



### **Time and Date**

1.00 pm on Wednesday, 15th April, 2026

### **Place**

---

1. **01878S1Harmony** (Pages 3 - 116)

---

Julie Newman, Director of Law, Governance and Safer Communities, Council House, Coventry

Date Not Specified

Note: The person to contact about the agenda and documents for this meeting is

Membership: Councillors

By invitation Councillors

### **Public Access**

Any member of the public who would like to attend the meeting in person is encouraged to contact the officer below in advance of the meeting regarding arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

This page is intentionally left blank

# Agenda Item 1

DEVELOPMENT & ENVIRONMENT SERVICES  
PLANNING APPLICATION REPORT  
Bute & Cowal Area Committee  
18<sup>th</sup> April 2002

Local Member - Councillor McQueen  
Date of Validity - 19<sup>th</sup> November 2001  
Committee Date - 7<sup>th</sup> May 2002

**Reference Number:** 01/01878/DET  
**Applicants Name:** DGM (Scotland) Ltd  
**Application Type:** Detailed : Supplementary Report No1  
**Application Description:** Erection of 24 Flats and Provision of Car Parking, Demolition of Offices and Modification & Relocation of Existing Car Parking  
**Location:** Former Harmony Hotel Site, Alexandra Parade, Dunoon

---

## (A) INTRODUCTION

Further to the departments original report dated 24th December 2001 duly considered by Members on the 16th January 2002, it was resolved to grant planing permission subject to the conclusion of a section 75 agreement and planning conditions. The thrust of the Section 75 Agreement was to ensure that the public car park be provided prior to the commencement of work together with measures to ensure the provision of signage, ticket machines and lighting etc.

Subsequently, Corporate & Legal Services have recently advised that following a title search it has emerged that there is an additional right of title in respect of private parking and access for the owners of the former Royal Bank premises on Argyll Street. These were indicated on the approved plans as being public car parking spaces number 53 and 54.

In response the agent has submitted an amended plan which shows a modified car parking layout with the two affected car parking spaces i.e. number 53 and 54 being relocated elsewhere within the site, an area where it was originally proposed for motorbikes.

Consultations

Area Roads Manager : Views awaited.

## CONCLUSIONS

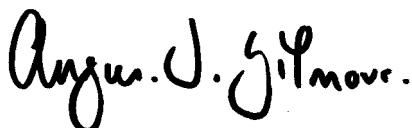
Although the loss of space allocated for motor bikes is unfortunate this has to be balanced against the fact that there is no specific parking for motor bikes at present. It is therefore considered given that the revised layout that this will not result in the loss of any public car parking spaces and that that the amendment is acceptable in principle, providing always to the Area Roads Manager concurring with such views.

The agent has also advised that his client is currently negotiating with the affected party i.e. the owners of the former Royal Bank premises with a view to acquiring the right to utilise them. Should this prove successful then it is intended that they would revert to the originally submitted scheme.

## (B) RECOMMENDATION

Subject to the views of the Area Roads Manager it is recommended that Members note the contents of this report and agree to such amended plans in respect of car parking provision.

---



Angus J Gilmour

Head of Development & Building Control

*"In reaching my assessment on this application, I have had regard to the documents identified in brackets above which are available for public inspection in terms of the Local Government (Access to Information) Act 1985".*

**Author:** Dafydd Jones : Area Planning Officer

This page is intentionally left blank

18<sup>th</sup> April 2002

**Reference Number:** 01/01336/OUT  
**Applicants Name:** Drimsynie Construction Ltd  
**Application Type:** Outline  
**Application Description:** Erection of 15 Houses and Formation of Access Road & Installation of Septic Tank.  
**Location:** Corstoun Park, Toward Farm, Toward.

---

## (A) THE APPLICATION

### (i) Development Requiring Express Planning Permission:

- Erection of 15 houses, (no details submitted other than an indicative plot layout,) in a single tier layout on agricultural land.
- Alterations and improvements to existing access onto A815.
- Formation of access road off the access track to Toward Farm which will run to the rear of the proposed houses and parallel with the A815
- Deposition of material within site to build up ground profile.
- Installation of 15,000 litre septic tank with outfall pipe to below low water mark to adoptable standard.

### Other Specified Operations

- Connection to public water main.

## (B) RECOMMENDATION

It is recommended that outline planning permission be **granted** subject to the 15 conditions and reasons set out in this report.

---

## (C) DETERMINING ISSUES AND MATERIAL CONSIDERATIONS

### Material Considerations

The site is allocated within the Cowal Local Plan 1993 (*adopted 30<sup>th</sup> October 1995*) as being suitable for private residential development under Policy POL HO 6 of the Cowal Local Plan. Accordingly given this allocation the department must advance support for development of this site.

In order to ensure that the development assimilates successfully within the site and to ensure that the type of houses reflect the sensitivity and prominence of this site, it is considered appropriate that a condition be imposed to secure the submission of a '*design brief*' for this particular site.

Part of the site is below road level and it is intended to import material and build up the ground levels. The applicants' agent has now agreed to lower the proposed finished ground floor level of the site to comparable with a height of the road level of the A815. A condition will be imposed to address this.

Some concern has been raised with regard to flooding within part of the site. There is a burn on the western periphery of the site that it is proposed to culvert. Ponding occurs within the site as a consequence of a broken field drain and a new field drain would be installed. SEPA have however requested that a *Flood Risk Assessment* be undertaken to assess the potential risk specifying where

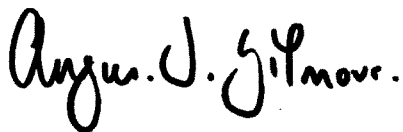
appropriate safeguarding measures. It is considered that the risk of flooding is slight, however in order to safeguard against this a condition requiring a *Flood Risk Assessment* is deemed necessary in accordance with the provisions of NPPG 7 "*Planning and Flooding*". SEPA have concurred (Email dated 19<sup>th</sup> April 2002) that this information can be conditioned rather than required prior to the determination of the application.

In terms of archaeological interest, West of Scotland Archaeological Service (WOSAS) had requested a detailed report prior to the application being determined. This has resulted in delay in determining this application. This report commissioned by the applicant has been received and commented upon and (WOSAS) advise that there is no archaeological interest.

**(D) CONCLUSION**

The development of fifteen houses and the installation of a communal septic tank within a designated housing allocation area of the Cowal Local Plan 1993 accords with the provisions of Policy POL HO 6. Subject to appropriate conditions including a '*design brief*' the application is in accordance with the development plan and specifically "*the determination shall be made in accordance with the plan unless material considerations indicate otherwise.*"

*(Section 25 Town and Country Planning (Scotland) Act 1997).*



Angus J Gilmour

Head of Development & Building Control

*"In reaching my assessment on this application, I have had regard to the documents identified in brackets above which is available for public inspection in terms of the Local Government (Access to Information) Act 1985".*

**Author:** Dafydd Jones : Area Planning Officer

#### **CONDITIONS AND REASONS RELATIVE TO APPLICATION 01/01336/OUT**

4. Prior to the development of any of the house plots, a *design brief* for the entire development site edged red shall be submitted to and approved in writing by the planning authority. The *design brief* should address the following aspects :
- i) The type of dwelling(s) within the 15 plots that shall contain a variety of single storey and one and a half storey with not less 5 dwellings being one and a half storey and the maximum height shall not exceed 7.50 metres.
  - ii) The siting of each dwelling shall be staggered but within 1.0 metre of the face of each adjacent dwelling and shall not be set within a regimental building line.
  - iii) The roof material shall be that of slate or a slate substitute tile.
  - iv) The roof pitch shall not be less than 37 degrees.
  - v) The windows shall all have a strong vertical emphasis and a central or top third glazing bar shall be promoted.
  - vi) Traditional gable fronted porches shall be incorporated on not less than 5 of the dwellings.
  - vii) Traditional gable fronted dormer windows shall be incorporated within not less than 3 of the one and a half storey dwellings.
  - viii) Details of all external materials shall be submitted including texture and colour and the use of timber panelling shall be precluded.
  - ix) Details shall be submitted of the phasing of the development.
  - x) Details shall be submitted of the finished floor level of the dwellings that shall be no greater than 0.5 metres above the finished ground level as detailed in condition 5.

*Reason 4. In the interests of successful and integrated design and to allow the comprehensive development of the site to assimilate within this within this coastal plain in accordance with "Designing Places" a Policy Statement for Scotland.*

5. Any details submitted pursuant to condition (1) above shall include a minimum of 2 cross sections through each plot running from north to south and shall show the existing land contours and the proposed finished levels of the ground, the levels of the houses, their underbuilding and the associated garden area and car parking/turning area. The finished ground level of each plot shall be no higher than the road level of the A815 unless otherwise agreed in writing with the Planning Authority.

*Reasons 5. In the interest of visual amenity and to help integrate the proposal into the surrounding landscape setting.*

6. Notwithstanding the provisions of Article 3 and Class 1 of Schedule 1 of the Town and Country Planning (General Permitted Development)(Scotland) Order 1992, no window or other openings shall be installed in the eastern and western facing elevation of the proposed houses unless frosted glass is used without the prior written consent of the Planning Authority.

*Reasons 6. In order to prevent the inclusion of window and other openings in the eastern and western facing elevations of the propose houses, which could significantly undermine the privacy and amenity of adjoining residential properties.*

7. Prior to the commencement of any works full details of the proposed boundary treatment shall be submitted to and approved in writing by the planning authority. The approved scheme shall be implemented within six months of the first occupation of the first dwellinghouse.

*Reason 7. In the interest of visual amenity and to help integrate the proposal into the surrounding landscape setting.*

8. A landscaping scheme shall be submitted to the Planning Authority for approval prior to the commencement of any works. This scheme shall specifically but not exclusively include a continuous hedgerow to be provided along the length of the southern and northern boundaries of the site. The landscaping scheme, as may be approved, shall be fully implemented no later than the first planting and seeding season following the commencement of the development and thereafter shall be maintained for a period of ten years. Any losses of plant species to be included in the landscaping scheme, through disease, weather exposure, neglect or damage, shall be replaced with equivalent species within one growing season.

*Reason 8. In the interest of visual amenity and to help integrate the proposal into the surrounding landscape setting.*

(CONTINUED)

9. The access serving this site shall be a road over which the public has a right of access in terms of the Roads (Scotland) Act 1984, and shall be fully constructed in consultation with the Area Roads Manager prior to the occupation of the first dwellinghouse.

Reason 9. In the interests of road safety.

10. The access onto the A815 as detailed in drawing number "374/003" shall have visibility splays of 215 metres in each direction formed from a point 2.50 metres back from the edge of the metalled portion of the road. Thereafter no obstruction to visibility shall be permitted within these splays above a height of 1.05 metres from the level of the highway upon the occupation of the first dwellinghouse.

Reason 10: In the interests of road safety.

11. Prior to the commencement of any works, an amended site plan shall be submitted to the Planning Authority to indicate details of the provision of a pedestrian footpath link between the eastern end of the proposed access road as detailed in drawing number "374/003" and the A815. The scheme, as may be approved, shall be fully implemented prior to the occupation of the first dwellinghouse.

Reason 11 : In the interests of road safety.

12. Prior to the commencement of any works a *Flood Risk Assessment* shall be submitted for the prior written approval of the Planning Authority in consultation with SEPA. Such an assessment shall identify any flood risk within the site, and mitigation measures to address any such concerns. The remedial work required as may be detailed in the approved *Flood Risk Assessment* shall be fully implemented prior to the occupation of the first dwellinghouse.

Reason 12 : To ensure that there is no potential for flooding at the site in the interests of health and amenity.

13. Any details pursuant to condition 1 (a) shall show details of the surface water drainage measures for the site. Such details shall show within house Plot 1 the retention of the existing water course and gradient levels of the banks and land immediately adjacent to the water course, together with details of boundary treatment immediately adjacent to the water course. Such details shall be submitted for the prior written approval of the Planning Authority in consultation with SEPA prior to the commencement of any works. The scheme, as may be approved, shall be fully implemented prior to the occupation of the dwellinghouse within Plot 1.

Reason 13 : To ensure that there is no potential for flooding at the site in the interests of health and amenity.

14. Prior to the occupation of the first dwelling, the drainage arrangements for the communal septic tank with a minimum capacity 15,000 litre, outfall and sewerage drain pipe shall be fully installed as detailed in drawing "373/003". Such arrangements and works shall be undertaken in consultation with SEPA and Building Control.

Reason 14 : In the interest of public health and amenity.

15. Prior to the deposition of any material within the site, full details shall be submitted of the source and content of the deposited material for the prior written approval of the Planning Authority in consultation with SEPA, Public Protection Unit and Building Control.

Reason 15 : In the interest of public health and amenity.

## APPENDIX RELATIVE TO APPLICATION 01/01336/OUT

### A. POLICY OVERVIEW

Under POL HO 6 of the Cowal Local Plan the Council has identified a number of sites, which they consider suitable for private residential development, including this site. The site area extends to 1.5 hectares and it is estimated that the site is capable of accommodating 16 dwellinghouses.

