Saltash Town Council

Modern.gov - Civica Governance Meeting Management Report

What is Modern.gov

- Delivers cost effective, efficient and transparent decision management
- Designed to support meeting administrators
- Reduces consumables and costs
- Significant time savings

Currently Saltash Town Council holds a _minimum_ of

43

Committee meetings

per year

What is on offer...

- Flawless co-ordination for high volumes of meetings
- Compliance with rules of governance
- Comprehensive tracking of decisions and actions
- Ensures transparency
- Supports paperless working
- Improves citizen engagement
- Saves time and money

[WATCH ME]

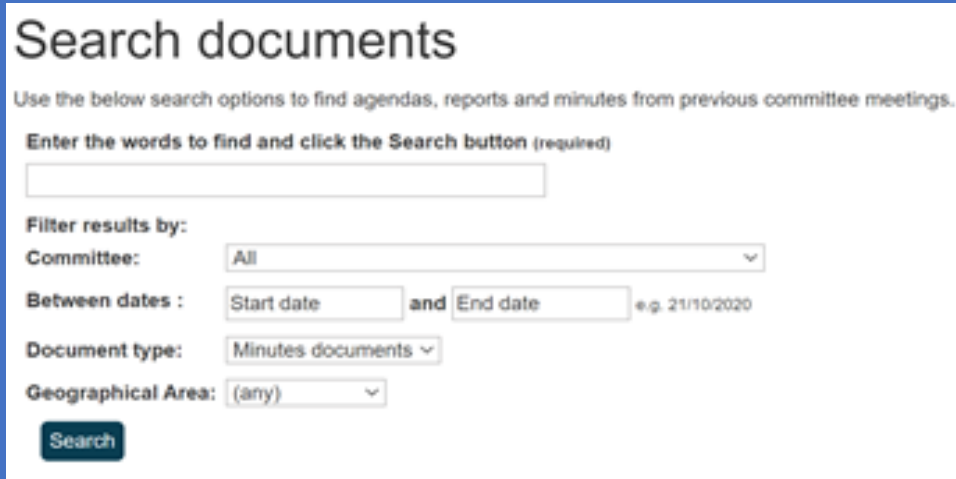# Current Meeting Preparation VS Civica App

Current Meeting Preparation

- Approximately 6 days of combined administration time spent on preparing agenda's and correlating paperwork for each Committee meeting.

- This includes:

    - Preparing agendas
    - Checking previous minutes for resolutions / recommendations
    - Correlating and adding reports
    - Reviewing
    - Making amendments
    - Approvals & Distribution
    - Printing and assembling Councillor Packs
    - Formatting
    - Ensuring GDPR compliant
    - Administration adhering to strict timelines
    - Uploading all documentation to the website
    - Circulating Private and Confidential information separately

Benefits Civica App

- Significantly reduces administration time spent on preparations of agenda's, correlating paperwork and minute completion

- Automatic emails of agenda's and reports

- Integrated with our current website with all items relating to Committee Meetings

- Allows the public to subscribe to notifications regarding their chosen subjects including planning applications

- Reports can be made private and confidential but available all in one place for ease of use

- Reports requested through Civica are easily tracked and all users able to review their status

- Reports can be rearranged on screen with no need to remove and reload.

- Councillor Packs can be made available digitally with the options to make annotations and delete as and when required using their Civica accounts. These are also easily updateable as and when procedures / policies are amended.

- Accessible anywhere at any time.

- Deadline reminders

- Records all Councillor's attendance, declarations and registers of interest

- Minutes all available on the app

- Registers of interest under Councillor's profile

- Councillor Profile all on the website provided by Civica

- No need for storage

- Minimal memory required for application

Examples of Benefits Available

One of the functions that is most beneficial is the function to search previous minutes, agendas and resolutions.

Search documents

Use the below search options to find agendas, reports and minutes from previous committee meetings.

Enter the words to find and click the Search button (required)

Filter results by:

Committee:	All
Between dates :	Start date and End date e.g. 21/10/2020
Document type:	Minutes documents
Geographical Area:	(any)

Search

Another function is that the system builds PDF packs which can then be printed (or a selection from the pack if you did not wish to print every report)

You can also zoom in on document text if you require it to be larger and has a reader functionality in which you can select report text and have it read to you.

Another fantastic function for public use is the ability to subscribe to updates. Every time you publish a meeting or change something it will notify the person according to the areas of interest they selected when registering.

There is also a function to track Members attendance and offer clear and transparent statistic to the public.

STATISTIC	COUNT	PERCENTAGE
Total expected attendances:	8	
Present as expected:	7	88%
Apologies received:	1	100% of absences
Absent (incl. apologies):	1	12%

Example above of attendance statistics

Budget Availability

Option 1:

If approved with immediate effect 6 – 7 months cost is available in 2020/21 budget:

- EMF Internet Redevelopment - £7175
  (This was approved and unspent on the internet redevelopment for 2020/21)
- The remainder - £3625 can be prepaid out of 2020/21 accounts year end

Option 2:

- Precept for 2021/22 into Subscriptions
- Consider overall annual cost to increase the Subscriptions budget.

