

modern • gov

Issue Manager Course

How to use Issue Manager to manage
plans, agendas and minutes

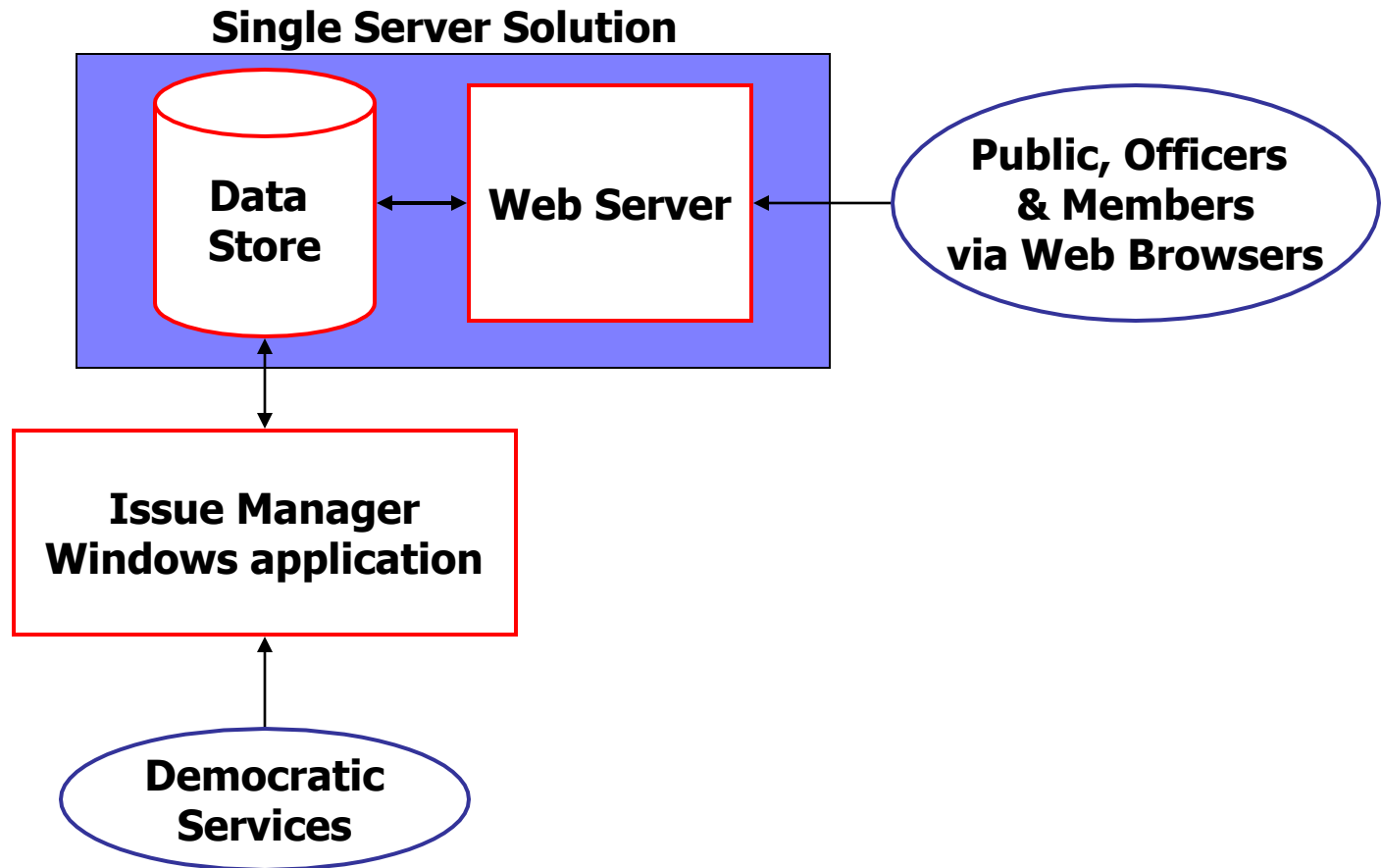
Contents

- Overview of modern.gov
- Forward Planning Tutorial
- Agenda and Minutes Tutorial
- Issue Manager in Detail

What does modern.gov do?

- Manages database of political information
- Manages the forward plan document
- Builds agenda and minutes documents
- Publishes documents to the web
- Manages call-in process

System Components



Forward Planning Tutorial

- Understanding Issues
- Create a new plan
- Add an Issue
- Merge plan document
- Publish

What is an Issue ?

- ... a topic of debate
- ... the means of tracking discussions across the council
- ... the items in a Forward Plan

What Makes Up an Issue?

- Title and description
- Reports
- Decision makers
- Agenda items
- Decisions
- Call-In history

Lifecycle of an Issue

- **Outstanding** Issues
 - Still being discussed

- **Completed** Issues
 - Decisions have been made

Issue 'Importance Types'

- **Key Issue**
 - appears in Plans
- **PFP**
 - Policy Framework Proposals
- **Normal**
 - usually Executive (delegated) Decisions
- **Low**
 - created automatically when you work directly with agendas

What is a Plan?

- A list of Key Issues and PFPs
- Window on all outstanding Key Issues
- An Issue can appear in many plans
- Produced by a Committee or group
- Valid for limited date period
- New plans usually carry forward outstanding Issues

Step 1 – Add a Plan

1. Menu: Manage / Plans or F9

2. Select Producer

3. Press *Find*

4. Press *Add Plan*

Issue Manager - [Manage Plans]

Manage Edit Goto Configure Windows Help

Find Plans By:

Producer: Demonstration & Scrutiny

Between Dates: 01/01/1989 and 01/01/2010

Matching Plans: 2

Publish Date	Title	Start Valid	End Valid	Status
04/01/2002	July to October 2001	01/07/2001	31/10/2001	To be republished
29/01/2002	August to November 2001	01/08/2001	30/11/2001	Published to web

Find

Add Plan

Edit Plan

Delete Plan

Edit Plan Items

Administrator Manage Plans Manage Meetings

Step 2 – Save the Plan

1. Specify valid date range

2. Add Title

3. Press OK

Issue Manager - [Edit Plan: P0024]

Manage Edit Goto Configure Windows Help

Valid from 01/07/2001 to 31/10/2001 ID 24

Producer Demonstration & Scrutiny

Contact Mrs W Windmill, 0181 547 5020 / Fax 0181 547 5032
email: mtreveil@dircon.co.uk

Access Public Access

Title July to October 2001

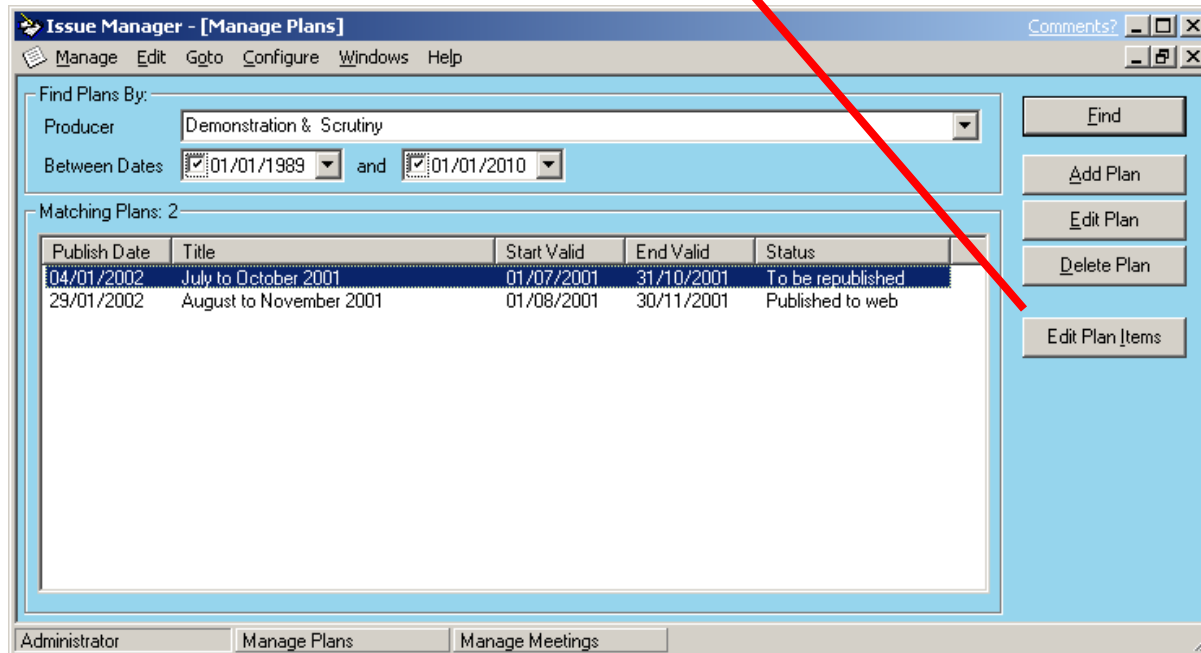
Description

OK
Delete
Edit Text

Administrator Plan: P0024 Manage Plans Manage Meetings

Step 3 – Edit Plan Items

1. Select plan and press *Edit Plan Items*



The screenshot shows the 'Issue Manager - [Manage Plans]' window. The 'Find Plans By:' section has 'Producer' set to 'Demonstration & Scrutiny' and 'Between Dates' from '01/01/1989' to '01/01/2010'. The 'Matching Plans: 2' section displays a table with two rows. The first row is selected, and a red arrow points from the instruction text to the 'Edit Plan Items' button on the right.

Publish Date	Title	Start Valid	End Valid	Status
04/01/2002	July to October 2001	01/07/2001	31/10/2001	To be republished
29/01/2002	August to November 2001	01/08/2001	30/11/2001	Published to web

Buttons on the right: Find, Add Plan, Edit Plan, Delete Plan, Edit Plan Items.

Bottom tabs: Administrator, Manage Plans, Manage Meetings.

Step 4 - Add Issue

1. Press Add item..

The screenshot shows the 'Issue Manager - [Plan Items: Tutorial, P0064]' window. The interface includes a menu bar (Manage, Edit, Goto, Configure, Windows, Help), a toolbar, and a main content area. The 'Plan Items' section is currently empty. Below it, there are tabs for 'Issues' and 'Issue Details'. The 'Issues' tab is active, showing a list of issues with columns for ID, Status, Create Date, and Title. A dropdown menu for 'Show Issues' is set to 'All Outstanding Key Issues and PFPs'. On the right side, there is a vertical stack of buttons: Merge, Edit Attachment, Publish, Export, Add Item, and Edit Item. A red arrow points to the 'Add Item' button.

No	Title	Next Decision	Appendix
----	-------	---------------	----------

ID	Status	Create Date	Title
I000030	Outstanding	14/06/2000	1A Linstead Way Planning Application 1234
I000578	Outstanding	03/11/2001	Adding Group Support for User Lists
I000514	Outstanding	11/08/2001	Better Care Higher Standards Care Charter 2001 (Adults)
I000027	Outstanding	14/06/2000	Capital Expenditure 1999-2000
I000437	Outstanding	21/04/2001	Committee techplan1.1
I000511	Outstanding	11/08/2001	Cromwell Road by Fairfax Road, Teddington - Speed Table and Waitin...
I000515	Outstanding	11/08/2001	JIP (Joint Investment Plan) for Welfare for Adults

Step 5 – Edit Issue

1. Enter *Title, Wards*

Issue Manager - [Issue]

Manage Edit Goto Configure Windows Help

Issue Type: [] ...

Ward: [] ...