**The application relates to an allocated housing site of the Local Plan and therefore fully accords with Policy.**

### B. OTHER MATERIAL CONSIDERATIONS

#### (i) Site History

- 01-93-696 Outline permission was granted on the 27<sup>th</sup> January 1994 for the erection of one house within the easternmost corner of the allocated POL HO 6 site subject to conditions.
- 01-94-813 Detailed permission was granted on the 18<sup>th</sup> April 1995 for the erection of a house within the easternmost corner of the site. The site was to have a new access onto the A815 and individual septic tank installed. Members however endorsed the view that no further development should be permitted on a piecemeal basis and that any future applications within the allocated area would require a comprehensive approach to the drainage and access arrangements.
- 01-95-147 An outline application for a house on a plot of ground to the immediate west of that previously approved (ref 01-93-0696) was recommended for refusal as it entailed a new individual access and septic tank and would establish a precedent for proliferation. However the application was withdrawn on the 11<sup>th</sup> May 1995 before the application was formally determined.
- 01-95-0411 An outline application for a house on a plot of ground to the west of that previously approved (ref 01-93-0696) was withdrawn on the 1<sup>st</sup> June 1995 due to concerns that it would lead to individual access and septic tank and would establish a precedent for a proliferation of both prior to its formal determination.
- 01-95-882 An outline application for a house on a plot of ground to the west of that previously approved (ref 01-93-0696) was withdrawn on the 12<sup>th</sup> August 1997 following concerns that it would establish a precedent and lead to a proliferation of accesses and septic tanks.

#### (ii) Consultations

- I. **West of Scotland Water** (letter dated 24<sup>th</sup> August 2001) : No objections although they advise that they can supply the development with a water connection to a new service main laid as an extension to the existing main in the street adjoining the site. However the existing main terminates some distance from the proposal and the applicant would require to meet the cost of mainlaying, in excess of the "reasonable cost", currently £1,000 per house. It is strongly recommended that a cold water storage cistern is provided for each house having an actual (not nominal) capacity of at least 200 litres. In respect of the water supply, West of Scotland Water has no objection to the proposal providing that the plumbing complies with current Water Byelaws.
- II. **Area Roads Manager** (memo dated 11<sup>th</sup> September 2001) : No objections subject to conditions and advise that part of the site is susceptible to flooding.
- III. **West of Scotland Water Sewerage** (letter dated 23<sup>rd</sup> August 2001) : No objections and advise that there is no public sewer available.
- IV. **SEPA** (letter dated 17<sup>th</sup> April 2002) : It would appear that the site requires uplift, in part to reduce the risk of flooding from surface water impounding behind the A815. In addition, the uplift will eliminate any flood risk from extreme tides in the Firth of Clyde, which may flood the lowest parts of the site, which I infer to be about 3.85m AOD.

However, I note that small burns runs through both the western and eastern edge of the development site and whilst uplifting the site is likely to remove any flood risk to the site itself, the loss of existing on-site flood storage may exacerbate flood risk elsewhere.

SEPA would recommend that a Flood Risk Assessment is undertaken to identify the flood risk from the burns to the site and the impacts of uplifting the site in relation to the flood risk to neighbouring properties. Proposals to manage this risk should also be outlined, as required.

Furthermore, SEPA notes that the proposals appear to involve the culverting a watercourse. It is SEPA's policy to oppose the culverting of watercourses, and as such we would recommend that the burn remains in an open channel. Given the amount of infilling of the site that is proposed, SEPA would also wish to ensure that the banks of the watercourse are not made excessively steep (for safety and aesthetic reasons), and that any engineering works in, or on the banks of the burn are carried out using 'soft' engineering techniques.

- V. **West of Scotland Archaeological Service** (letter dated 7<sup>th</sup> March 2002) : I am in receipt of a copy of the archaeological evaluation report for the above site by Addyman & Kay on behalf of the applicant. Although the site was badly flooded at the time of the evaluation, trial trenching was nonetheless carried out and nothing of archaeological interest, other than field drains of no great age, was noted. I am content that the potential archaeological issue at the site has been properly investigated, confirming that there is in fact no such issue. There is no requirement for further archaeological work at the site should the application be approved by your Council.
- V. **Building Control Unit** (memo dated 20<sup>th</sup> August 2001) : The area is prone to flooding and drainage therefore requires to comply with the Building Regulations. This aspect will be dealt with under the Building Warrant.
- VI. **Statutory Plans Unit** (memo dated 17<sup>th</sup> September 2001) : The site is was included as an allocation in the Cowal Local Plan 1993. There are no objections in terms of local plan policy.

### (iii) Publicity

The proposals have been advertised under the provision of Article 9 and Section 34 (Vacant land & bad neighbour – closing date 14<sup>th</sup> September 2001). Four letters of representation were received from John More, Buachailean, Toward, (letter dated 13<sup>th</sup> August 2001), E.M.Elliott, Tossa, Toward, (7<sup>th</sup> September 2001), K.Ashfield, "Rhana", Toward Point, (letters dated 4<sup>th</sup> & 12<sup>th</sup> September 2001) in which the following concerns were raised :

- i) It was believed that only 10 houses were allocated within this designated housing site. The number of houses proposed is excessive.

**Comment :** The Local Plan indicates that the entire allocated site is capable of accommodating some 16 dwellings.

- ii) The development could result in a loss of view from the adjoining property towards Rothesay, although this would be lessened if the houses proposed were single storey.

**Comment :** Loss of view is not a material consideration. If permission were granted such dwellings would be restricted in height to single or one and a half storey dwellings.

- iii) There is concern over the design and finish of the proposed houses to ensure that they integrate within this setting and to avoid a replication of the recently built houses at 'The Meadow' which were built by the same applicant.

**Comment :** This aspect will be addressed in Section F in respect of a 'design brief' and planning condition number 4.

- iv) There is concern over the separation distance between the objector's property and the proposed houses and clarification is sought on the proposed boundary treatment.

**Comment :** The application is in outline form only and if permission were to be granted such details would be addressed by a condition.

v) It is unclear what the position of the building line of the proposed houses will be.

**Comment :** The application is in outline form and the submitted site plan only details the 15 plot layout. It does indicate the position of the houses within each plot. This aspect will be addressed by a '*design brief*', condition 4.

vi) There is concern over the proposed drainage arrangements to ensure that it will not exacerbate the smell occasionally experienced from the existing outfalls.

**Comment :** None of the consultees have raised any objections or concerns regarding the proposed drainage arrangements as proposed. This aspect however will be addressed through the imposition of an appropriate condition. In relation to smells occasionally being experienced from existing outfalls, this has been referred to the Public Protection Unit.



**Programme 2002-03**

**Bute & Cowal Area**

	Heading	Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
		Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000
3.01	Surfacing	0	136000		65000	12000			
	Surfacing Rothesay					20000			
4.01	Surface Dressing	171000		48000		41600			
	S.D. Hafton					9000			
5.01	Patching	179649		19000		50000			
10.02	F/way patching	25000			7000	2400			
14.01	Drainage - culverts	126500							
14.02	Drainage - ditches	115000							
15.01	Verge maint	42228							
16.01	Scrub	32595							
18.01	Gully emptying	35910							
		727,882	136,000	67,000	72,000	135,000	5,000	9,000	10,000

**Surfacing proposals**

A815	Inverchapel-Coylet	80000		36000			Remainder impr incl fatality locus	160000 needed
A815	Nth. of Whistlefield-Dornoch Bay						Joins impr sections	
A886	Nth from 01/02 resurf.-phone box Co	14000					Reshaping to shed water	
A886	Garvie north-River Ruel Br	23000					Reshaping to shed water	
A8003	North Lodge northwards-Mausoleum	19000						
B839	B828 junc-summit above Pole Farm					12000		
UC59	St Brides Road			23000			SIP area	
UC22	Gortans Rd			6000				
A844	Victoria St/Battery Pl, Rothesay					20000	Top sliced for Bute	
			136000		65000	32000		

**Programme 2002-03****Bute & Cowal Area**

Heading	Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
	Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000

**Surface Dressing**

Additional surface dressing

<b>Bute</b>		part of £33K	8000	24400			
A844	Ascog at Millbank				1100		
A844	Alternative Leopold Rd-Wellpark Rd				4000		
B881	Rothesay PS-south(Lochend Fm road)				7500		
B881	Miekle Grenach Fm-north				6200		
A844	junc. A886-start of ditch above old tramway walk				1600		
A886	Ardmaleish Brae				12000	32400	

<b>West Cowal</b>		part of £43K	10000	8400			
B8000	Otterhill C11 junc.-Kilfinan Br.				8900		
B8000	Kilfinan Br.-Tigh an rathaid				4700		
B8000	Lephinmore-change of surfacing at TP2				1600		
B8000	Largiemore (petrol pumps)-01/02 resurf. at Hydro Shed				3200	18400	

<b>East Cowal</b>		part of £124K	30000	8800			
A815	Creggans Hotel-Pole Village				19800		
A815	Toward Straight				8500		
A815	Garrell-Driep (forest entrance to the south)				8100		
UC25	Alternative Edward St (John St-William St)				2400	38800	

A815 at Hafton				9000			
			48000	50600			

**Patching**

to include

A815	St Catherines shore side half c/way width			5000			
A844	Ascog at Millbank			1500			
A886	Duiletter culvert			3750			
A8003	A886 junc.			2500			
C5	Columshill Street			6000			
UC35	Tighnabruaich PS Road			5000			
Bute			9000	10000			
Cowal			10000	16250			
			19000	50000			

**Footway Patching**

Footway construction at Toward

Footway patching Bute

Footway patching Cowal

		7000		outstanding commitment to dev.
			2400	general
				general
		7000	2400	

**Programme 2002-03**

**Bute & Cowal Area**

Heading	Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
	Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000

**Cycling**

Cycle signage with Forest Enterprise  
Cycle racks various locations B & C

2000 delayed by FE from 2001-02  
3000 Rural continuation of provision

Total to summary =

5000

**Walking**

Footway Ardbeg - Kilmun  
Footway Wyndham Rd, Innellan  
20mph zone - The Bush

5000 Local imp only as part of bigger scheme  
2000 Local imp only as part of bigger scheme  
2000 TM scheme

Total to summary =

9000

**Safer Streets (schools)**

Pedestrian access Rothesay Primary  
Lochgailhead PS

9500 total £25K this year and next  
500 lining/fencing

Total to summary =

10000

This page is intentionally left blank

# Issue Manager Course

---

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

# Contents

---

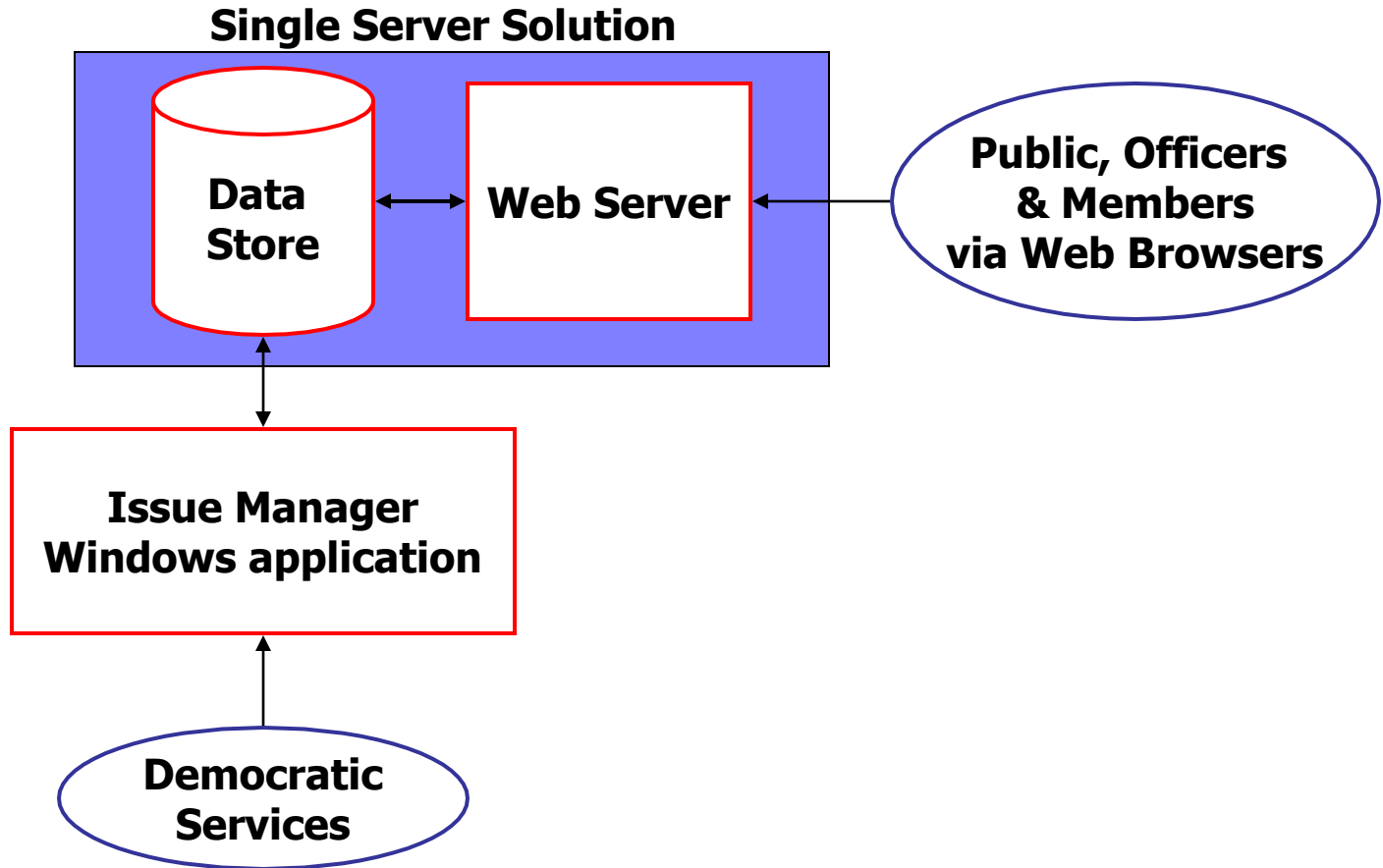
- Overview of modern.gov
- Forward Planning Tutorial
- Agenda and Minutes Tutorial
- Issue Manager in Detail

