
**REPORT OF THE DIRECTOR, GOVERNANCE AND LEGAL
SERVICES**

MODERN.GOV UPDATE

Reason for this Report

1. The purpose of this report is to provide the Committee with an update on implementation of Modern.gov, the Committee Management System.

Background

2. The Democratic Services Committee has been kept informed on the procurement and planned implementation of the Modern.gov Committee Management System at its meetings on 17 December and 25 March 2015.
3. Modern.gov provides a significant increase in the automation and functionality of the Democratic and Governance processes, and supports the move towards more agile technology and a 'paper-lite' Council - providing Members with the opportunities to access information in a variety of ways.

Progress to Date

4. Modern.gov went live on 26 May 2015 however the Committee and Members Services and the Cabinet teams have been using the functionality of the system for sometime and Members have been receiving the new format agenda and reports and have provided positive feedback on the packing of the agendas; the navigation of agenda items using the book marks; the sequential page numbering which is also set out on the agenda front for those Members who use hard copy; improved Calendar and diary management; and easy of access to the Cabinet Forward Plan.
5. Migration of previous agendas and reports held on the Council's system from 2004 was completed before go live to ensure continuity of data and the ability to search documents.

6. Three Member Drop-In sessions were arranged in May 2015 prior to go-live to assist Members in navigating the pages and verifying their profile details and Register of Interests.
7. Members have also been encouraged to download the Modern.Gov App that can be used to ensure they have the latest meeting papers for the Committees, and facilitates Members in having committee papers on their device. The App allows Members 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 Apps allow the highlight sections of the pack and annotation just as you would with a paper copy. Document navigation is made quick and simple via bookmarking and intuitive controls.
8. Modern.gov provides Democratic Services with secure online access for Members to exempt agenda papers by logging on securely using an individual Member ID.
9. The Member Profile page, in addition to the previous profile information, allows Members to include information on their social media feeds; biographical information; and includes up to date information on of attendance at meetings.
10. Members can, independently of democratic services, notify their attendance or otherwise in advance; update their Register of Interests for verification by the Monitoring Officer; and further functionality will be developed as part of the next steps.
11. The Scrutiny Research team project to develop a Member Online Library and Information Service platform as an information and research facility has completed phase 1 and the service can be accessed through Modern.Gov. The committee will receive an updated as part of this meeting.

Continuing Improvement

12. As part of the continuing improvement and functionality Democratic Services are progressing the following functionality:
 - Enhancing Welsh Language provision to meet the Welsh Language Standards;
 - Enhancement to accessibility of the Constitution;
 - Guide to linking meeting dates to Members Outlook calendar;
 - Linking Modern.gov to webcasting of meetings;
 - Implementation of Decision Registers;
 - Access to Council and Committee Work Programmes;
 - Online information on ways of engaging with the Council;
 - Petition register;
 - Automation of Local Election results.
13. Further Member drop-in and awareness sessions will be arranged as part of the ongoing Member Development

Legal Implications

14. There are no direct legal implications arising from the content of this report.

Financial Implications

15. The annual service costs of the Modern.Gov system £10,870 includes Maintenance, Support and Upgrade; Welsh Language Module Support; and hosting are included within existing budgets.

Recommendation

It is recommended that the Democratic Services Committee considered the update and provide comments to support the implementation of Modern.Gov

MARIE ROSENTHAL
DIRECTOR, GOVERNANCE & LEGAL SERVICES

9 July 2015
DSC/GN/V1.0