Access: Public Access Importance: Key Issue

Publish Style: Publish Automatically

Title: []

Decision Makers Description Documents Consultation Background Agenda Items Decisions

Decision Maker	Due Date
----------------	----------

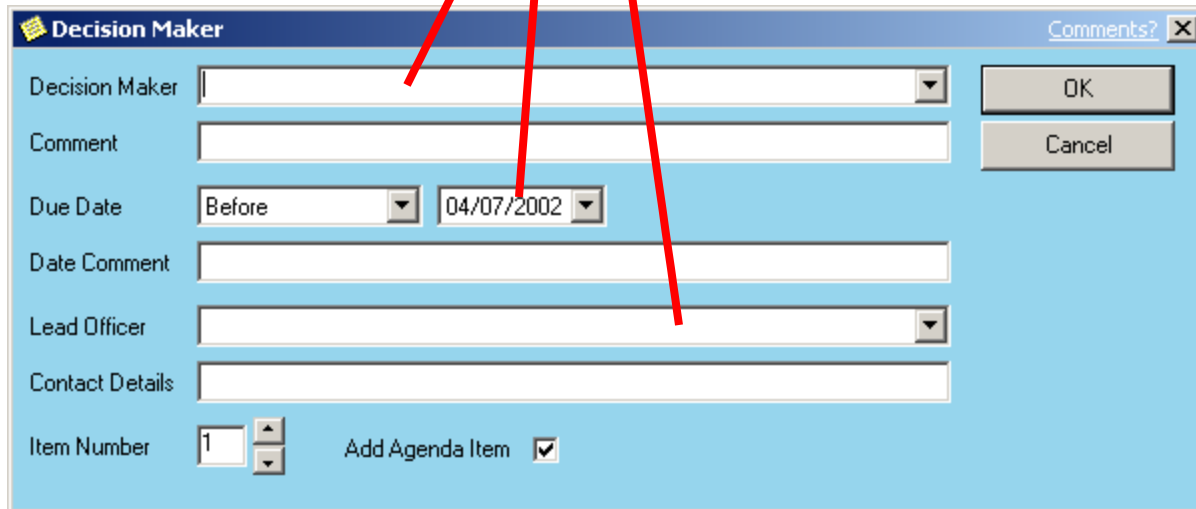
Buttons: OK, Abandon, Set Completed, Issue History, Add, Edit, Delete

Footer: Administrator Issue: I000000 Plan Items: P0064 Manage Plans

2. Press *Add* for decision maker

Step 6 – Add Decision Maker

1. Select *Decision Maker*,
2. Set *Due Date*,
3. Select *Lead Officer*



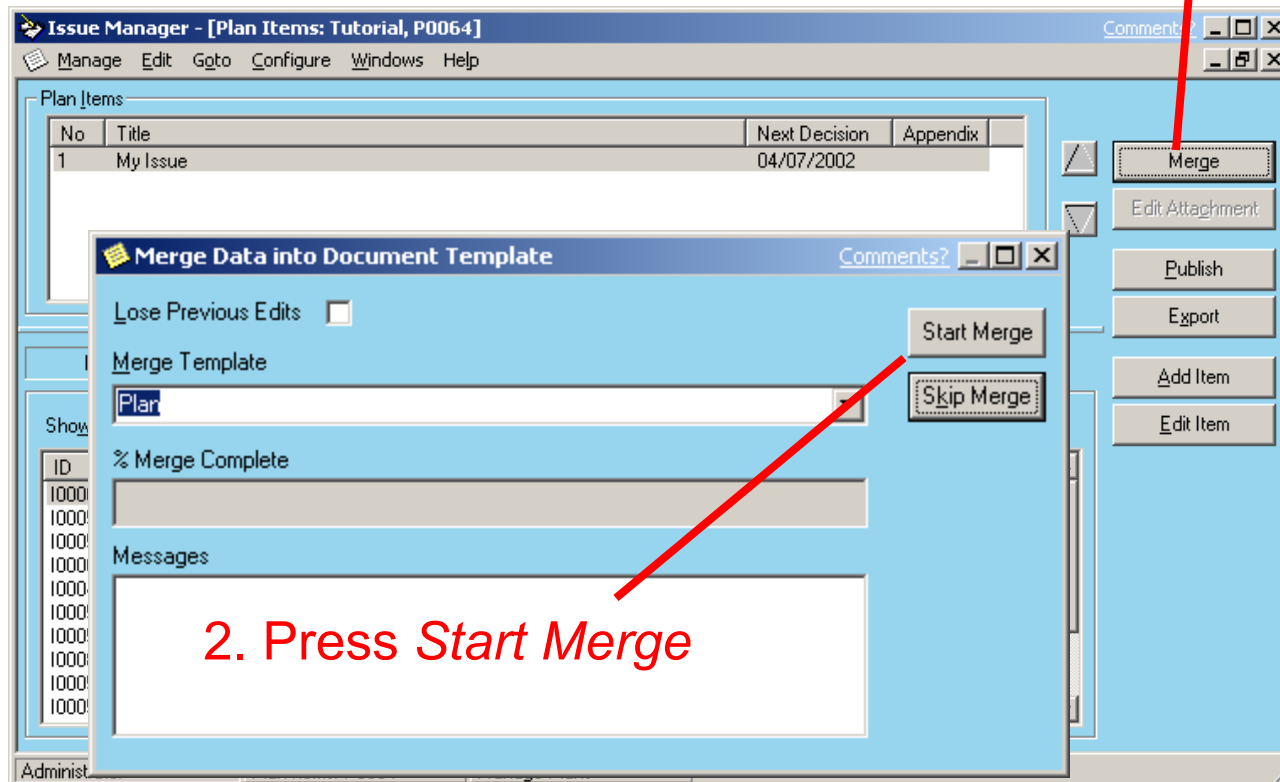
The screenshot shows a 'Decision Maker' dialog box with the following fields and controls:

- Decision Maker:** A dropdown menu with a red arrow pointing to it.
- Comment:** A text input field.
- Due Date:** A dropdown menu set to 'Before' and a date picker set to '04/07/2002'. A red arrow points to the date picker.
- Date Comment:** A text input field.
- Lead Officer:** A dropdown menu with a red arrow pointing to it.
- Contact Details:** A text input field.
- Item Number:** A spinner box set to '1'.
- Add Agenda Item:** A checked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons on the right.
- Comments? x**: A link and close button in the top right corner.

4. Press *OK*

Step 7 – Create Plan Document

1. Press *Merge*



Step 8 – Plan Document

1. Close Document

Issue Manager - [Demonstration & Scrutiny, Tutorial Plan Document]

Manage Edit Goto Configure Windows Help

File Edit View Insert Format Tools Table Window Help

Heading 2 Arial 18 B I U

FORWARD PLAN

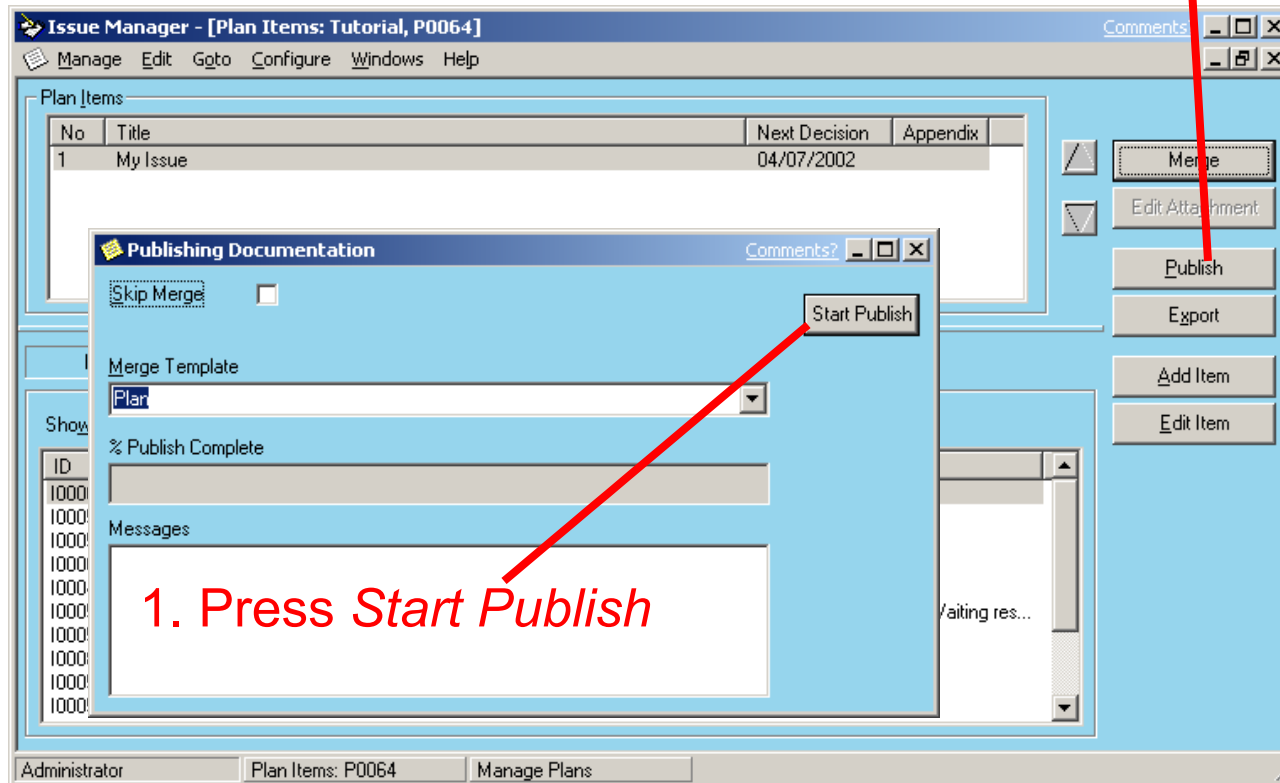
FOR THE PERIOD: TUESDAY, 4 JUNE 2002 TO SUNDAY, 6 OCTOBER 2002.

Key Decision	Decision-maker [For details, see notes on final page]	Date decision to be taken	Those to be consulted & how [For details of Overview & Scrutiny (O&S) Committees, see notes on final page]	Relevant reports [i.e. any document relating to the decision which are available at the time of publication of the Forward Plan]	Lead Officer (to whom representations should be made) [For details, see notes on final page]
My Issue	Cabinet	4 July 2002		None	
1A Linstead Way Planning Application 1234	Demonstration & Scrutiny	18 April 2000	My Consultation text	Committee techplan1.1 Attached	Councillor Agatha Trevell

Administrator Plan Document Plan Items: P0064 Manage Plans

Step 9 – Publish Plan

1. Press *Publish*



Step 10 – Browse Web

1. Browse Plans



Agenda and Minutes Tutorial

- Create a meeting
- Edit agenda
- Add agenda item
- Merge the agenda document
- Publish agenda
- Create minutes
- Publish minutes

Step 1 - Add a Meeting

1. Select Committee

2. Press
Find

3. Press
Add...

Issue Manager - [Manage Meetings]

Issues Edit Goto Configure Tools Windows Help

Find Meetings By:

Committee: Dull and Dishwater

Between Dates: ☒ 01/01/1989 and ☒ 01/01/2010

Find

Matching Meetings: 2

Date	Agenda Status	Decisions Status	Minutes Status
13/10/2000	Under construction	Does not exist	Does not exist
14/12/2000	Under construction	Does not exist	Does not exist

Add Meeting
Edit Meeting
Delete Meeting
View Agenda
View Decisions
View Minutes
View Documents
Add Agenda Item

Administrator Agenda: 28/04/2001 Manage Meetings

Step 2 – Save the Meeting

1. Input date / time

Issue Manager - [Add Meeting]

Issues Edit Goto Configure Tools Windows Help

Date: 05/06/2001 00:00 ID:

Location: The Town Hall (Room 123), Wandsworth High Street, SW18 2PU

Contact: Mrs W Windmill, 0181 547 5020 / Fax 0181 547 5032
email: mtreveil@dircon.co.uk

Access: Public Access

Attendees

Name	Role	Attendance	Paper Copy ?
Administrator	Guest	Expected	Yes
Councillor Janet K. Bowen-Hitchings, CC	Councillor	Expected	No
Councillor Peter Crerar	Councillor	Expected	No
Councillor Marian Darke	Councillor	Expected	No
Councillor Rolson Davies	Councillor	Expected	No
Councillor David Edwards	Councillor	Expected	No
Councillor Rory Faulkner	Councillor	Expected	No
Councillor David Fraser	Councillor	Expected	No
Councillor Julie Haines	Councillor	Expected	No
Councillor Chrissie Hitchcock	Councillor	Expected	No
Councillor Eric Humphrey	Monitor	Conc. docs only	No

Buttons: OK, Abandon, Add Attendee, Edit Attendee, Delete Attendee

Footer: Administrator Meeting: 05/06/2001 Manage Meetings

2. Press OK

Step 3 – Edit Agenda

Issue Manager - [Manage Meetings]

Issues Edit Goto Configure Tools Windows Help

Find Meetings By:

Committee: Dull and Dishwater

Between Dates: ☒ 01/01/1989 and ☒ 01/01/2010

Find

Matching Meetings: 3

Date	Agenda Status	Decisions Status	Minutes Status
13/10/2000	Under construction	Does not exist	Does not exist
14/12/2000	Under construction	Does not exist	Does not exist
05/06/2001, 12:00	Does not exist	Does not exist	Does not exist

View Agenda

View Decisions

View Minutes

View Documents

Add Agenda Item

Administrator Manage Meetings

1. Press
View Agenda

Step 4 – Add Agenda Item

Issue Manager - [View Agenda: 24/05/2002, Under construction, Demonstration & Scrutiny, A000658] Comments?   