# 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

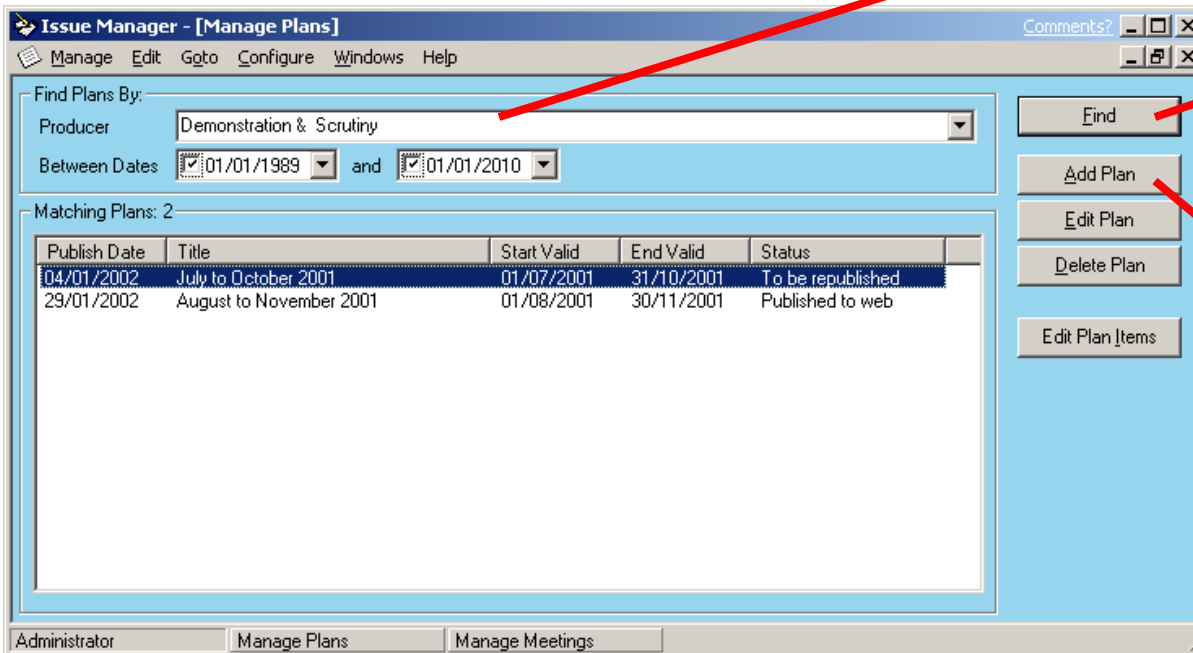
# Step 1 – Add a Plan

1. Menu: Manage / Plans or F9

2. Select Producer

3. Press *Find*

4. Press *Add Plan*



# 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

OK

Delete

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

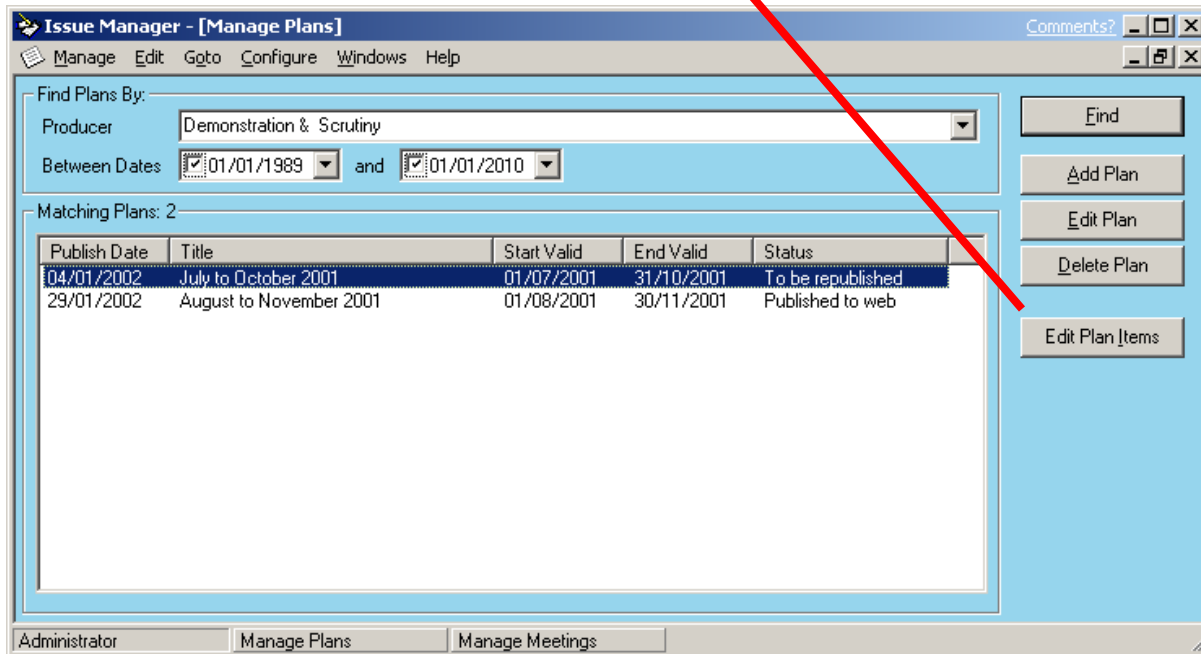
Description

Edit Text

Administrator Plan: P0024 Manage Plans Manage Meetings

# Step 3 – Edit Plan Items

1. Select plan and press *Edit Plan Items*



# Step 4 - Add Issue

1. Press *Add item..*

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [Plan Items: Tutorial, P0064]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area is divided into several sections:

- Plan Items:** A table with columns 'No', 'Title', 'Next Decision', and 'Appendix'. It is currently empty.
- Issues:** A section with a 'Show Issues' dropdown menu set to 'All Outstanding Key Issues and PFPs' and a list of issues.
- Issue Details:** A section with a 'Merge' button, an 'Edit Attachment' button, a 'Publish' button, an 'Export' button, an 'Add Item' button (highlighted with a red arrow), and an 'Edit Item' button.

The 'Issues' list contains the following data:

ID	Status	Create Date	Title
1000030	Outstanding	14/06/2000	1A Linstead Way Planning Application 1234
1000578	Outstanding	03/11/2001	Adding Group Support for User Lists
1000514	Outstanding	11/08/2001	Better Care Higher Standards Care Charter 2001 (Adults)
1000027	Outstanding	14/06/2000	Capital Expenditure 1999-2000
1000437	Outstanding	21/04/2001	Committee techplan1.1
1000511	Outstanding	11/08/2001	Cromwell Road by Fairfax Road, Teddington - Speed Table and Waitin...
1000515	Outstanding	11/08/2001	JIP (Joint Investment Plan) for Welfare for Adults

The status bar at the bottom shows 'Administrator', 'Plan Items: P0064', and 'Manage Plans'.

# 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

OK  
Abandon  
Set Completed  
Issue History  
Add  
Edit  
Delete

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*

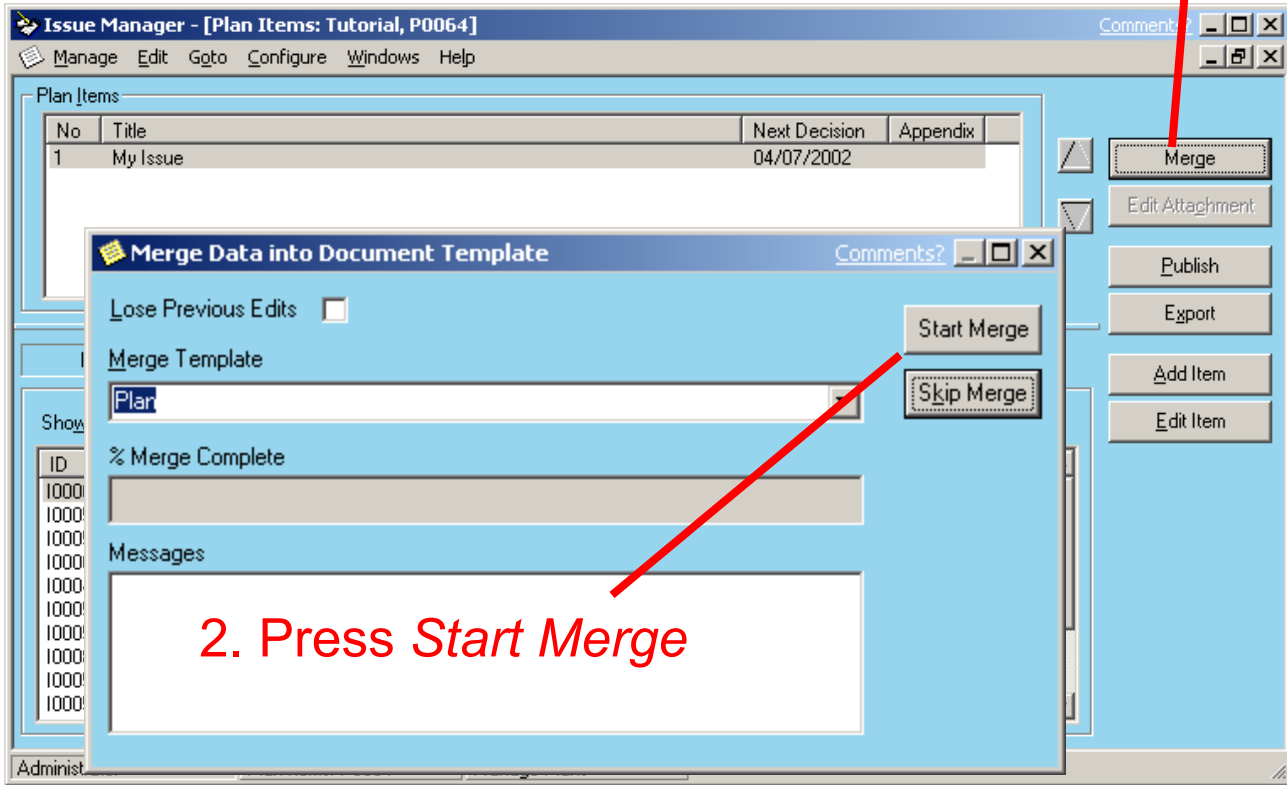
The screenshot shows a 'Decision Maker' dialog box with the following fields and controls:

- 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 selector set to '04/07/2002', with a red arrow pointing to the date selector.
- 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 side.
- Comments? x**: A small window icon in the top right corner.

4. Press *OK*

# Step 7 – Create Plan Document

1. Press Merge



2. Press Start Merge

# Step 8 – Plan Document

1. Close Document

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [Demonstration & Scrutiny, Tutorial Plan Document]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The toolbar contains various editing and navigation icons. The document content is as follows:

**F·O·R·W·A·R·D·...P·L·A·N**

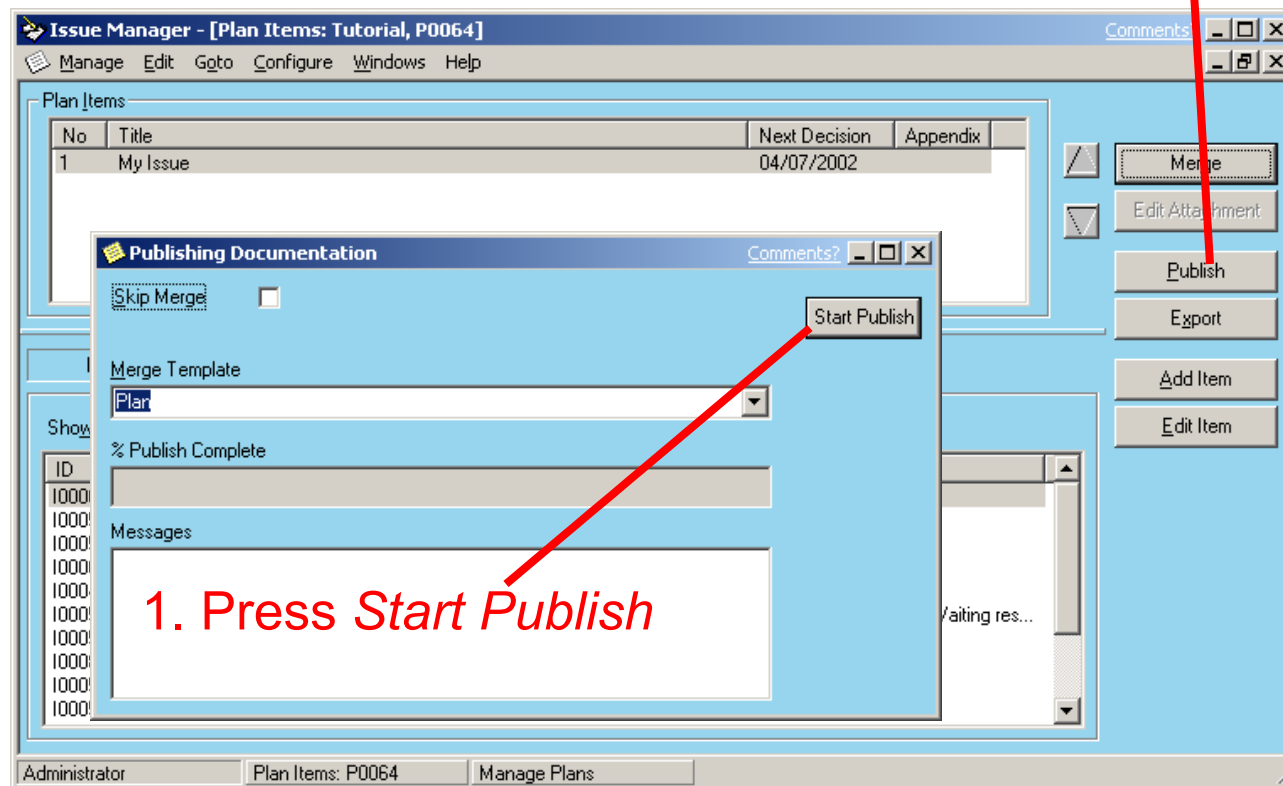
FOR THE PERIOD: TUESDAY, 4 JUNE 2002 TO SUNDAY, 6 OCTOBER 2002.

