

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

15 MAY 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 demonstrate some of the functionality of the system.

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 system was procured in March 2014 and the first training sessions have been undertaken with the Democratic Services team. Basic Elected Member and committee data has been added with the look and feel of the BCBC website incorporated.



- 4.2 The initial implementation dates have been revised due to the complexity of the process reviews that are needed to optimise the use of the system without adversely compromising the intentions of the current procedures. This has been

compounded by changes due to the development of the Digital Office. Examples of this include:

- Changes to document templates such as agendas to reflect the revision of corporate templates and printing protocols.
- The redesign of web pages to allow the inclusion of additional information that is available on the Modern.gov system
- Consideration of the publication of exempted information to the website and the use of an official login of authorised personnel to view the exempted information.

4.3 The training sessions have provided a greater understanding and knowledge of the System's capabilities. It is considered that for a successful implementation it is necessary to ensure that the processes and procedures that are being developed reflect the future intentions rather than an early implementation which will require subsequent changes. The following schedule is considered achievable and these will form the targets for the Democratic Services team to deliver:

		Completed by
Phase 1	Installation and initial setup	31 Mar 14
Phase 2	Committee functions and training	30 Jul 14
Phase 3	Report approval workflow	01 Dec 14
Phase 4	Extended functionality implementation	31 Mar 15

4.4 The Committee will be provided with a short demonstration of the Members, Committee and web page functionality of the system. The Committee is requested to provide their views on the content of the demonstration and to provide direction for the ongoing development of the Phase 2 stage of implementation.

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 of the demonstration
- provide direction for the ongoing development of the Phase 2 stage of implementation.

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
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Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None