Manage Edit Goto Configure Windows Help   

Agenda Items

No	Title	Access	Appendix
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2. Use up button to select outstanding items

Outstanding Items Agenda Item Details  

Show Items This committee only 

Preferred Date	Create Date	Title	Committee
	12/03/2002	Health and Insurance of Chief Officers	Demonstration & Scrutiny
26/11/2002	22/05/2002	Use of Software	Demonstration & Scrutiny
26/11/2002	22/05/2002	Report on use of computers	Demonstration & Scrutiny

Administrator Agenda: 24/05/2002 Manage Meetings

Merge
Edit Attachment
Publish
Export
Add Item
Edit Item
Create Pack

1. Press Add..

Step 5 – Edit Agenda Item

Issue Manager - [Agenda Item]

Manage Edit Goto Configure Windows Help

Refer to Committee: Demonstration

Author:

Ward:

Issue:

Title:

Meeting Date: 20/11/2001

Footnote Marker:

Access: Inherited

Issue Type:

Show in Minutes? ☒

OK

Abandon

Load from Library

Save to Library

Agenda Text Decision Text Minutes Text Restricted Background Documents

3. Enter short text message

4. Press *End Edit*

5. Press *OK*

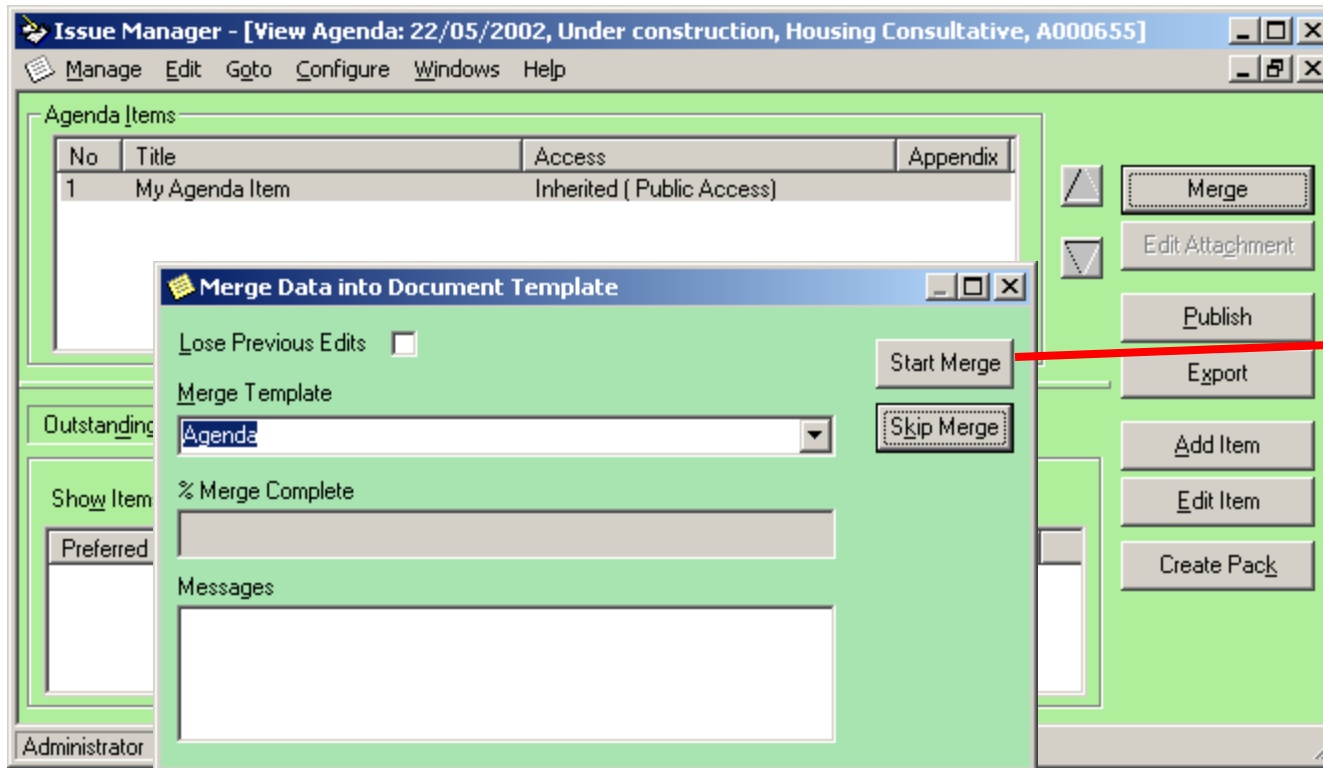
Edit Text

Administrator Agenda Item: AI000000 Agenda: 20/11/2001 Manage Meetings

1. Enter
Title

2. Press
Edit Text

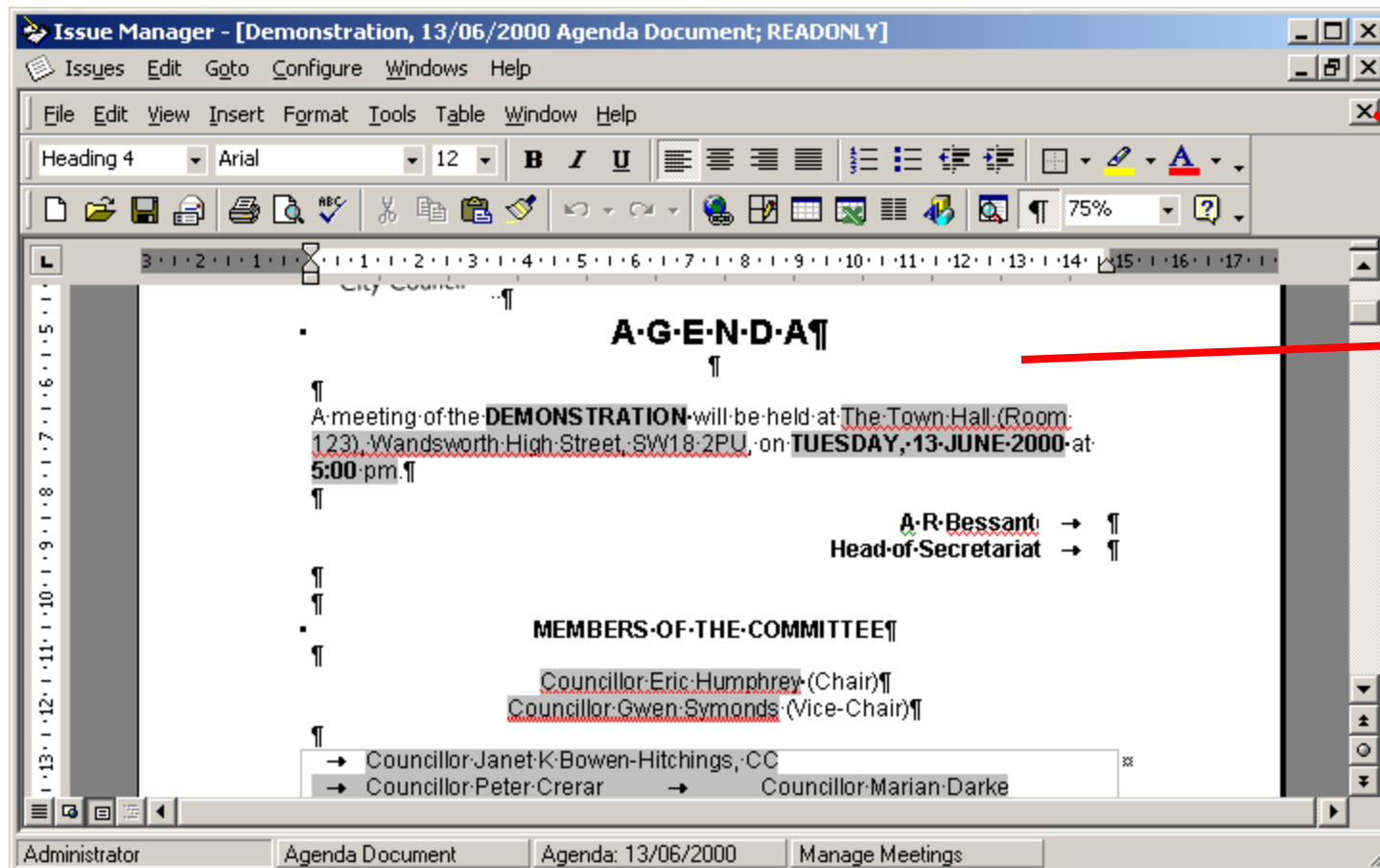
Step 6 - Merging the Agenda



1. Press
Merge

2. Press
Start Merge

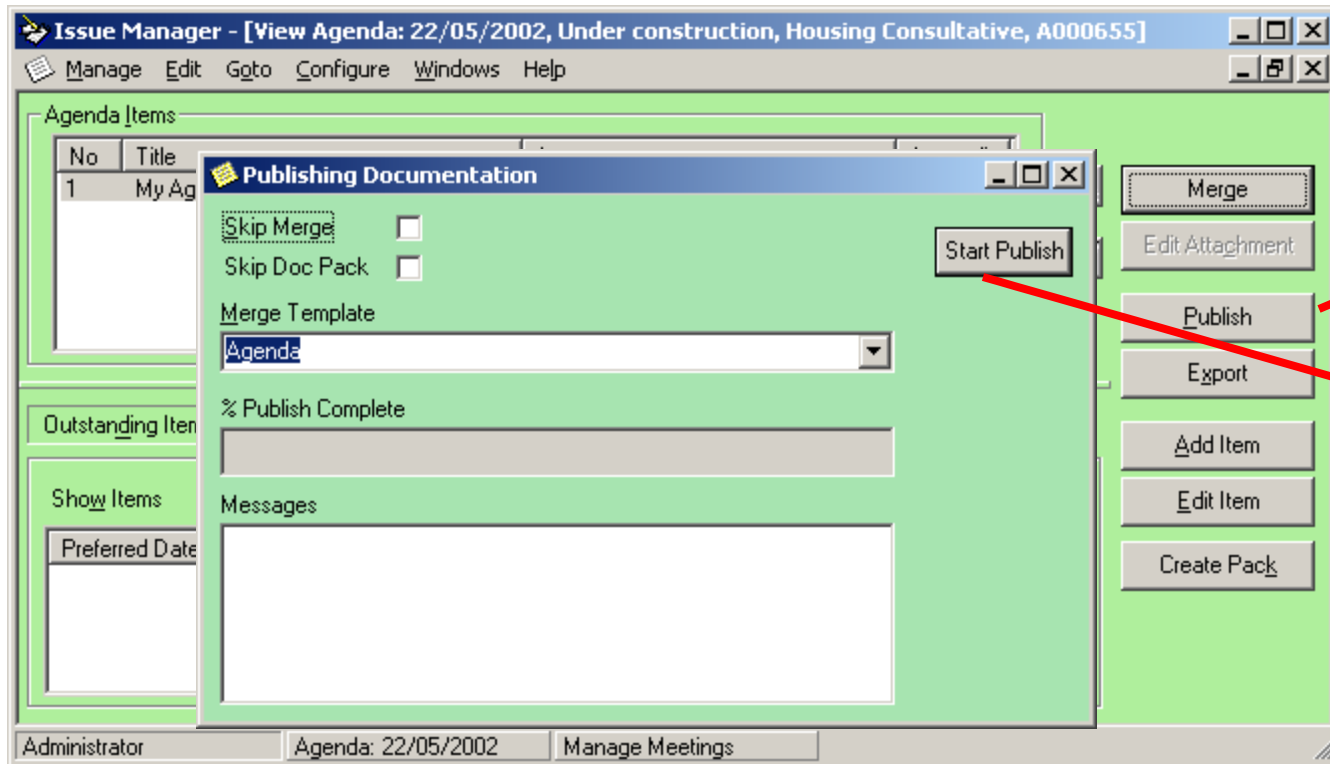
Slide 7 – Agenda Document



2. Close Document

1. Add text to the front sheet.

Step 8 – Publish the Agenda



1. Press
Publish

2. Press
Start Publish

3. When complete press *Close*

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Step 9 – Browse Internet

List Documents - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Address <http://localhost:8084/ieListDocuments.asp?CommitteeId=37&CF=Demonstration&MeetingId=116&DF=02/08/2001&Ver>

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*argyll and bute council
councillors and wards*



Browse Documents	Browse Plans	Search Documents
Decisions for Call In	New Agenda Item	Logon

Agenda

Thursday, 02 August 2001 5:00 pm, Demonstration [Printed Agenda](#)

- [Minutes](#) [Issue History](#)
To confirm and sign as a correct record the minutes of the previous meeting held on 22nd September 1999.
- [Annual Report on Equal Opportunities](#) [Issue History](#)