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

The status bar at the bottom shows: 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

---

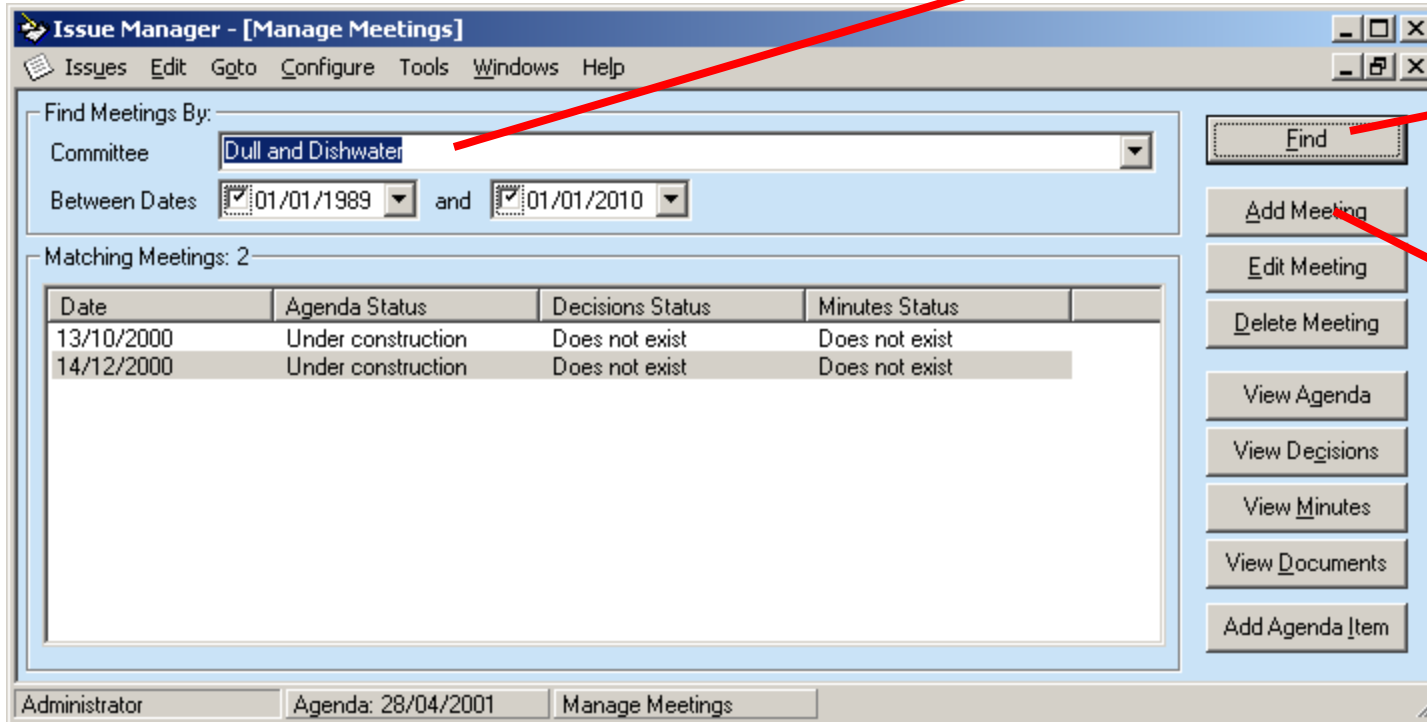
- Create a meeting
- Edit agenda
- Add agenda item
- Merge the agenda document
- Publish agenda
- Create minutes
- Publish minutes

# Step 1 - Add a Meeting

1. Select Committee

2. Press Find

3. Press Add...



# 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 Humphreys	Monitor	Copy 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:

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

Add Meeting

Edit Meeting

Delete Meeting

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
----	-------	--------	----------

2. Use up button to select outstanding items

Outstanding Items Agenda Item Details [ ] [ ]

Show Items This committee only [v]

