

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

2 OCTOBER 2014

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

MODERN.GOV UPDATE

1. Purpose of Report

- 1.1 The purpose of this report is to provide the Committee with an update on the progress made in respect of the Modern.gov committee administration system and to request its proposals in respect of how member related information is provided on the Bridgend County Borough Council website.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The support provided by the Democratic Services team to Elected Members at all levels assists in the achievement of all Corporate Priorities.

3. Background

- 3.1 The Democratic Services Committee has been advised of the procurement and planned implementation of the Modern.gov committee administration system. Modern.gov provides a significant increase in the automation and functionality of the Democratic Services processes.

4. Current situation / proposal

- 4.1 The implementation of the Modern.gov system is progressing and although the system has not yet “gone live” the Democratic Services Team are utilising the functionality of the system particularly in respect of committee agenda and reports. Members have been receiving new format agenda and reports which appear to have been well received and considered as an improvement on the “old” method.
- 4.2 The ICT department have been supportive and plans have been put in place to migrate the thousands of democratic documents held on the Stellent content management system to the Electronic Document and Records Management (EDRM) system before October 2014. Preparations for the integration of Modern.gov with Microsoft Exchange (Outlook Calendar and email) software which will enable an automatic update of meeting information being sent to Elected Members and the public.
- 4.3 There have been some significant changes made as a result of the work being carried to implement Modern.gov. These include:
- Sequentially numbered pages in comprehensive document packs
 - Replacing “Pink” pages with exempted watermarks and headers
 - Use of PDF with bookmarks to enable easy navigation of document packs.

4.4 Further changes will be made in due course but in preparation for the “Go Live” date of 31 October 2014 the Democratic Services Committee is requested to receive a demonstration of the proposed Democratic Webpages and confirm their suitability in terms of content and presentation:

4.5 The key elements of the planned web pages for which feedback is requested will include:

- List of Councillors pages
- Individual Councillor webpages
- Attendance records
- Attendance summary
- Declarations of interest
- Calendar of meetings
- Committee Pages

5. Effect upon Policy Framework& Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules. However, with the ongoing development of the functionality of the system, amendments to the Procedure Rules may be required.

6. Equality Impact Assessment

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 The procurement and annual service costs of the Modern.Gov system until March 2017 have been made from existing budgets.

8. Recommendation

8.1 It is recommended that the Democratic Services Committee:

- receives a short demonstration of the Members, Committee and web page functionality of the Modern.gov system.
- provide their views on the content and display of Elected Member Webpages
- provide direction for the ongoing development of the Modern.gov prior to its implementation.

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Background documents – None