Local intranet

1. Browse
2. Select Committee
3. Select meeting

Step 10 – Create Minutes

1. Menu *Goto / minutes*

4. Press *Publish*

Issue Manager - [View Minutes: 22/05/2002, Under construction, Housing Consultative] Comments? _ _ X

Manage Edit Goto Configure Windows Help

Minutes Items

No	Title	Access	Appendix
1	My Agenda Item	Inherited (Public Access)	

Minutes for Item

Decision ? ☐ Call In ? ☐ Deadline 01/01/1900 Follow on Items ☐ Add Follow-on

Administrator Minutes: 22/05/2002 Agenda: 22/05/2002 Manage Meetings

Buttons: Merge, View Attachment, Publish, Export, Add Item, Edit Item, Create Pack, Edit Text

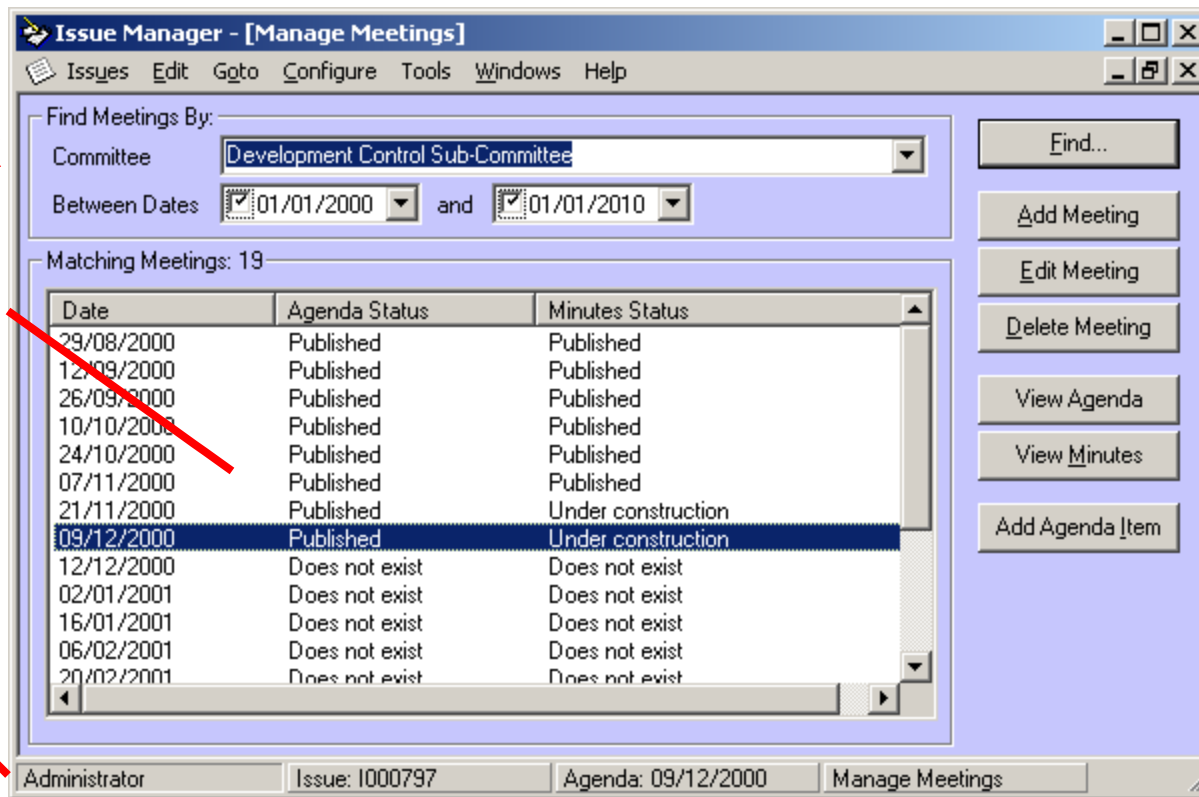
3. Tick *Decision* box to flag a decision

Issue Manager In Detail

- Basic layout of application
- Screens in detail

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Application Layout



Close individual window

'Novice' Buttons can be turned hidden for more space

Quick-switch windows

Current user

Right-click here for menu options

Menu Overview

Issue Manager - [Manage Meetings]

Finder screens

- Manage Issues F6
- Manage Meetings F7
- Manage Plans F9
- Manage Diary F11
- New Agenda Item F8
- Print Screen
- Exit

Context-sensitive edit options

- Cancel History
- Delete Item
- Edit Document
- Publish
- Export
- Appendix Numbering
- Change Item Level

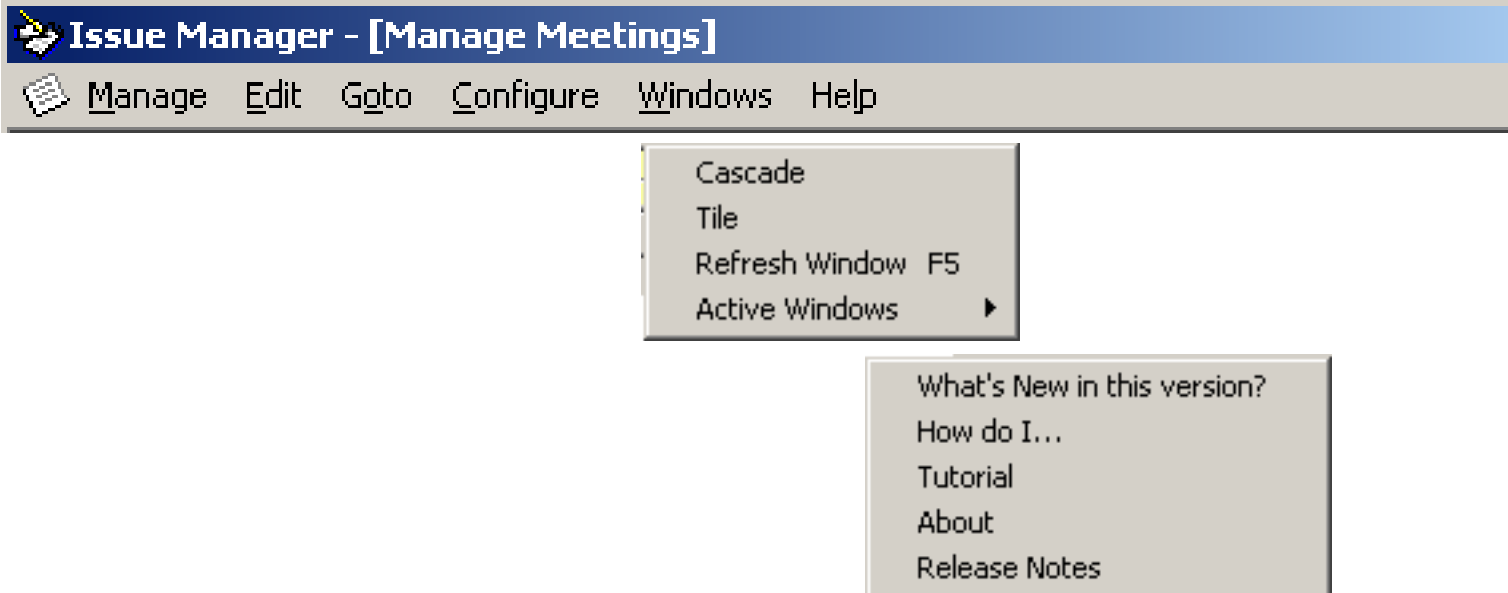
Context-sensitive navigation

Meeting	Alt+Y
Agenda	Alt+G
Minutes	Alt+M
Decisions Sheet	Alt+D
Documents	Alt+W
Agenda Item	Alt+N
Issue Details	Alt+Z
Issue History	Alt+S
Decision Details	Alt+H
Follow-On Items	Alt+F

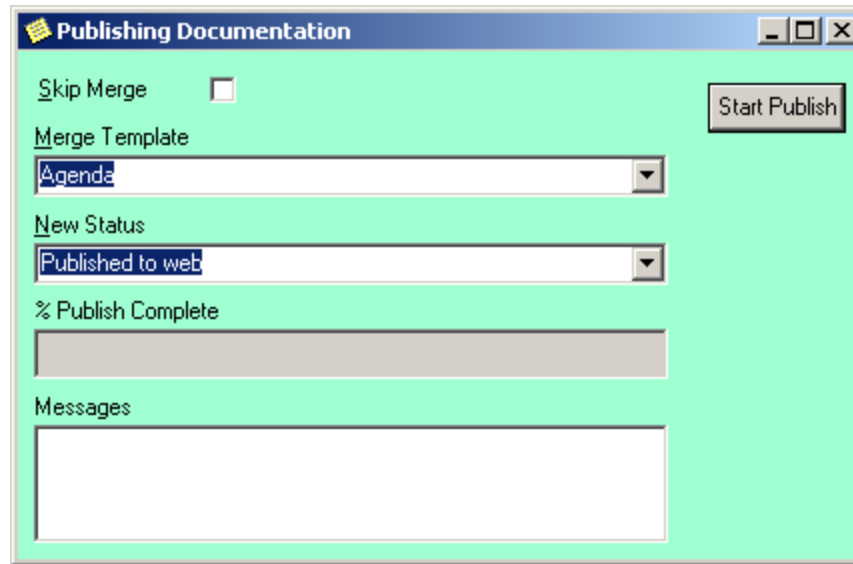
System Configuration

- Users
- Committees
- Departments, Posts, Groups
- Issue Types
- Wards
- Library Categories
- Political Parties
- Print Locations
- Colour Scheme
- Change Own Password
- ☒ In-place Word editing
- Show Word Caption
- Minimal Button Mode
- ☒ Status Bar
- Show Expired Committees

Menu Overview (contd)



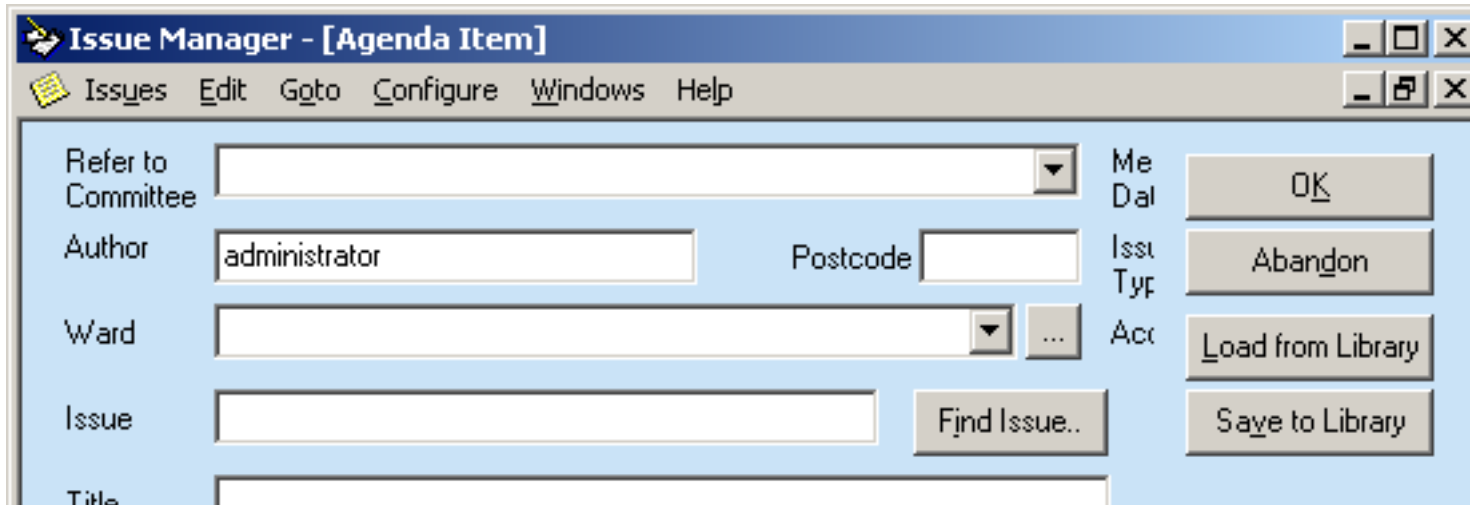
Tips – Pop-ups



Drag corner
To resize

- Most pop-up (dialog) boxes are resizable
- Escape or Alt-F4 to cancel and close
- Use Alt + key to 'press' buttons with underscore

Tips – Main Windows



- All Main windows are boxes are resizable
- Fields get hidden when the window is too small
- Main windows save updates by default
- Alt-F4 closes a window

Tips – List Views

Click title to sort by column

Drag divider to resize column

Matching Meetings: 2

Date	Agenda Status	Decisions Status	Minutes Status
13/10/2000	To be republished	Under construction	Does not exist
14/12/2000	Published to web	Under construction	