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

Merge  
Edit Attachment  
Publish  
Export  
Add Item  
Edit Item  
Create Pack

1. Press Add..

Administrator Agenda: 24/05/2002 Manage Meetings

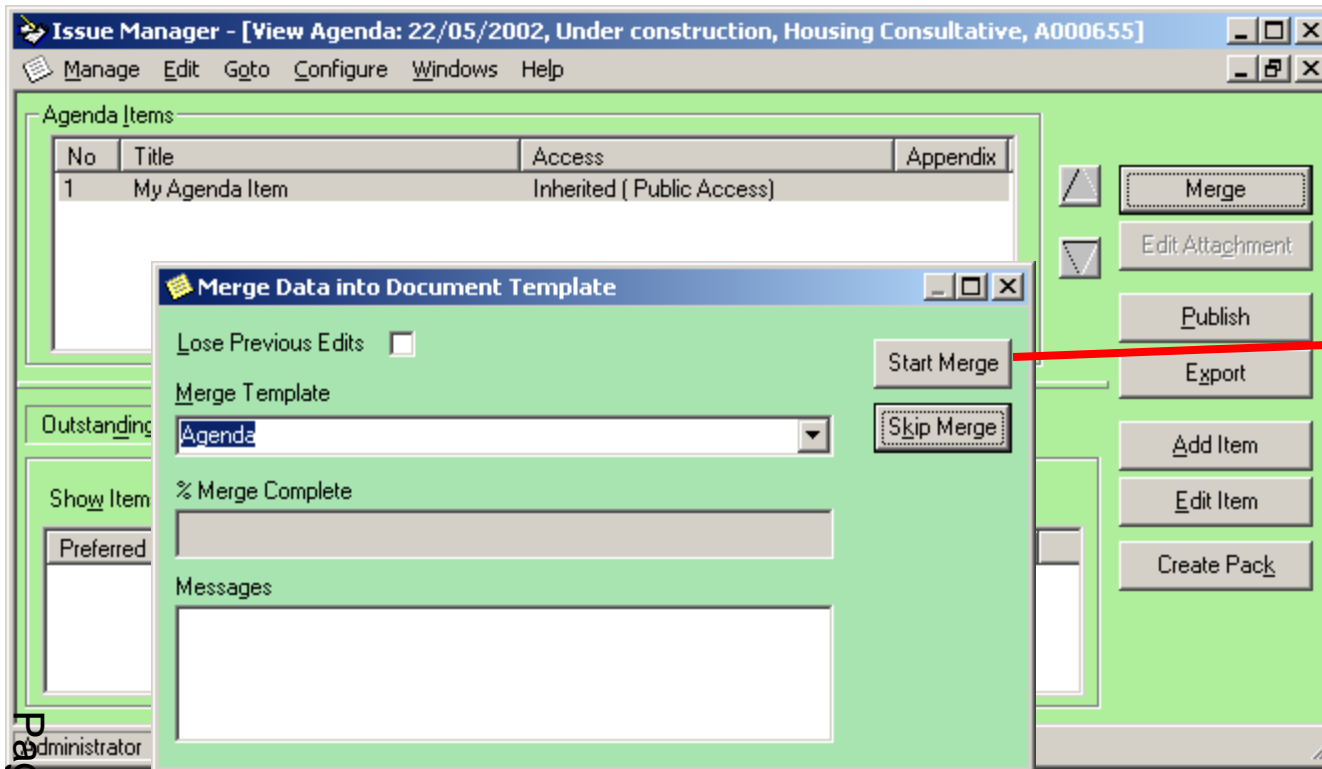
# Step 5 – Edit Agenda Item

1. Enter Title

2. Press Edit Text

- 3. Enter short text message
- 4. Press *End Edit*
- 5. Press *OK*

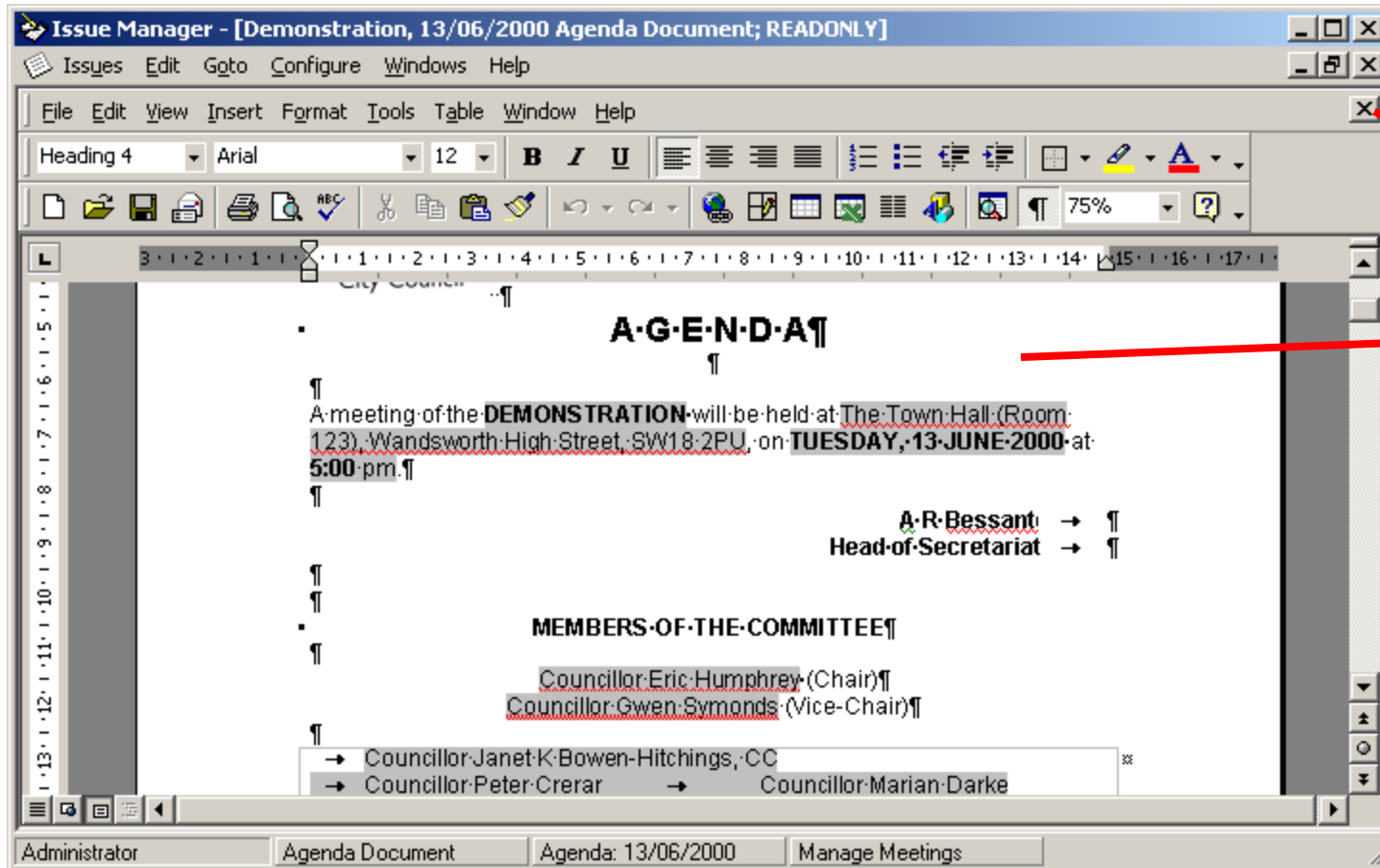
# Step 6 - Merging the Agenda



1. Press Merge

2. Press Start Merge

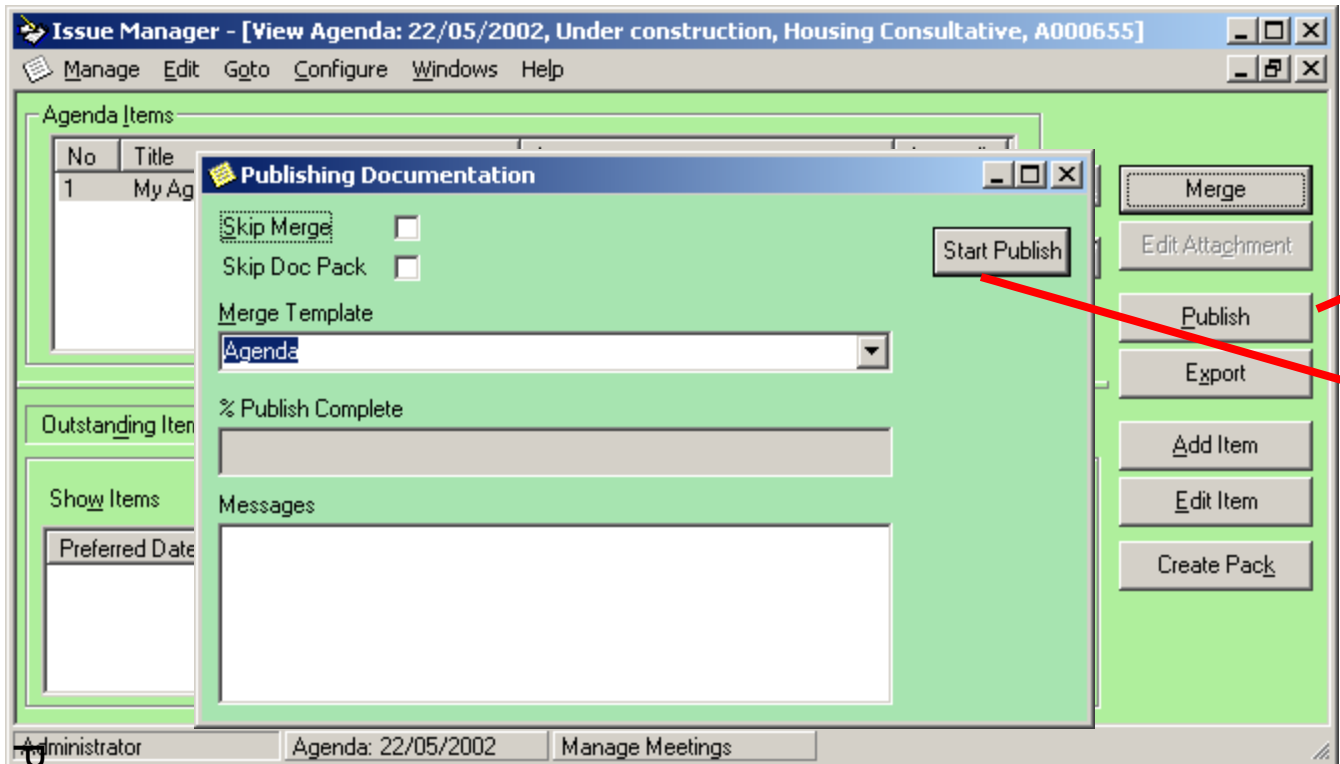
# Slide 7 – Agenda Document



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*

# Step 9 – Browse Internet

Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Argyll and Bute COUNCIL

Home  
About the Council  
Business Support  
Sport and Leisure  
Community Info  
Links  
Contact us

Councillors & Wards

*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 22<sup>nd</sup> September 1999.
- [Annual Report on Equal Opportunities](#) [Issue History](#)

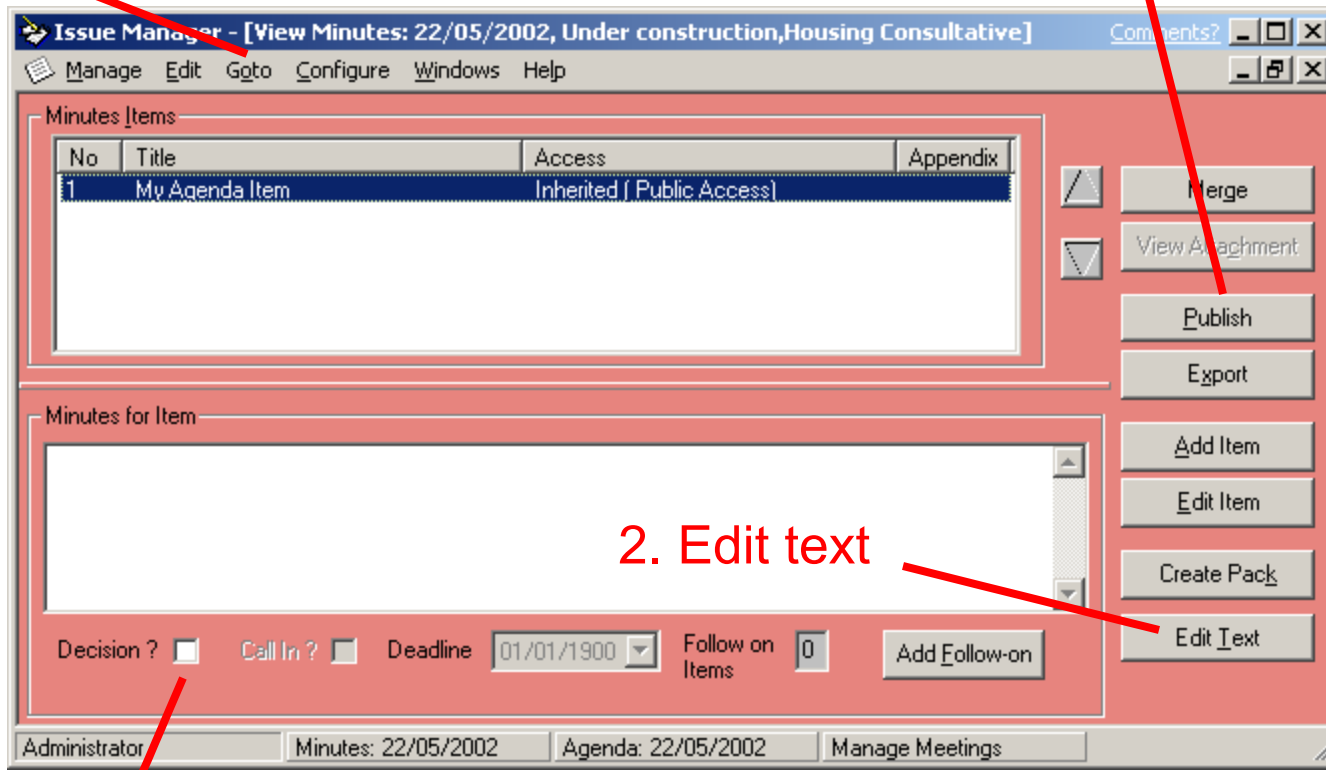
Local intranet

1. Browse
2. Select Committee
3. Select meeting

# Step 10 – Create Minutes

1. Menu *Goto / minutes*

4. Press *Publish*



2. Edit text

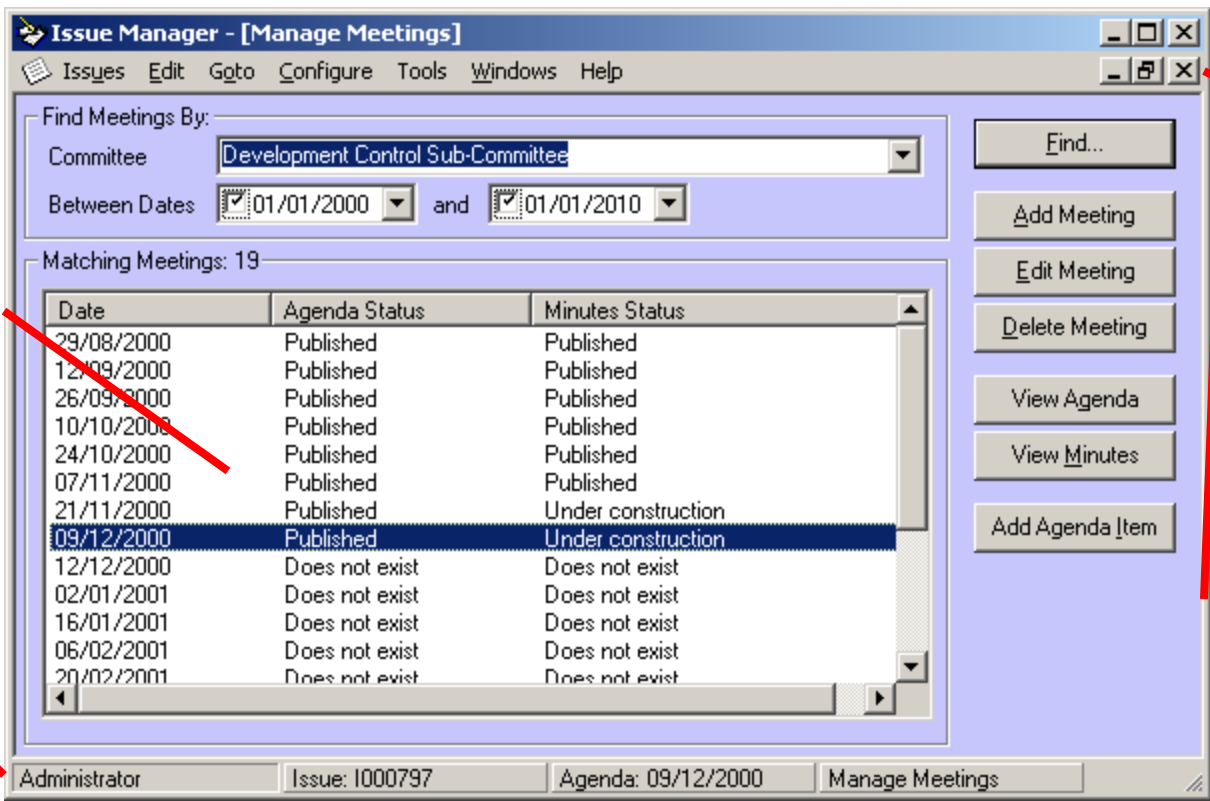
3. Tick *Decision* box to flag a decision

# Issue Manager In Detail

---

- Basic layout of application
- Screens in detail

# Application Layout



Right-click here for menu options

Current user

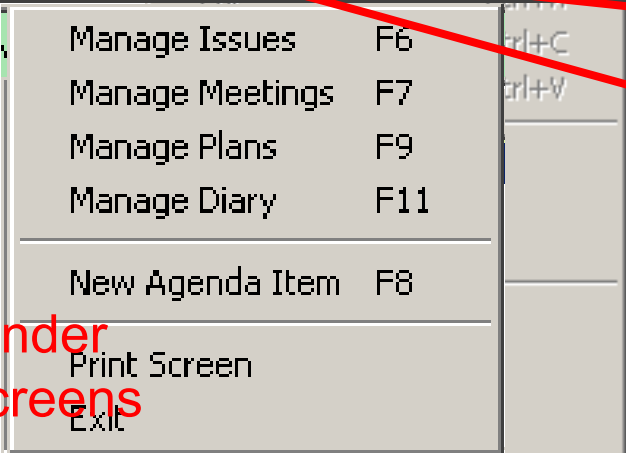
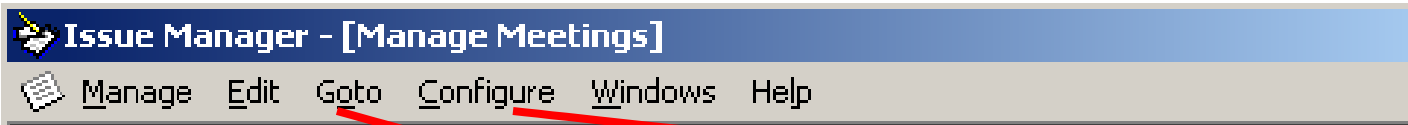
Page 49

Close individual window

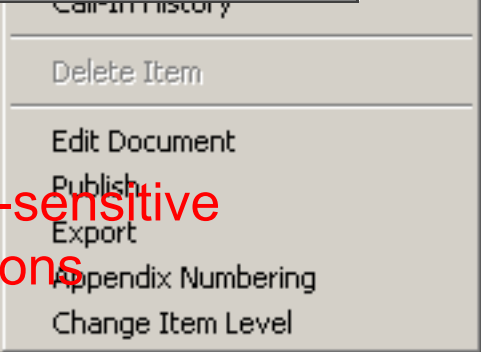
'Novice' Buttons can be turned hidden for more space

