

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 20 APRIL 2021

TITLE OF REPORT: TO UPDATE ON THE IMPLEMENTATION OF MODERN.GOV

PORTFOLIO DIGITAL

Report of: Joint Chief Executive

1. PURPOSE OF REPORT

1.1 The purpose of this report is to update Committee of the ongoing implementation and bringing into use the new committee management system (Modern.gov).

2. RECOMMENDATION

2.1 This report contains no recommendation as the report is an update for information only.

3. BACKGROUND

3.1 In adopting the Digital Strategy in 2019 the Council made a commitment that by the end of 2020 it will have modernised its Committee and meeting management process through the procurement and implementation of [Modern.gov](#). The main objectives being to establish more efficient ways of working; maximise quality and accuracy in terms of data management; reduce printing and circulation costs; and use new technologies to support governance activities and deliver wider benefits.

3.2 [Modern.gov](#) itself is software that is used widely across the local authority family. It is used by 76% of councils in England and Wales, including Hampshire County Council and all our surrounding authorities as well as the Hampshire Police and Crime Commissioner's Office. It delivers an effective, efficient, and completely paperless solution for governance & meeting management. It replaces the current process whereby Members have to manually download individual reports and agenda from our web site.

3.3 It is a hosted off-site web-based environment in accordance with the objectives of the Digital Strategy.

4. COMMENTARY

4.1 The Modern.gov software has been successfully installed and has gone live. The first Step of the implementation Plan is active.

- 4.2 Several 'volunteer' Members have already successfully tested the implementation of [Modern.gov](#) over the past three months., They have found it to be an effective 'plug and play' solution which is easy to use. The benefits it brings force members are
- It takes the stress out of manually coordinating and collating the documents that Members need, from agendas and minutes to registers of interests
 - It controls access to restricted items and track issues by automatically linking to agenda items
 - Members will be able to securely view, annotate and download the latest documents
 - Meeting organisers will be quickly able to make last minute changes to agendas.
- 4.3 There are further benefits to the Council. It not only allows us simply to create and publish agendas, reports, and minutes of Council meetings but it also allows us to manage and monitor
- Committee memberships and attendance
 - the Cabinet Forward Plan
 - the calendar of meetings
 - the Members' Register of Interests
 - outside bodies
 - e-petitions

5. FINANCIAL IMPLICATIONS

- 5.1 The result of implementing Modern.gov is that it will save the Council £60k over the next three years in paper and printing costs while improving efficiency. This will enable further efficiencies savings to be captured in later years as the App is developed further. Some of these efficiencies are already reflected in the approved 2021/2022 budget.

6. ACTION

- 6.1 To gain full functionality all Members now need to download the Modern.gov app. The app itself went live on 1 April and is available for iPad, Android, and Windows devices. Once downloaded, the app will appear on the screen and will automatically download any committee documents whenever the user opens it. It allows users to highlight sections of the pack and make notes just as one would with a paper copy. Document navigation is made quick and simple via bookmarking and intuitive controls. Finally, it allows authorised users to have automatic access to exempt sections of agendas via password protected access to the "restricted app" area.
- 6.2 Many Members have already attended training and have downloaded the app. We would like however, to **encourage those Members who have not yet come forward for training** to contact Steve Bennett, Change & Digital Manager (email steve.bennett@hart.gov.uk). Steve will provide an overview of the functionality and help members load the app onto their respective PCs, laptops, tablets, and other mobile device that they wish to use. Users can

have the app loaded onto multiple devices. The Council will also be able to support those Members (in lieu of the normal Members IT allowance) who do not currently have a suitable table or mobile device.

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