View Agenda

View Minutes

View Decisions

View Documents

Add Agenda Item

Edit Meeting

Reschedule Meeting

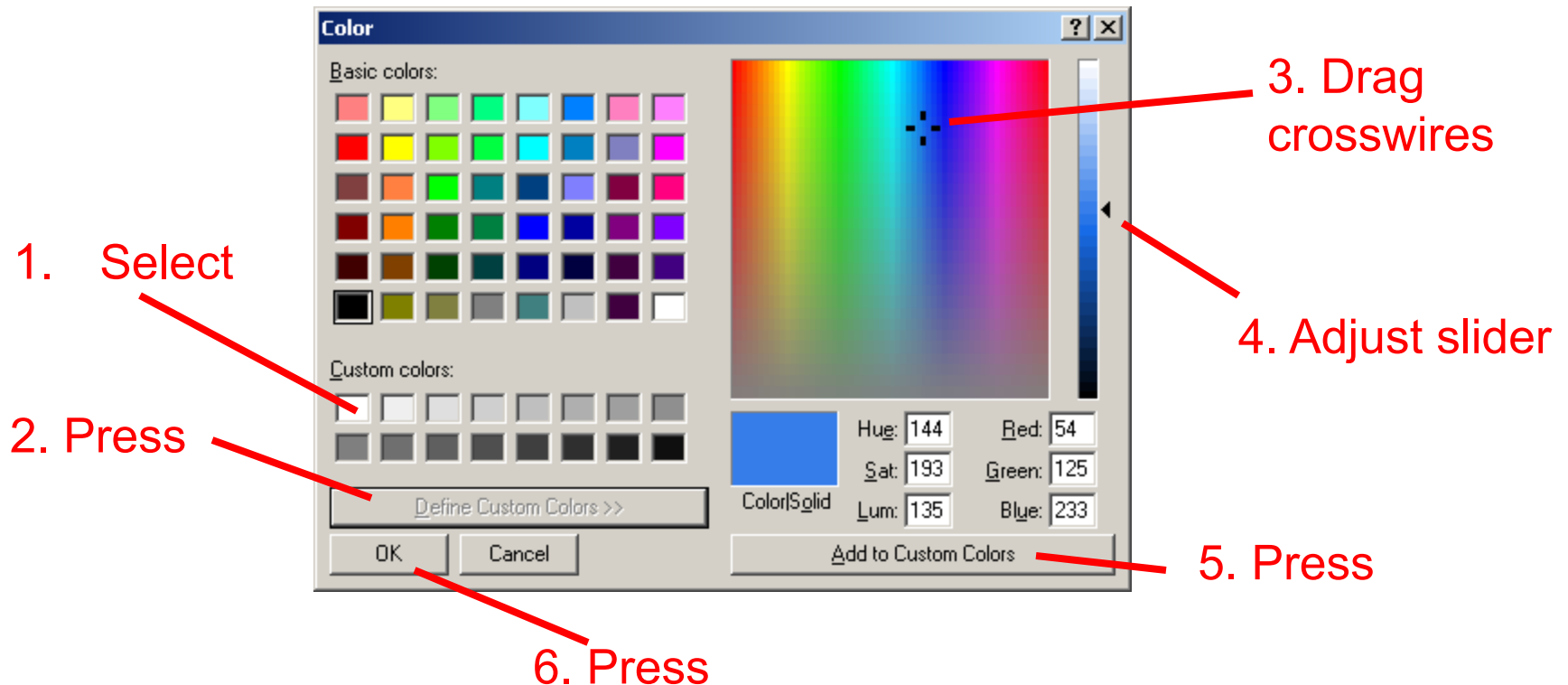
Delete Meeting

Add Meeting

Right click in list for pop-up menu

Essential aside - Colours

- Menu "Configure / Colour Scheme"



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Manage Meetings

Watch out for date filters!

Select committee and press Find

Issue Manager - [Manage Meetings]

Issues Edit Tools Configure Windows Help

Find Meetings By:

Committee: Dull and Doherty

Between Dates: 01/01/1989 and 01/01/2010

Find

Matching Meetings: 2

Date	Agenda Status	Decisions Status	Minutes Status
13/10/2000	To be republished	Under construction	Does not exist
14/12/2000	Published to web	Under construction	Under construction

Add Meeting

Edit Meeting

Delete Meeting

View Agenda

View Decisions

View Minutes

View Documents

Add Agenda Item

Administrator Manage Meetings

Double-click for agenda / minutes to complete

"Add" only pencils-in agenda item

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Meeting

Date the only
field you MUST fill in

Default security
for each agenda
item

Issue Manager - [Edit Meeting 20/11/2001]

Manage Edit Goto Configure Windows Help

Date: 20/11/2001 12:00 ID: M0515

Location: The Town Hall (Room 123), Wandsworth High Street, SW18 2PU

Contact: Mrs W Windmill, 0181 547 5020 / Fax 0181 547 5032
email: mtreveil@dircon.co.uk

Access: Public Access

Attendees

Name	Role	Attendance	Paper Copy ?	Email ?
Administrator	Guest	Expected	Yes	Yes
Councillor Janet K. Bowen...	Councillor	Expected	No	No
Councillor Peter Crerar	Councillor	Expected	No	No
Councillor Marian Darke	Councillor	Expected	No	No
Councillor Rolson Davies	Councillor	Expected	No	No
Councillor David Edwards	Councillor	Expected	No	No
Councillor Rory Faulkner	Councillor	Expected	No	No
Councillor David Fraser	Councillor	Expected	No	No
Councillor Julie Haines	Councillor	Expected	No	No
Councillor Chrissie Hitchcock	Councillor	Expected	No	No
Councillor Eric Humphrey	Monitor	Copy docmts only	No	No
Councillor Shiraz Mirza	Councillor	Expected	No	No
Councillor Derek Robinson	Councillor	Expected	No	No

Administrator Meeting: 20/11/2001 Minutes: 20/11/2001 Agenda: 20/11/2001 Manage Meetings

Members inherited from committee definition

Add Meeting

- Details default from its committee
- All details modifiable
- All details can be merged into front sheet of agenda/minutes

Meeting Access Security

- Public
 - All documentation is available on the Intranet and Internet
- Intranet
 - Details of the meeting are published to the Intranet only
- Attendees – All documents
 - Only the meeting attendees can access the meeting.
- Attendees – Reports only
 - Only the meeting attendees can access the reports. The agenda item titles, text and minutes are public.
- Private
 - No details of the meeting are published
- Attendees and Ward -
 - As attendee, but give ward members access too

Attendees

- Defaults to members of Committee
- Can add or remove any user or Group
- Can define non-council attendees
- Set roles for attendees so front sheet can be merged with names
- *Monitor* role for those with access but not attending

Attendance

- Initially set to *Expected*
- Change attendance as more is learnt:
 - *Present, as Expected*
 - *Not present*
 - *Apologies*
- Multi-select attendees, right click to set attendance

Exercise – Create Meeting

- Create a new meeting for your Committee
- Specify:
 - Date / time
 - Intranet access
- Add a member of the public to the attendees list
- Mark two attendees as having given apologies

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Agenda

Add/remove
outstanding items

Drag to change
window sizes

View
item
text

The screenshot shows the 'Issue Manager' application window titled '[View Agenda: 02/08/2001, To be republished, Demonstration & Scrutiny, A000148]'. The window has a menu bar with 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main content area is divided into two sections. The top section, 'Agenda Items', contains a table with columns 'No', 'Title', 'Access', and 'Append'. The bottom section, 'Outstanding Items', contains a 'Show Items' dropdown menu set to 'This committee only' and a table with columns 'Preferred Date', 'Create Date', 'Title', and 'Committee'. On the right side of the window, there is a vertical stack of buttons: 'Merge', 'Edit Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', and 'Create Pack'. Red arrows point from text labels to various elements: 'View item text' points to the 'Title' column in the 'Agenda Items' table; 'Add/remove outstanding items' points to the 'Append' column in the same table; 'Drag to change window sizes' points to the window's title bar; 'Items not yet in an agenda' points to the 'Outstanding Items' section; 'Filter the outstanding items' points to the 'Show Items' dropdown menu; and 'Reorder items' points to the 'Merge' button.

No	Title	Access	Append
1	Minutes	Inherited (Public Access)	A
2	Annual Report on Equal Opportunities	Inherited (Public Access)	B
3	1A Linstead way (Cont'd)	Inherited (Public Access)	C
4	Preparations for Year 2000	Inherited (Public Access)	
5	Staffing Levels	Inherited (Public Access)	D

Preferred Date	Create Date	Title	Committee
	12/03/2002	Health and Insurance of Chief Officers	Demonstration & S...
26/11/2002	22/05/2002	Use of Software	Demonstration & S...
26/11/2002	22/05/2002	Report on use of computers	Demonstration & S...

Items
not yet
in an
agenda

Filter the outstanding items

Reorder items

Managing Agenda Items

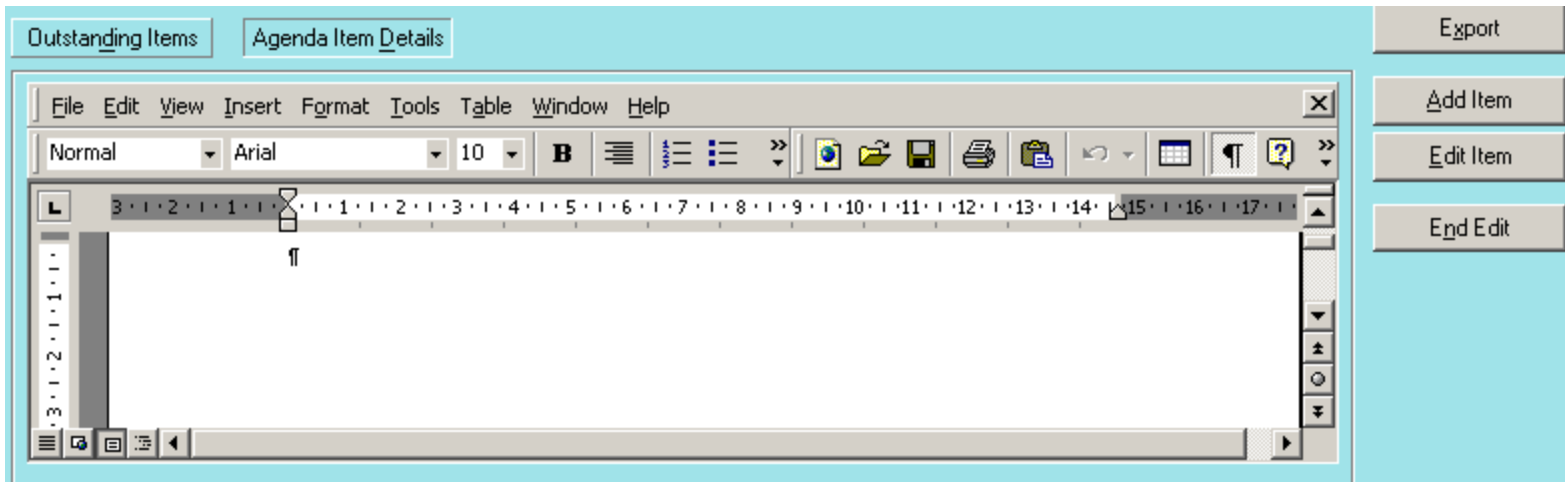
- Add outstanding items from bottom window using arrow buttons
- Press *Add Item* for new Agenda Item
- *Edit Item* or double click to edit
- Delete an item via right click menu
- Press *Agenda Item Details* to edit summary text while still viewing agenda

Export

- Export copies all files of an agenda into a directory of your choice
- Export if you want to e-mail a draft for review

Word Editing

- Double click to edit item text or press Edit Text
- Full copy of Word 2000
- Auto saves
- Press End Edit to finish



Tips - Word Editing

- Don't add new styles
- OK to use:
 - Bold, italics, underline etc
 - Bullet/numbering buttons
- Avoid:
 - Margin settings
 - Aligning with tabs and spaces
 - Copying in new styles from other documents

Why is Formatting Important?

- Your text will appear:
 - Merged into a template to form an agenda document
 - Display as HTML on the web
- Agenda items from different agendas will be shown on the same web page
- Consistency is vital for professional results

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Adding Agenda Items

Pencil-in meeting

Issue Manager - [Agenda Item]

Manage Edit Goto Configure Windows Help

Refer to Committee Meeting Date Show in Minutes? ☒

Author Footnote Marker

Ward ... Access Inherited ...

Issue ... Issue Type ...