Quick-switch windows

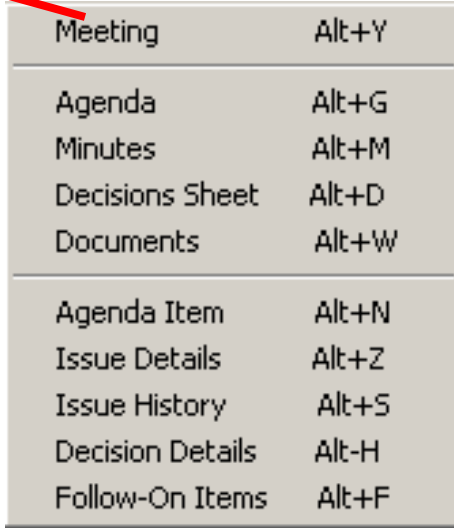
# Menu Overview



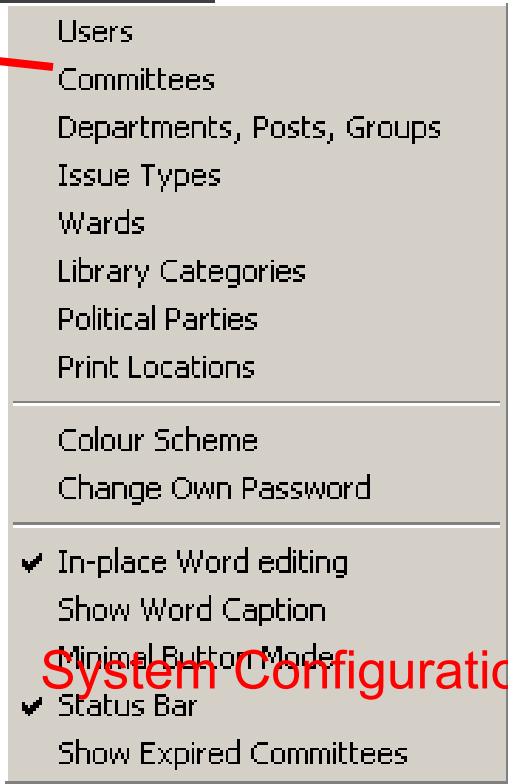
Finder screens



Context-sensitive edit options

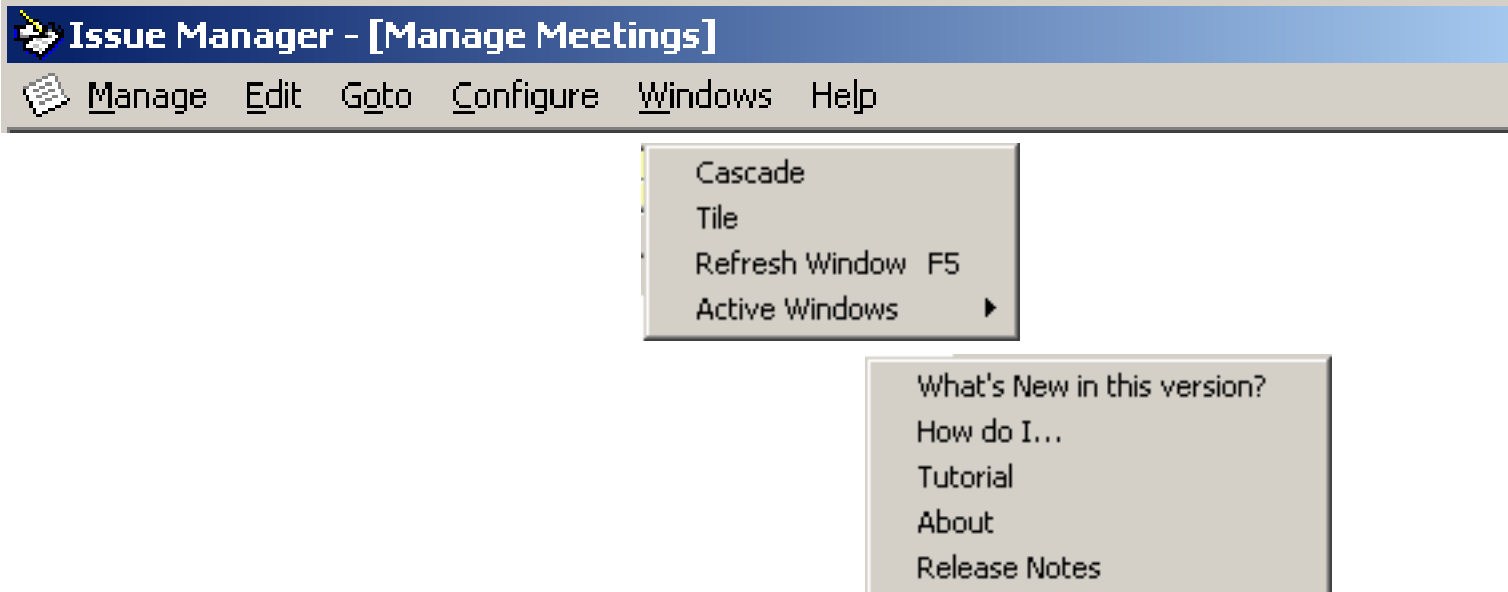


Context-sensitive navigation

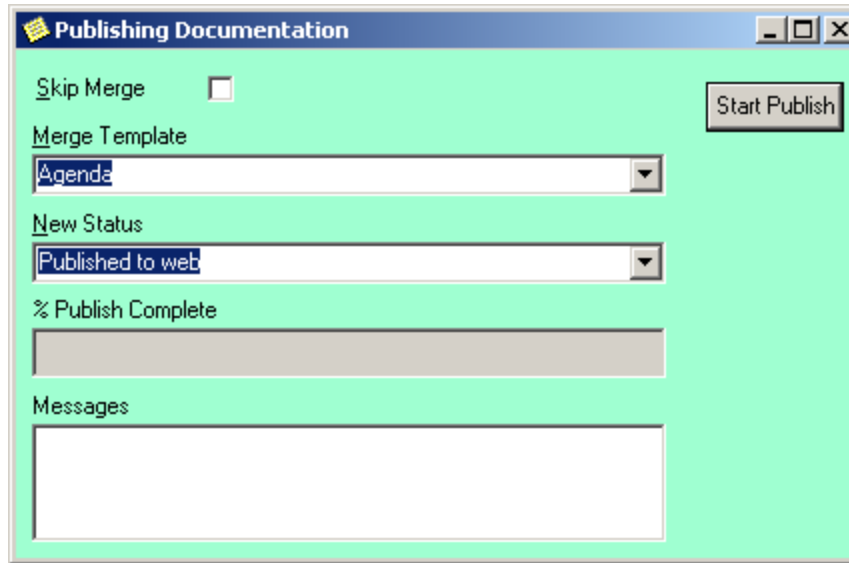


System Configuration

# Menu Overview (contd)



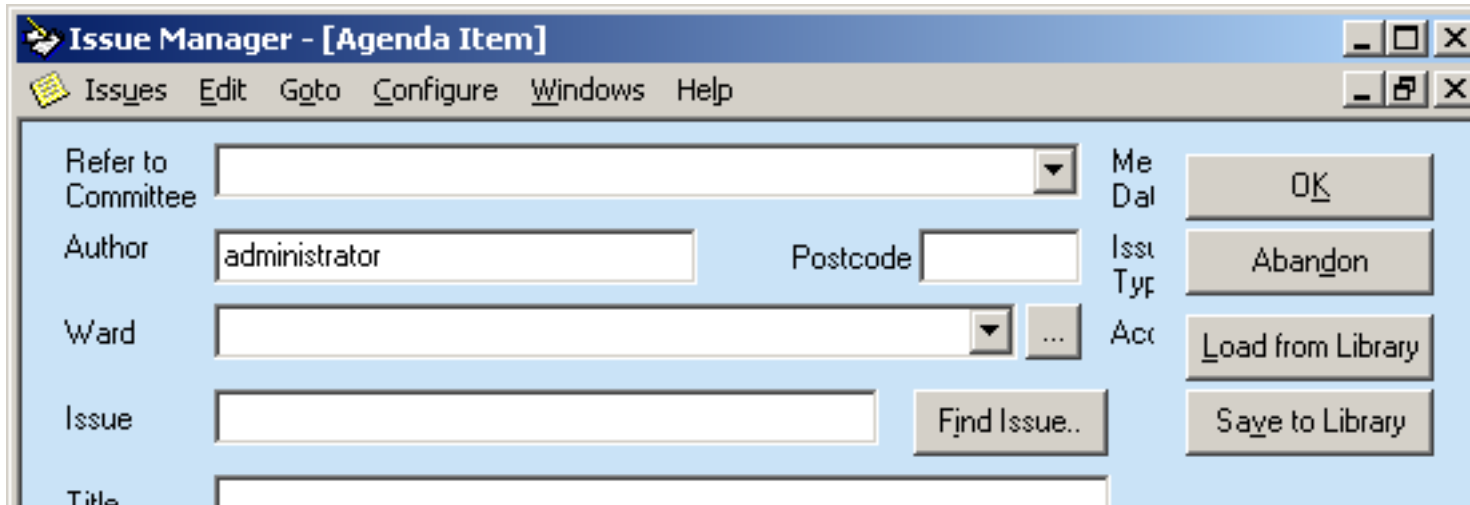
# Tips – Pop-ups



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

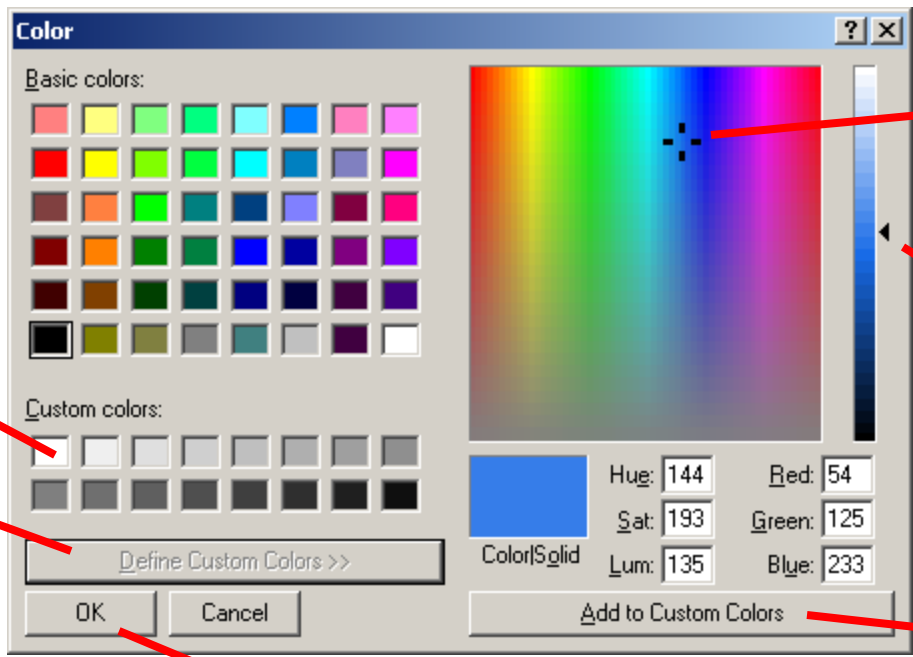
Date	Agenda Status	Decisions Status	Minutes Status
13/10/2000	To be republished	Under construction	Does not exist
14/12/2000	Published to web	Under constructi	

- 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"



# Manage Meetings

Watch out for date filters!

Select committee and press Find

Find Meetings By:

Committee:

Between Dates:  and

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

Buttons: Find, 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

# Meeting

Date the only field you MUST fill in

Default security for each agenda item

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 O'Shaughnessy	Councillor	Expected	No	No

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

# Agenda

Add/remove outstanding items

Drag to change window sizes

View item text

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [View Agenda: 02/08/2001, To be republished, Demonstration & Scrutiny, A000148]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area is divided into two sections: 'Agenda Items' and 'Outstanding Items'. The 'Agenda Items' section contains a table with 5 rows. The 'Outstanding Items' section has a 'Show Items' dropdown menu set to 'This committee only' and a table with 3 rows. On the right side, there are several buttons: 'Merge', 'Edit Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', and 'Create Pack'. At the bottom, there is a status bar with 'Administrator', 'Agenda: 02/08/2001', 'Minutes: 02/08/2001', and 'Manage Meetings'.

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)	D
5	Staffing Levels	Inherited ( Public Access)	

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 agenda

Reorder items

Filter the outstanding 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

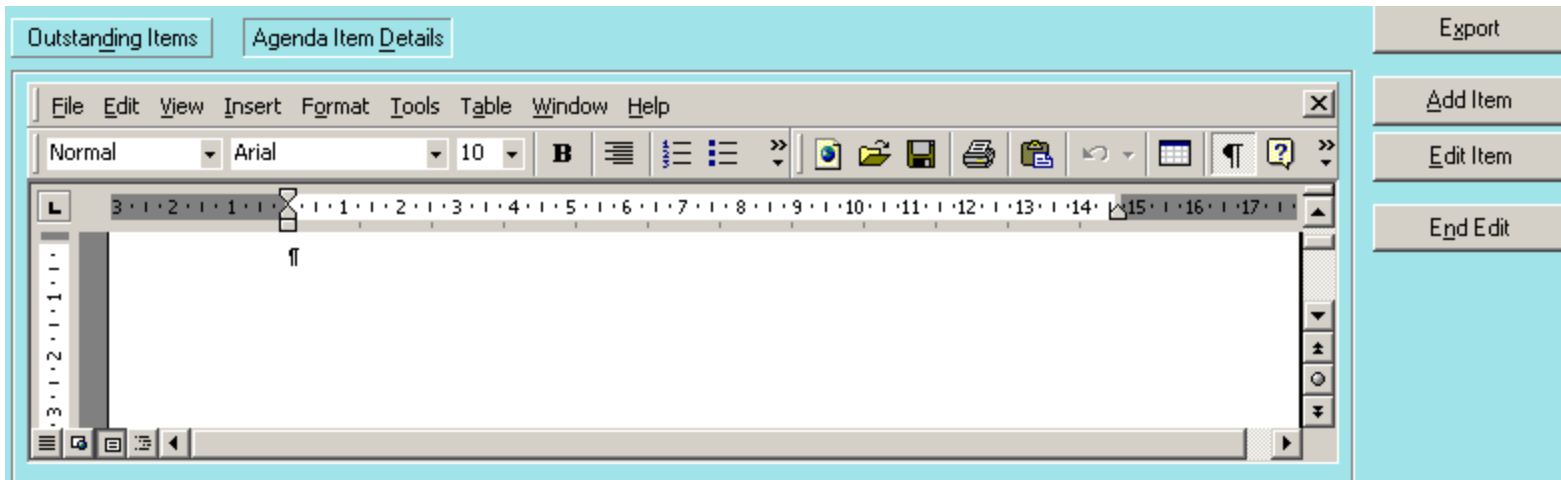
# Export

---

- 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

# 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
Multiple-Wards Picker		

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 the following fields and controls:

- Attachment Title:** A text input field with a red arrow pointing to it from the text "Title defaults from file name".
- Document Path:** A text input field with a red arrow pointing to it from the text "Find report file in a directory".
- Item Number:** A spinner control set to "1".
- Reference:** A text input field with a red arrow pointing to it from the text "Your reference".
- Access:** A dropdown menu currently showing "Inherited". A red arrow points to this dropdown from the text "Drop-down option for 'previous minutes'".
- Reason Restricted:** A text input field.
- Buttons:** "OK", "Cancel", "Browse Files...", and "Delete".
- Checkboxes:** "Is in Draft form?" and "Include in minutes document pack?", both currently unchecked.

