a structured mechanism to shape the use of the Committee Administration System Modern.Gov to best suit Members' needs.

#### **Support Arrangements:**

- Support will be provided by the Democratic Services Team and officers from the ICT section where appropriate.

**Reporting Arrangements:**

- The Group will report to the Democratic Services Committee.
- The focus, membership and objectives of the Group will be reviewed in 6 month (September 2015.)

**THIS IS NOT A DECISION MAKING GROUP**