Title

OK

Abandon

Load from Library

Save to Library

Agenda Text Decision Text Minutes Text Restricted Background Documents

Item	Title	Access
------	-------	--------

Add Attachment

Edit Details

Edit Attachment

Administrator Agenda Item: AI000000 Minutes: 02/08/2001 Manage Meetings

Multiple-Wards
Picker

Load from standard item

Click to add reports

Adding Attachments

Title defaults from file name

Your reference

Find report file
in a directory

The screenshot shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. The dialog contains several input fields and checkboxes. Red arrows point from external text labels to specific fields: one arrow points to the "Attachment Title" text box, another points to the "Document Path" text box, a third points to the "Reference" text box, and a fourth points to the "Access" dropdown menu. The "Access" dropdown is currently set to "Inherited".

Field	Value / Option
Attachment Title	
Document Path	
Item Number	1
Reference	
Is in Draft form?	☐
Access	Inherited
Include in minutes document pack?	☐
Reason Restricted	

Buttons on the right side of the dialog: OK, Cancel, Browse Files..., Delete.

Drop-down option for
"previous minutes"

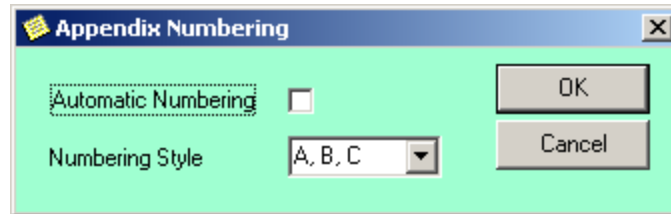
Attaching Reports

- Can attach any number of documents to one agenda item
- Give each a unique title!
- Best formats:
 - Word (any version)
 - Excel
 - PowerPoint
 - Acrobat (PDF) for scanned data/docs
 - HTML

Appendix Numbering

- Appendix numbers can be set-up for each agenda item with one or more attachment
- *Edit / Appendix Number* menu option from agenda, decision sheet and minutes screens
- Attached reports can be automatically updated with the appendix number

Appendix Numbering Options



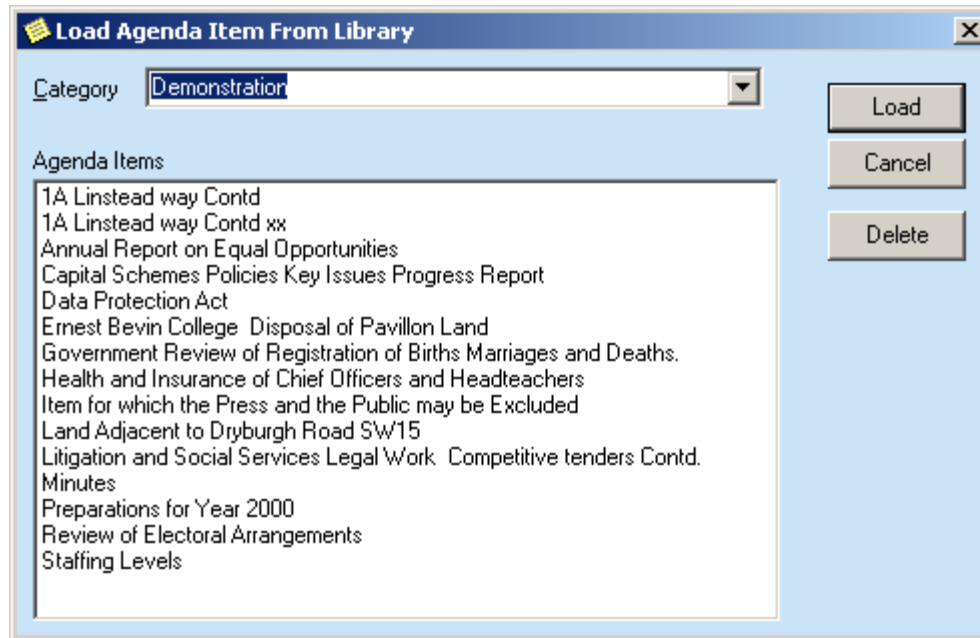
- Automatic number by default
- Switches to manual numbering when agenda is first published
- Styles: 1,2,3 or A,B,C

Custom Appendix References

The screenshot shows a web application interface with a light blue header bar containing three tabs: 'Agenda Text', 'Decision Text', and 'Minutes Text'. Below the header is a large text area. To the right of the text area are four buttons: 'Edit Text', 'Add Attachment', 'Edit Details', and 'Edit Attachment'. A modal dialog box titled 'Appendix Reference' is open in the center. It has a text input field containing 'Pages 21 to 53' and two buttons: 'OK' and 'Cancel'. Below the dialog box, there is a table with columns 'Item' and 'Title'. To the right of the table is a label 'Appendix' followed by a text input field and a button with a grid icon. Below this is a label 'Reference' followed by a text input field.

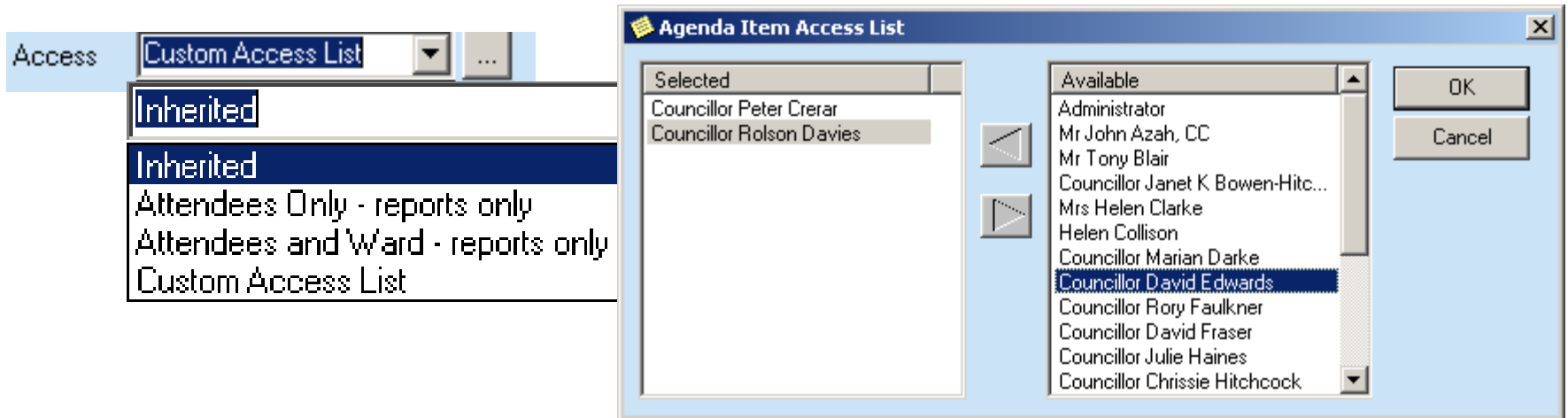
- Option from Agenda Item window when auto-numbering is off.
- Any string up to 200 characters long

Load from Library



- Library holds commonly occurring agenda items
- Saves typing, improves consistency
- Add items into library using *Save to Library*
- Anyone can save or delete items in library

Agenda Item Security



- Security applies to attached reports only
- Setting inherited from meeting by default
- Can override to another setting
- Can choose a custom list of users

Securing Attachments

Add Attachment

Attachment Title
Internal Salary review

Document Path
c:\temp\myfile.doc

Item Number 1

Reference

Is in Draft form? ☐

Access Attendees Only - reports only

Include in minutes document pack? ☐

Reason Restricted 12, 13a

Restricted Pages 2,3,7-10

OK
Cancel
Browse Files...
Delete

Text is inserted into
"By Virtue of ..." header

Option to secure only some pages,
Specify pages like a print range in Word

Comments and Sub-Heading

- Use menu *Edit / Add Comment* to add unnumbered Comments
- Comments comprise:
 - Title and / or
 - Word summary text
- Use Comments for:
 - Stage directions e.g.
“it was agreed to change the order of items
 - Sub Headers between agenda items
- Can restart numbering at any comment

Exercise – Create Agenda

- Create an agenda comprising:
 - Three agenda items
 - A sub heading with restart numbering
 - A comment
 - Add an AOB agenda item that is not visible in the minutes
 - Save one of your agenda items to the library

Merging Agenda Documents

- Agenda documents are created by a *Merge* process
- A copy of Word template (.dot) for the Committee is merged with the agenda item details
- You can make some hand-edits to the resulting document – but only in the correct places!

Starting a Merge

Tick if you want
To take a new
copy of the
Template – so
Losing and hand
Edits to the doc

The dialog box is titled "Merge Data into Document Template" and has a light blue background. It contains the following elements:

- A checkbox labeled "Lose Previous Edits" with a red arrow pointing to it from the text on the left.
- A "Merge Template" section with a dropdown menu currently showing "Agenda".
- A "% Merge Complete" section with a grey progress bar.
- A "Messages" section with a large empty text area.
- Two buttons on the right: "Start Merge" and "Skip Merge". A red arrow points from the text "Just view Previously Merged document" to the "Skip Merge" button.
- Standard window controls (minimize, maximize, close) in the top right corner. A red arrow points from the text "Quit" to the close button.

Quit

Just view
Previously
Merged
document

Sections in a Merged Doc

- Always use *View / Normal* mode to see section breaks
- Section layout:
 - Title page section, not protected
 - Agenda Item 1 section, protected
 - Agenda Item 2 section, protected
 -
 - Trailer section, not protected
 - Hidden layout section, protected
- You can remove protection using menu *Tools / Unprotect Document*

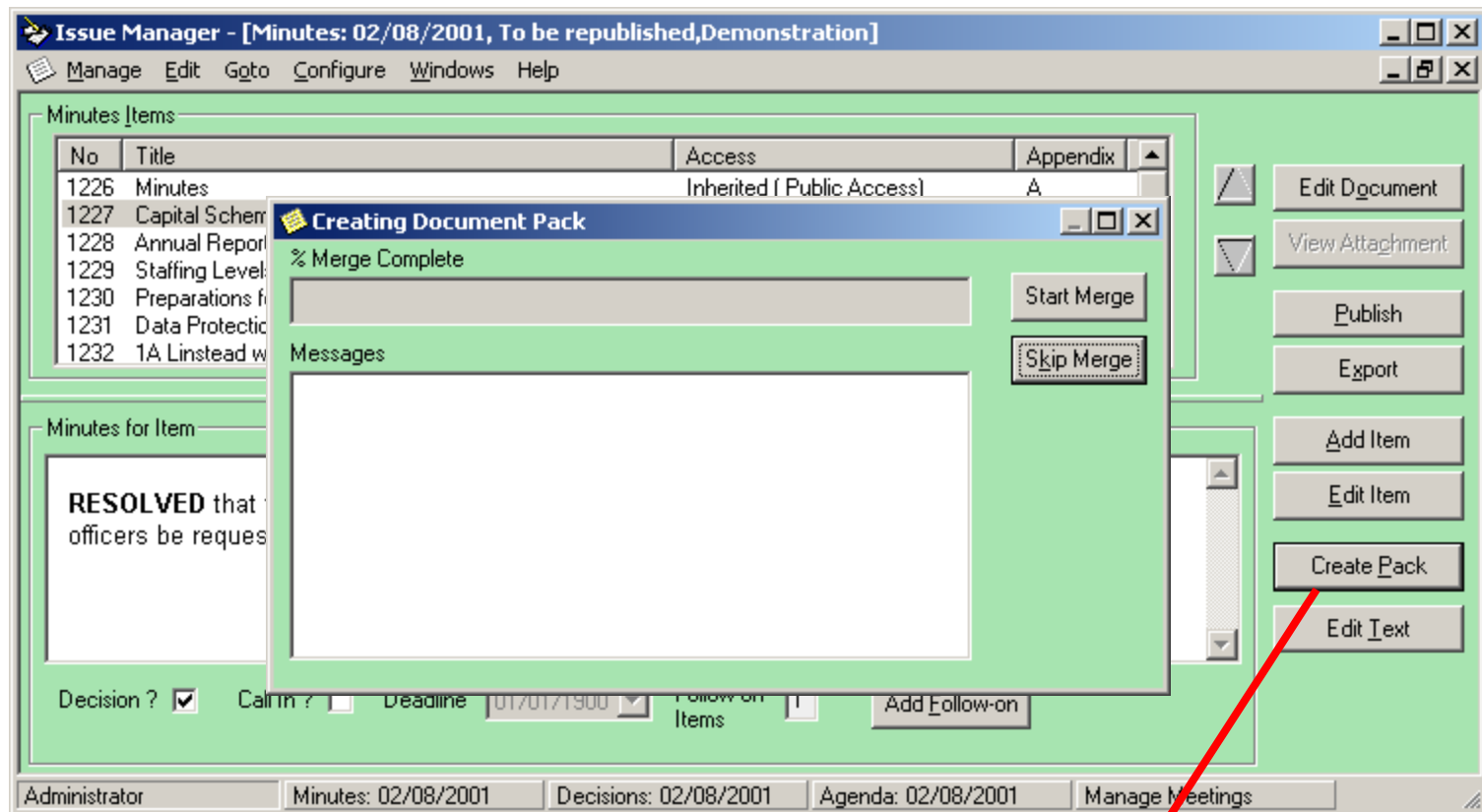
Exercise – Merged Document

- Merge your agenda and view the document
- Switch to View / Normal mode
- Find the section breaks
- Add text between two agenda items
- Add text into the trailer section
- Unprotect the document

Document Packs

- A single PDF file of agenda (or minutes) and all reports
- Twin packs: Public and Private
- All page header information added automatically
- Packs are automatically published to a public folder for printing at regional offices

Creating the Document Packs



1. Press Create Pack

Publishing

- Press *Publish button* !
- Publish will always repeat the document merge first
- Agenda is immediately available on the web
- Press *Un-Publish* to make subsequent edits
- When unpublished, documents are removed from the web

Document Pack Distribution

- On publishing, document packs are send to an email public folder
modern.gov / docpack
- Packs can be printed for attendees from each Print Location
- An email is sent to each location listing the attendees to receive a pack

Email Notification

- Attendees can be notified once an agenda or minutes is published
- Use menu option

Edit / Send Email Notification

Preparing Decision Sheets

- Decision sheet list all the recorded decisions for a meeting
- Used as informal pre-minutes document
- Merge document shows only items with decision text
- Decision sheets are optional

Decision Sheet Window

Add decision text either in place or via agenda item screen

Ticked automatically when text added

Tick if call-in of decision allowed

Issue Manager - [View Decisions: 02/08/2001, To be republished, Demonstration & Scrutiny] Comments?