Drop-down option for "previous minutes"

# Attaching Reports

---

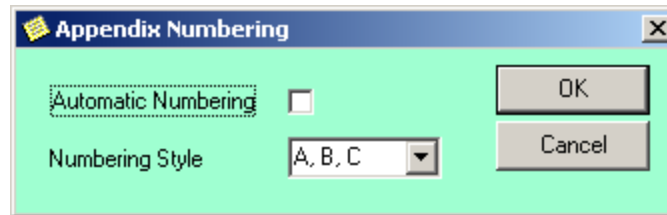
- Can attach any number of documents to one agenda item
- Give each a unique title!
- Best formats:
  - Word (any version)
  - Excel
  - PowerPoint
  - Acrobat (PDF) for scanned data/docs
  - HTML

# 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



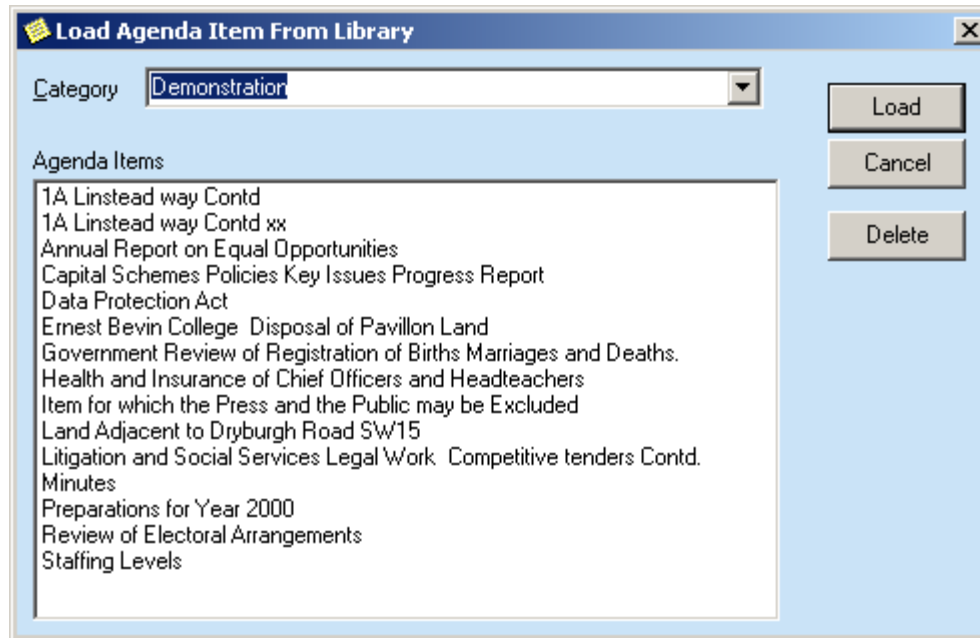
- Automatic number by default
- Switches to manual numbering when agenda is first published
- Styles: 1,2,3 or A,B,C

# Custom Appendix References

The screenshot displays a web application interface with a light blue header and a main content area. The header contains three tabs: "Agenda Text", "Decision Text", and "Minutes Text". Below the header, there is a large text area for editing. A dialog box titled "Appendix Reference" is open, showing a text input field containing "Pages 21 to 53" and "OK" and "Cancel" buttons. To the right of the main text area, there is a vertical stack of buttons: "Edit Text", "Add Attachment", "Edit Details", and "Edit Attachment". Below the main text area, there is a table with columns "Item" and "Title".

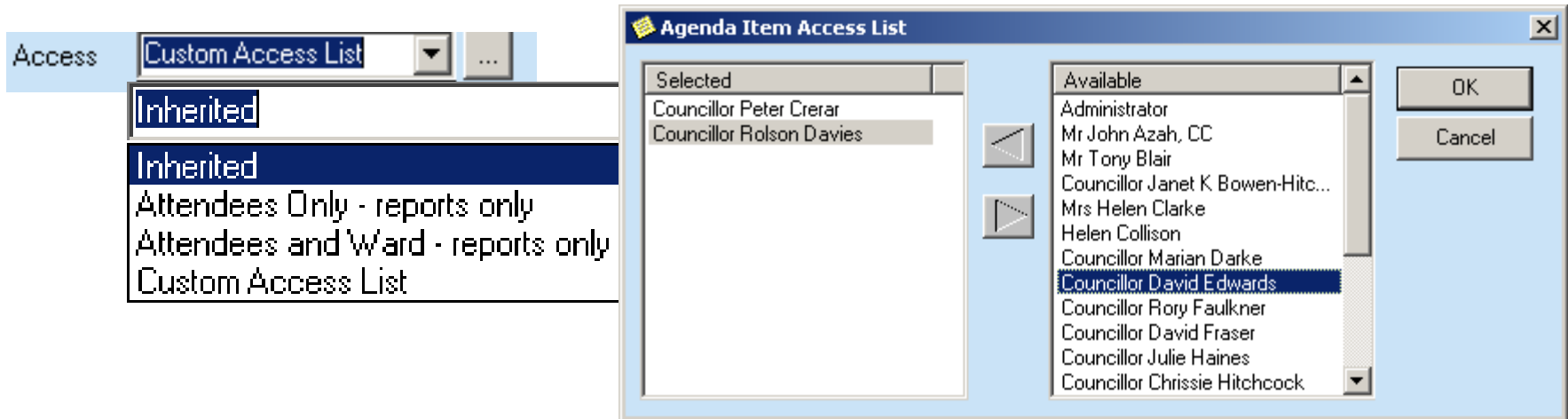
- Option from Agenda Item window when auto-numbering is off.
- Any string up to 200 characters long

# 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?

Include in minutes document pack?

Access Attendees Only - reports only

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

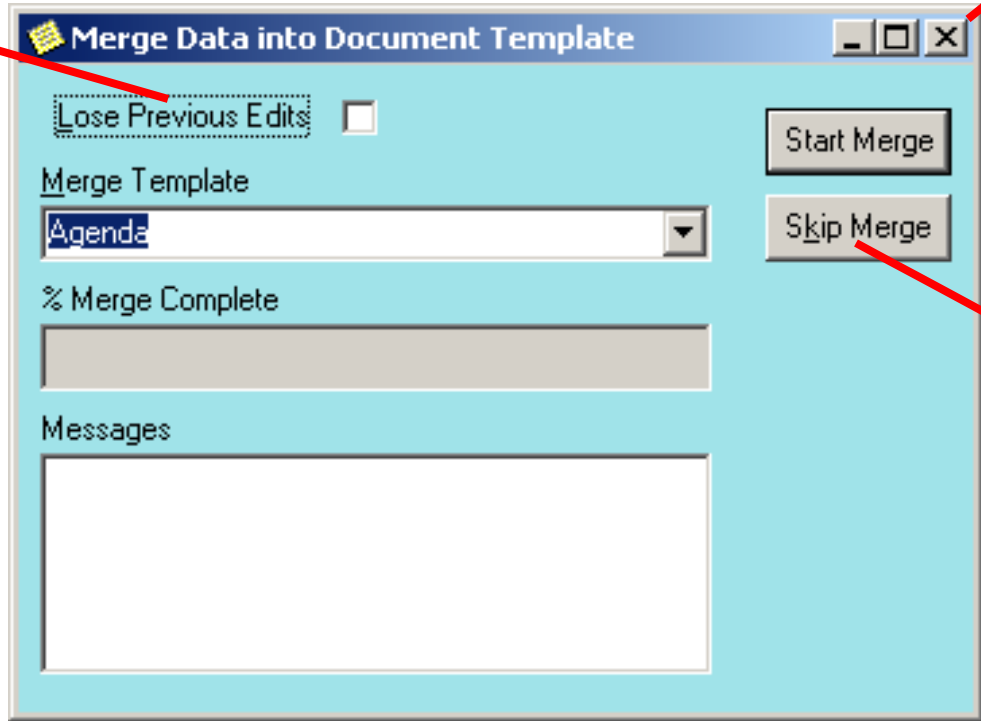
# Merging Agenda Documents

---

- 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



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

---

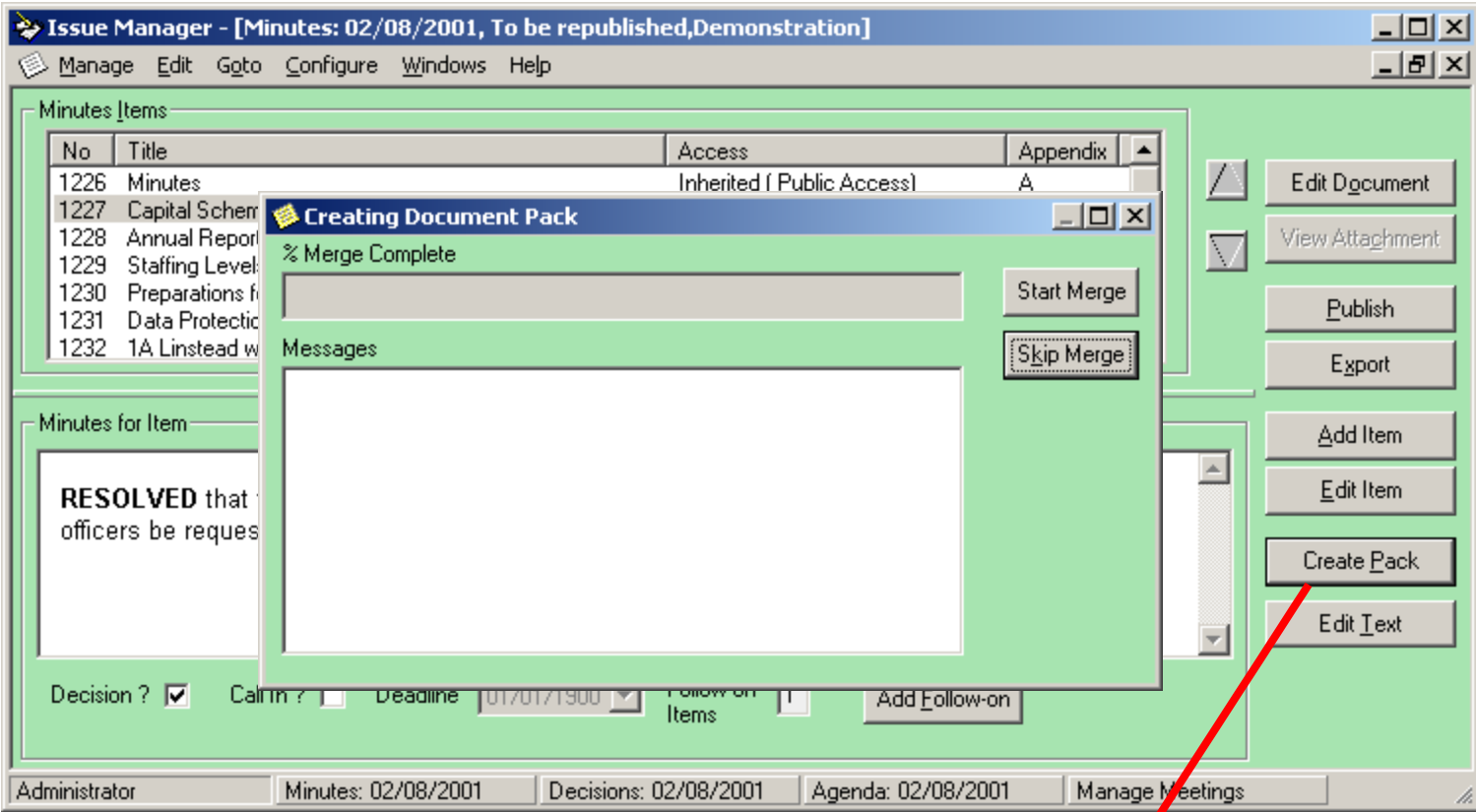
- Merge your agenda and view the document
- Switch to View / Normal mode
- Find the section breaks
- Add text between two agenda items
- Add text into the trailer section
- Unprotect the document