Comparative Cost

Current Estimated Costs

6 days administration equates to approximately **45 hours**
This equates to a general administrator wage of:
£20,878.65 per year
(This **DOES NOT** include costs such as pensions, employer's insurance or extra time spent on Sub Committees / Extraordinary Committee meetings)

Costs for Civica

1st Year - Application Software, inclusive maintenance and support, upgrades.
£900pm
2nd Year - Annual fee subject to RPI increase
£725pm

Software installation includes 4 sessions onsite training, website branding, including intranet, internet and extranet, Merge templates including agendas, minutes, business plans, Standard migration of historic meeting documents, implementation consultancy, implementation training.
Typical 3 year subscription.
All costs are **inclusive** of VAT.

Estimated admin time potentially saved is between **50-70%**
Saving an average cost of around **£10,500-£14,700**

Testimonials

Harpenden Town Council:

"We now use Modern.Gov to produce all our meeting paperwork, to manage Member profiles and for report management. Modern.Gov's features now underpin our work.

In particular, we like the ability to quickly and easily produce agenda packs and minutes and publish these in a more accessible form online, while the workflow feature allows us to more effectively track and monitor report production for meetings.

We estimate Modern. Gov has reduced admin time on committees / reports by 50-70%. By giving us the opportunity to offer more flexible paperless options, Modern.Gov has also been a key part of our objective to at least halve our paper consumption by 2020.

As a Council, we want to be more efficient, more productive and more modern. Modern.Gov is an extremely useful tool in helping Local Councils to modernise their way of working"

Carl Cheevers, Town Clerk, Harpenden Town Council

Dawlish Town Council:

Andrew personally recommends the application for its ease of use and integration to current IT systems used.

After only using for one month they boast they are already noticing the administrative benefits - one click to send an agenda and reports to all associated parties whilst also uploading onto the Dawlish website.

An email notification is automatically sent if an a report has been added for viewing after the agenda has been issued, and the application automatically places the report into the correct order of where it is placed on the agenda – avoiding any confusion for those viewing.

Andrew stated that as many of the team are working from home due to COVID-19 the administration aspect has been made easier and more effective due to tracking functionalities the Modern.Gov application has. AOne mentioned was the ability to track agenda items and pre-set them on agenda's timely and efficiently for 12 months ahead.

This means Administration and other departments such as the Finance Office would have a clear schedule of when items such as AGAR, Precepts, Policies and much more are required to be discussed and approved resulting in clearer department planning and the assurance a critical deadline is never missed.

Andrew McKenzie – Dawlish Town Clerk

Recommendation

To subscribe to Modern.gov as I believe it will provide the following:

Clearer transparency – the website and application is simple to use, easy to navigate and clear to understand – everything we would wish to provide to users when displaying agendas, reports and minutes.

Citizen involvement – with our first public consultation completed and further devolution in progress I believe it is essential and paramount to offer the residents of Saltash an improved opportunity for their voice to be clearly heard. With functions for residents to receive notifications on matters of interest to them I believe this will engage Saltash residents in the decisions made by Council.

Time and money savings – It seems clear that Administration are at maximum capacity with regard to workloads and administrative tasks. It was previously approved to employ a further member of the administration team. However due to the current circumstances this has not been achievable. I trust that once users are experienced in this application the time spent on meetings and preparations would be significantly reduced. Thus freeing up existing administration support to achieve more in other areas. This is in addition to saving on the cost of consumables and assisting in the Council's vision to be more eco-friendly and reduce our carbon footprint.

Modern digitalisation of Council operations – Covid-19 has required the Council's operating procedures to change dramatically. The need for improved digital technology in respect of how meetings are administered has clearly become more evident during the course of the current emergency. In order to future proof the Council's administrative procedures, it seems clear that rapid steps need to be taken to provide modern, efficient administration procedures, with the capability of quickly and efficiently streamlining meeting procedures in the event of another emergency. With this application Councillors would have one portal to access and view all documents relating to that meeting and their Councillor Packs for reference. Ensuring our government accountability at every stage, I believe this will be a timeless application in which all Town Councils and Parish Councils will eventually require in order to function as economically and efficiently as possible.

IT Requirements

- Compatible with current set up of presentation screen in the Council Chamber.
- Application is available on iPad, Android and Windows 10 devices
- .Net application requiring to be hosted on Town Councils existing server.
  - STC IT Consultant has confirmed that our current IT set up is capable of supporting the software on the server.
  - IT costs for setup £500
- Ipads or tablets would be required. A quote for Ipads was obtained at a cost of £5,424 and is available in budget:
  - 6370 Computer Equipment Renewal.
- Option to have the application hosted with Microshade at an additional cost of £500 per annum with up to 4 administrators on the system.