Manage Edit Goto Configure Windows Help

Decision Items

No	Title	Access	Append
1	Minutes	Inherited (Public Access)	A
2	Capital Schemes, Policies, Key Issues...	Inherited (Public Access)	G
3	Staffing Levels	Inherited (Public Access)	D
4	Annual Report on Equal Opportunities	Inherited (Public Access)	B
5	Preparations for Year 2000	Inherited (Public Access)	

Decision for Item

RESOLVED that the minutes of the meeting held on the 14th September 1999 be confirmed as a correct record and signed by the Chair.

Decision ? ☒ Call In ? ☒ Deadline 11/11/2001

Administrator Decisions: 02/08/2001 Minutes: 02/08/2001 Manage Meetings

Buttons: Merge, View Attachment, Publish, Export, Add Item, Edit Item, Edit Text

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Adding Minutes Text

Can
reorder
minute items

Issue Manager - [View Minutes: 02/08/2001, To be republished, Demonstration & Scrutiny] Comments?

Manage Edit Goto Configure Windows Help

Minutes Items

No	Title	Access	Append
1226	Minutes	Inherited (Public Access)	A
1227	Capital Schemes, Policies, Key Issues...	Inherited (Public Access)	G
1228	Annual Report on Equal Opportunities	Inherited (Public Access)	B
1229	Staffing Levels	Inherited (Public Access)	D
1230	Preparations for Year 2000	Inherited (Public Access)	

Minutes for Item

RESOLVED that the minutes of the meeting held on the 14th September 1999 be confirmed as a correct record and signed by the Chair.

Decision ? ☒ Call In ? ☒ Deadline 11/11/2001 Follow on Items 0 Add Follow-on

Administrator Decisions: 02/08/2001 Minutes: 02/08/2001 Manage Meetings

Merge View Attachment Publish Export Add Item Edit Item Create Pack Edit Text

Add minutes
text either in
place or via
agenda item
screen

Minutes Features

- Can re-order items independent from agenda
- Agenda comments are not visible in minutes
- Minutes comments are not visible in agenda
- Use *Edit / Add Minute Item* to add extra items of business to minutes only
- Use *Show In Minutes* tick box on Agenda Item screen to hide agenda items from minutes e.g. AOB

Decisions

- Any minute item can be flagged as a decision
- Decision text defaults to minute item text
- Tick *Call In?* to be listed on web, and to allow call-ins via the web
- Deadline limits length of call-in period
- Can flag decisions after publishing (no republish needed)

A screenshot of a web form for creating a decision item. The form has a green header bar with the following fields: "Decision ?" with a checked checkbox, "Call In ?" with an unchecked checkbox, "Deadline" with a dropdown menu showing "08/09/2000", "Follow on Items" with a text input showing "0", and an "Add Follow-on" button. Below the header bar is a navigation bar with the following tabs: "Administrator", "Minutes: 02/08/2001", "Decisions: 02/08/2001", "Agenda: 02/08/2001", and "Mana".

Publishing Minutes

For minutes item numbers
consecutive across meetings

For page numbers
consecutive across meetings

The screenshot shows a Windows-style dialog box titled "Publishing Documentation". It contains several controls: a "Skip Merge" checkbox (unchecked), a "Skip Doc Pack" checkbox (unchecked), a "First Item Number" text box containing "1226", a "First Page Number" text box containing "10", and a "Start Publish" button. Below these is a "Merge Template" section with a dropdown menu showing "ABCMinutes". At the bottom, there is a "% Publish Complete" progress bar and a "Messages" text area. Two red arrows point from the explanatory text above to the "First Item Number" and "First Page Number" fields respectively.

Skip Merge	☐	First Item Number	1226	First Page Number	10	Start Publish
Skip Doc Pack	☐					

Merge Template

ABCMinutes

% Publish Complete

Messages

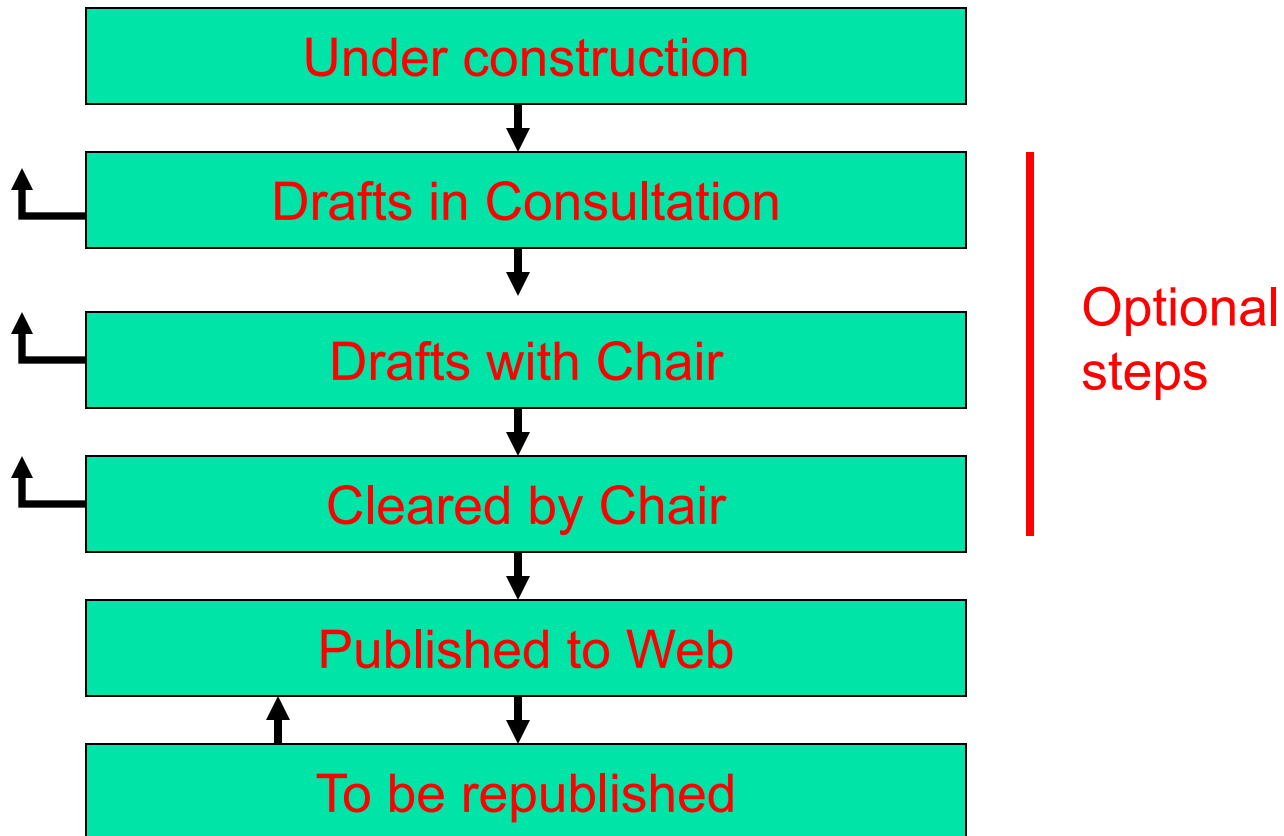
Exercise – Minutes

- Add minutes text for your agenda items
- Add a minute item, and provide agenda item text for it
- Add a comment
- Set up a decision for call-in
- Publish

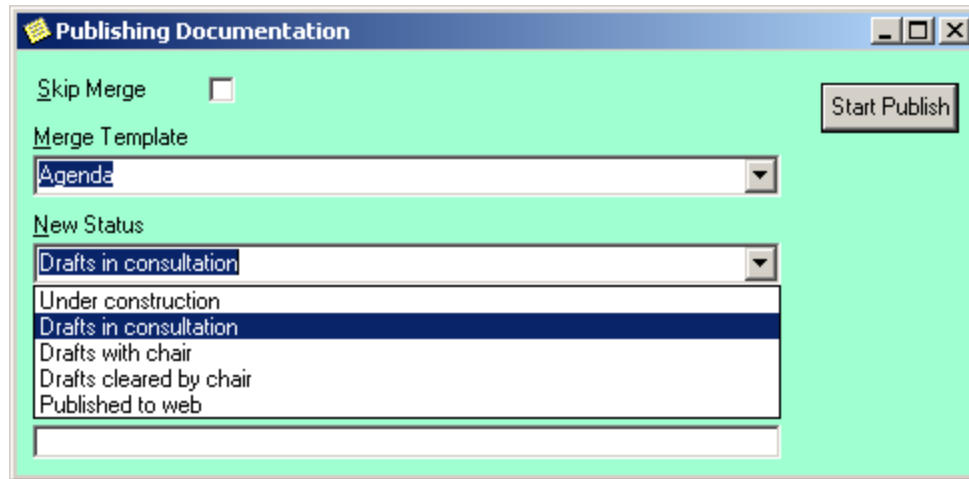
Draft Consultation

- Integrates the existing Richmond public folder consultation process
- Issue Manager can publish to public folders and read back modifications made
- Issue Manager can manage the contents of the public folders
- Users can continue to work with public folders as before

Steps in Publishing



Moving between Steps



- Use the *Publish* button to move between steps
- *New Status* default to next in sequence – can set to any option

Revised Public Folder Layout

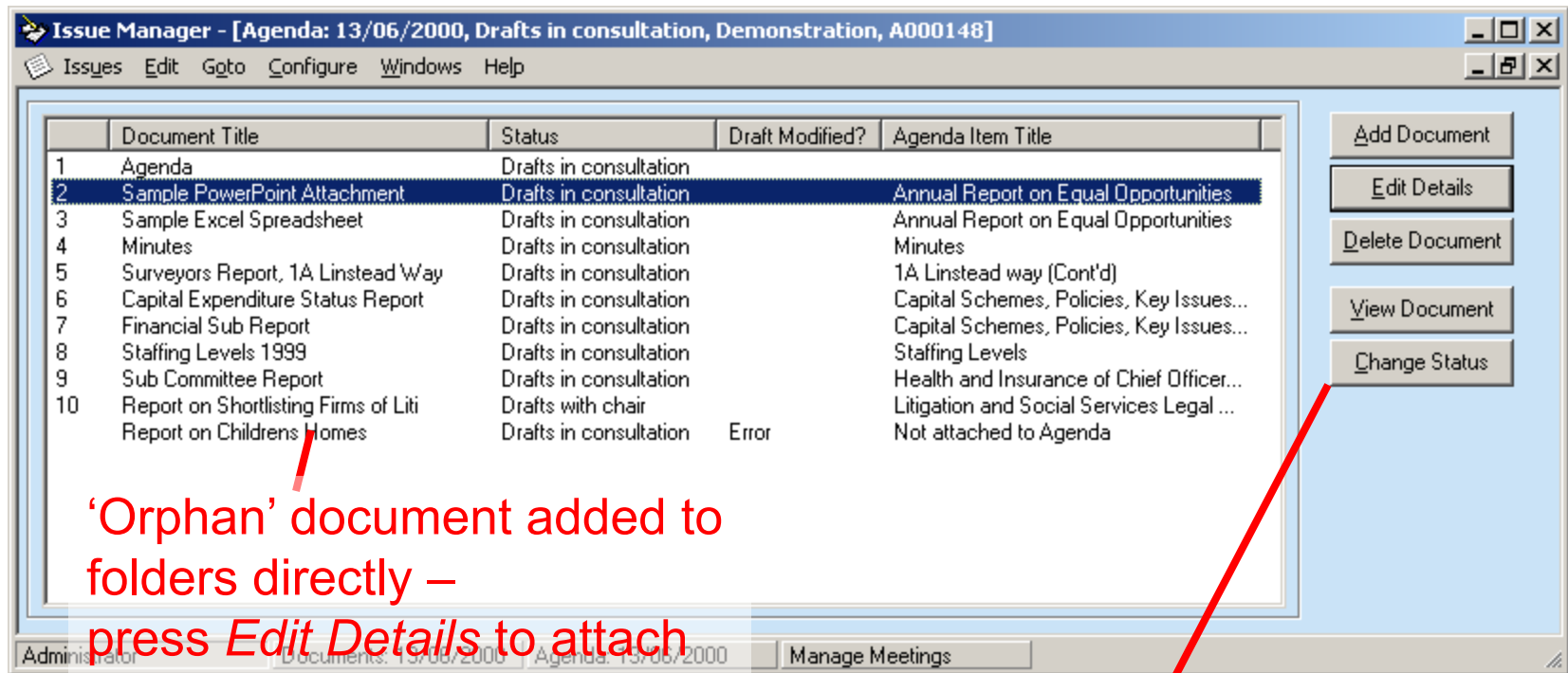
Public Folders

└ Committees



Documents Window

■ Menu *Goto / Documents*

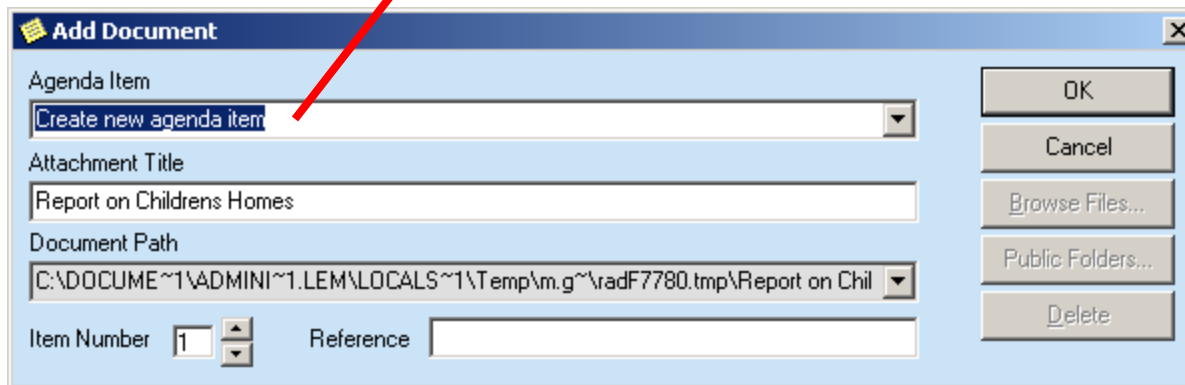


'Orphan' document added to folders directly –
press *Edit Details* to attach to agenda item

Change status of one document

Adding Orphan Documents

Create new agenda item or select from existing items



The screenshot shows a Windows-style dialog box titled "Add Document". It contains several input fields and buttons. A red arrow points to the "Agenda Item" dropdown menu, which currently displays "Create new agenda item". Below this is the "Attachment Title" field with the text "Report on Childrens Homes". The "Document Path" field shows a file path: "C:\DOCUME~1\ADMINI~1\LEM\LOCALS~1\Temp\m.g~\radF7780.tmp\Report on Chil". At the bottom left, there is an "Item Number" field with the value "1" and a "Reference" field. On the right side, there are five buttons: "OK", "Cancel", "Browse Files...", "Public Folders...", and "Delete".

Field	Value
Agenda Item	Create new agenda item
Attachment Title	Report on Childrens Homes
Document Path	C:\DOCUME~1\ADMINI~1\LEM\LOCALS~1\Temp\m.g~\radF7780.tmp\Report on Chil
Item Number	1
Reference	

- New events, audit trial
- Free-format Notes

Issue Manager - [Diary]

Manage Edit Goto Configure Windows Help

Find Entries By:

☒ Committee ☐ Issue

Entry Type: Status:

Between Dates: ☒ 01/01/2000 and ☒ 01/01/2010

Find Add Edit Delete Complete

Type	Title	Date	Status
Publication of Agenda	Meeting of Oct 22 2001 12:00PM	24/10/2001	Complete
Agenda Un-published	Meeting of Oct 22 2001 12:00PM	24/10/2001	Complete
Publication of Agenda	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete
Publication of Minutes	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete
Minutes Un-published	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete
Agenda Un-published	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete

Administrator Diary Agenda: 02/08/2001 Manage Meetings

Outstanding Agenda Items

The screenshot shows a web application interface for managing agenda items. At the top, there are two tabs: 'Outstanding Items' (selected) and 'Agenda Item Details'. Below the tabs, there is a 'Show Items' section with a dropdown menu currently set to 'All outstanding'. To the right of the main content area, there are two buttons: 'Add Item' and 'View Item'. The main content area contains a table with four columns: 'Preferred Date', 'Create Date', 'Title', and 'Committee'. The table lists four items. At the bottom of the interface, there is a status bar with three sections: 'Administrator', 'Agenda: 13/06/2000', and 'Manage Meetings'.

Preferred Date	Create Date	Title	Committee
	21/03/2001	Annual Report on Equal Opportunities	Development Control
	06/04/2001	Review of foot and mouth procedures	Dull and Dishwater
08/10/2001	22/05/2001	Bedford Lay offs	Demonstration
08/08/2001	05/02/2001	Future of lottery booths	Demonstration

- Items not added into an agenda yet
- Created:
 - As Follow-on item
 - Via Outlook agenda item form
 - Via web agenda item form
 - From New Agenda Item menu

Why Use Outstanding Items?

- Only Issue Manager users can add to an agenda !
- Safe way to keep track of work-to-do
- Web or Outlook form simplifies job of committee services

Outlook form

- Officers have access to an Outlook form to submit new agenda items
- Allows up to 5 attached reports
- Items are sent via email
- Will take up to 15 minutes to arrive in the Outstanding Items folder
- A notification message is added to the Diary

Follow-on Agenda Items

- An agenda item topic may be discussed:
 - Several times at different meetings of same committee
 - At several different committees
- One or more 'threads' of discussion can develop
- Create Follow-on agenda items to represent threads

Creating Follow-ons

- Use:
 - Menu *Goto / Follow-on Items*
 - *Add Follow-on* button on Minutes screen
- Can create an number of direct follow-ons to any agenda item
- Follow-ons can have their own follow-ons
- Follow-ons are Outstanding agenda items

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Follow-on Screen

Save new
follow-on

Issue Manager - [Edit Follow-on Items: Capital Schemes, Policies, Key Issues: Progress Report]

Issues Edit Goto Configure Tools Windows Help

Refer to Committee: [Dropdown]
Author Username: administrator
Meeting Date: [Dropdown]
Status: New
Title: Capital Schemes, Policies, Key Issues: Review

Summary

To receive report by the Chief Executive and Director of Administration on the latest situation on the Committee's capital expenditure, the progress of approved capital schemes as at 29th October 1999, the implementation of agreed policies in relation to the Committee's functions, progress made on key issues during the first half of 1999/2000 and results of the top line indicators for the end of the first half of 1999/2000. (Copy report sent herewith – Paper No. 99/786.)

Attached Documents

Item	Title	File
1	Capital Expenditure Status Report	progress report.doc
2	Financial Sub Report	fin sub rpt.doc

Follow On Items

Title
Capital Schemes, Policies, Key Issues: Progress Report Re-evaluation
Capital Schemes, Policies, Key Issues: Review

Administrator Follow-on Item Minutes: 13/06/2000 Manage Issues Manage Meetings

Combined
minutes
and
agenda
text

Copy
details
from
parent

All follow-
ons for the
item

Double
click to
edit
follow-on

Exercise – Follow-ons

- Add three follows to one of your agenda items
- Find the follow-ons on the Outstanding Items window in the Agenda screen.

Threads and Issues

- The common link between an agenda item and its follow-ons is an **Issue**
- All agenda items are assigned to an Issue
- When you create an agenda item and don't assign an Issue, a new one is created for you
- By viewing the status of an Issue you can see the complete history of a debate

Issue Status

The screenshot displays the 'Issue Manager' application window. The title bar reads 'Issue Manager - [Issue: I000027, Outstanding, Capital Expenditure 1999-2000]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. On the left, a tree view shows 'Agenda Items' with sub-items '02/08/2001 Demonstration' and '05/08/2001 Demonstration', and 'Plans'. A red arrow points from the text 'History of Issue' to the 'Agenda Items' section. The main pane shows a tabbed interface with 'Agenda Item', 'Decision', 'Minutes Item', and 'Restricted'. The 'Agenda Item' tab is active, displaying a text area with the following content: 'Meeting: 02/08/2001, Demonstration' followed by a paragraph: 'To receive report by the Chief Executive and Director of Administration on the latest situation on the Committee's capital expenditure, the progress of approved capital schemes as at 29th October 1999, the implementation of agreed policies in relation to the Committee's functions, progress made on key issues during the first half of 1999/2000 and results of the top line indicators for the end of the first half of 1999/2000. (Copy report sent herewith – Paper No. 99/786.)'. A red arrow points from the text 'Details of selected item' to this text area. To the right of the text area are buttons for 'Issue Details...', 'Add Item', 'View Item', and 'View Attachment'. Below the text area, there are input fields for 'Title' (containing 'Capital Schemes, Policies, Key Issues: Initial Findings') and 'Attachments' (containing '0'). The status bar at the bottom shows 'Administrator', 'Issue History: I000027', 'Minutes: 02/08/2001', 'Decisions: 02/08/2001', 'Agenda: 02/08/2001', and 'Manage Meetings'.

History of Issue

Details of selected item

Issue Properties

- Ward, Issue Type and Postcode are properties of an **Issue**, not an agenda item

Issue Manager - [Edit Issue: I000027, Outstanding]

Manage Edit Goto Configure Windows Help

Issue Type: Budgetary; Procedures; ...

Ward: Centre Only; Middle; West; ...

Access: Public Access Key Issue ☒

Owner: Executive Member for Social Services

Lead Officer: Helen Collison, Cabinet Support Officer2

Decision Due: 18/04/2000 Next Update: 18/04/2000

Title: Capital Expenditure 1999-2000

Description Documents Consultation Background Agenda Items Decisions

A review of all capital expenditure within departments of the council for the period 1st April 1999 to 31st March 2001.

Edit Text

Administrator | Issue: I000027 | Issue History: I000027 | Minutes: 02/08/2001 | Decisions: 02/08/2001 | Agenda: 02/08/2001

Issue Fields on Agenda Item

- Menu Goto / Issue Properties to edit

Issue Manager - [Edit Agenda Item: AI000155, 02/08/2001, Demonstration]

Manage Edit Goto Configure Windows Help

Refer to Committee: Policy and Resources Committee Meeting Date: Show in Minutes? ☒

Author: mark.trevel Footnote Marker:

Ward: Centre Only; Middle; West; Access: Inherited

Issue: Capital Expenditure 1999-2000 Issue Type: Budgetary; Procedures;

Title: Capital Schemes, Policies, Key Issues: Initial Findings

Agenda Text Decision Text Minutes Text Restricted Background Documents

To receive report by the Chief Executive and Director of Administration on the latest situation on the Committee's capital expenditure, the progress of approved capital schemes as at 29th October 1999, the implementation of agreed policies in relation to the Committee's functions, progress made on key issues during the first half of 1999/2000 and results of the top line indicators for the end of the first half of 1999/2000. (Copy report sent herewith – Paper No. 99/786.)

OK Delete Load from Library Save to Library Edit Text

Administrator Agenda Item: AI000155 Minutes: 02/08/2001 Decisions: 02/08/2001 Agenda: 02/08/2001 Manage Meetings

Finding Issues

- Menu *Issue / Manage Issues*
- Filter by:
 - Party
 - Status
 - Ward
 - Issue Type
 - Date create range

Exercise - Issues

- View the Issue Status that includes the three follow-ons you created
- Add a follow-on to one of the three follow-ons