# 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

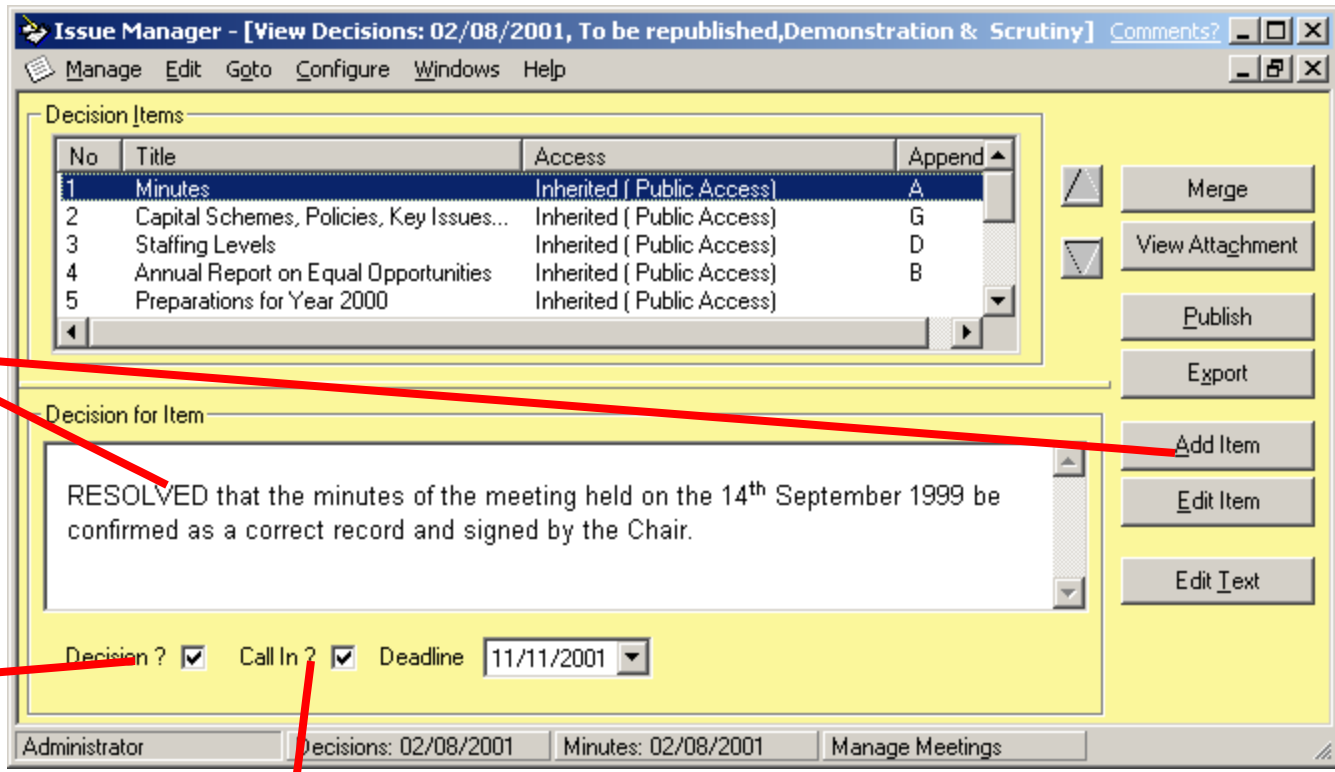
*Edit / Send Email Notification*

# 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

# Adding Minutes Text

Can reorder minute items

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [View Minutes: 02/08/2001, To be republished, Demonstration & Scrutiny]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area is divided into two sections: 'Minutes Items' and 'Minutes for Item'. The 'Minutes Items' section contains a table with the following data:

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)	

The 'Minutes for Item' section features a large text area containing the text: 'RESOLVED that the minutes of the meeting held on the 14<sup>th</sup> September 1999 be confirmed as a correct record and signed by the Chair.' Below the text area are several controls: 'Decision?' with a checked checkbox, 'Call In?' with a checked checkbox, 'Deadline' set to '11/11/2001', 'Follow on Items' set to '0', and an 'Add Follow-on' button. On the right side of the interface, there is a vertical stack of buttons: 'Merge', 'View Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', 'Create Pack', and 'Edit Text'. At the bottom, there are tabs for 'Administrator', 'Decisions: 02/08/2001', 'Minutes: 02/08/2001', and 'Manage Meetings'.

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 interface. The form has a light green background and contains the following elements: a 'Decision ?' checkbox which is checked, a 'Call In ?' checkbox which is unchecked, a 'Deadline' dropdown menu showing '08/09/2000', a 'Follow on Items' input field with the value '0', and an 'Add Follow-on' button. Below the form is a navigation bar with tabs for '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

**Publishing Documentation**

Skip Merge  First Item Number 1226 First Page Number 10 Start Publish

Skip Doc Pack

Merge Template  
ABCMinutes

% Publish Complete

Messages

# Exercise – Minutes

---

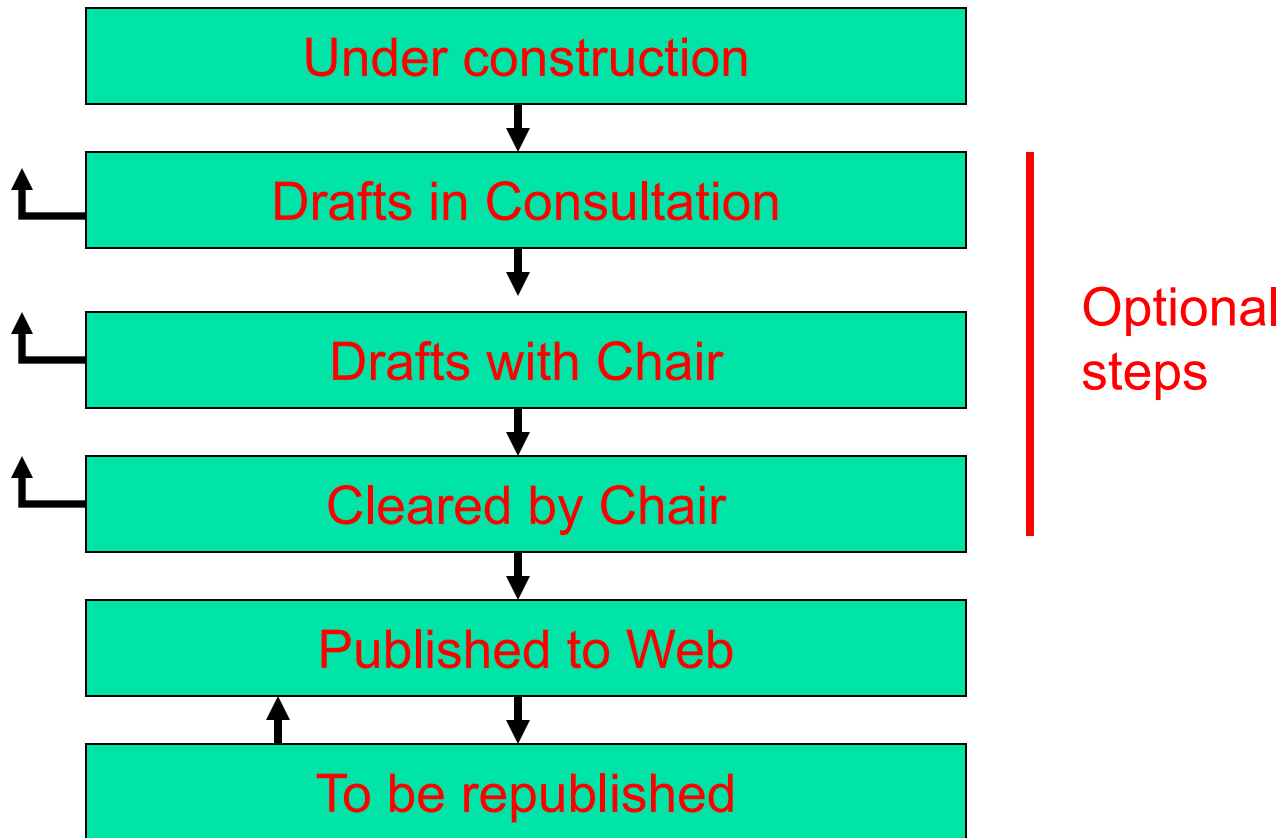
- Add minutes text for your agenda items
- Add a minute item, and provide agenda item text for it
- Add a comment
- Set up a decision for call-in
- Publish

# Draft Consultation

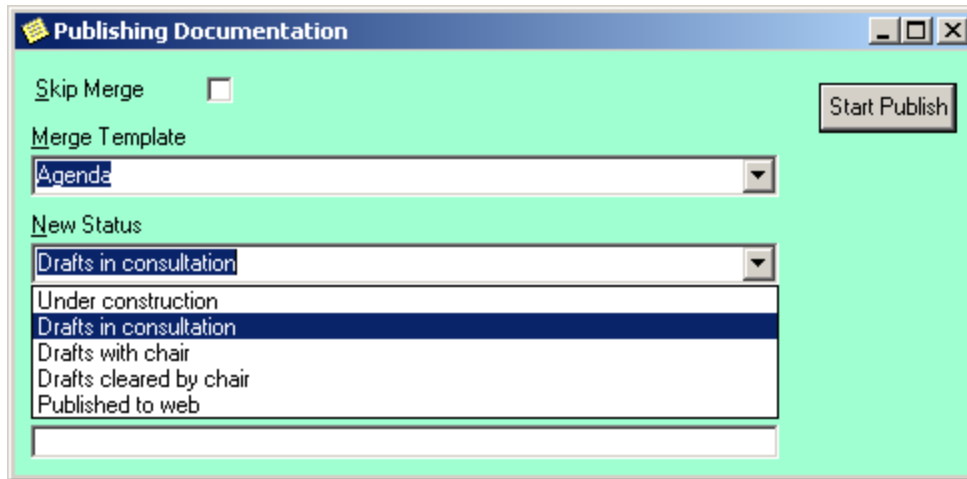
---

- 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

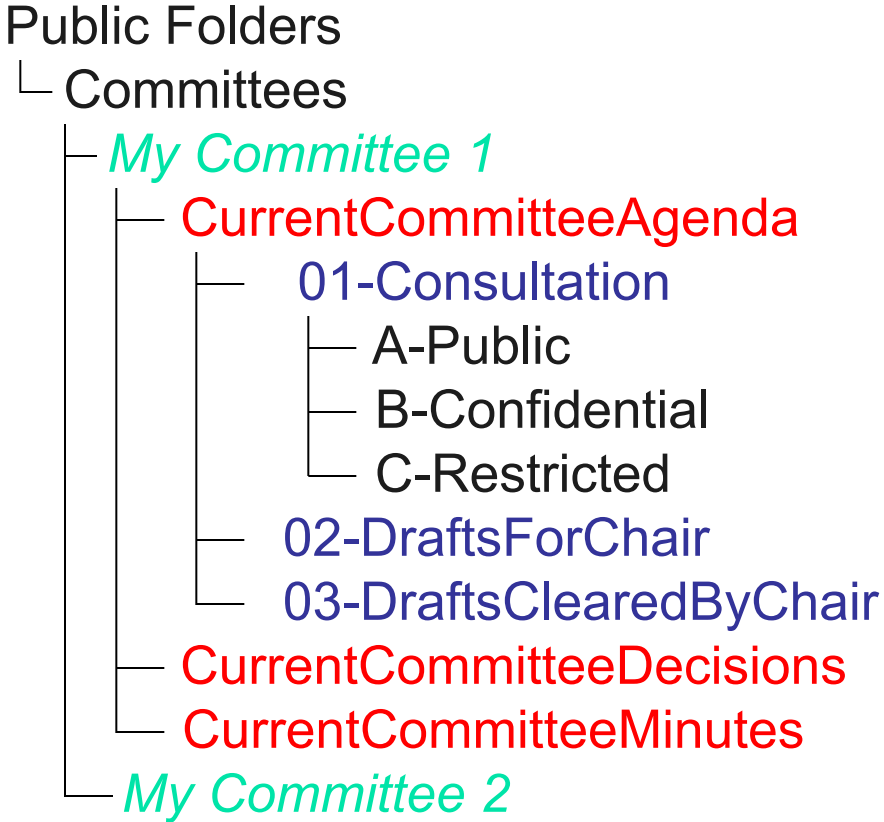


# Moving between Steps



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

# Revised Public Folder Layout



# Documents Window

## ■ Menu *Goto / Documents*

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [Agenda: 13/06/2000, Drafts in consultation, Demonstration, A000148]'. The menu bar includes 'Issues', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area contains a table with the following data:

	Document Title	Status	Draft Modified?	Agenda Item Title
1	Agenda	Drafts in consultation		
2	Sample PowerPoint Attachment	Drafts in consultation		Annual Report on Equal Opportunities
3	Sample Excel Spreadsheet	Drafts in consultation		Annual Report on Equal Opportunities
4	Minutes	Drafts in consultation		Minutes
5	Surveyors Report, 1A Linstead Way	Drafts in consultation		1A Linstead way (Cont'd)
6	Capital Expenditure Status Report	Drafts in consultation		Capital Schemes, Policies, Key Issues...
7	Financial Sub Report	Drafts in consultation		Capital Schemes, Policies, Key Issues...
8	Staffing Levels 1999	Drafts in consultation		Staffing Levels
9	Sub Committee Report	Drafts in consultation		Health and Insurance of Chief Officer...
10	Report on Shortlisting Firms of Liti	Drafts with chair		Litigation and Social Services Legal ...
	Report on Childrens Homes	Drafts in consultation	Error	Not attached to Agenda

To the right of the table is a vertical menu with the following buttons: 'Add Document', 'Edit Details', 'Delete Document', 'View Document', and 'Change Status'. A red arrow points from the 'Change Status' button to the text 'Change status of one document' below. Another red arrow points from the 'Edit Details' button to the text 'Orphan' document added to folders directly – press Edit Details to attach to agenda item' below.

At the bottom of the window, there is a status bar with the text: 'Administrator | Documents: 13/06/2000 | Agenda: 13/06/2000 | Manage Meetings'.

'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 dialog box titled "Add Document" with the following fields and controls:

- Agenda Item:** A dropdown menu with the text "Create new agenda item" selected. A red arrow points to this text.
- Attachment Title:** A text input field containing "Report on Childrens Homes".
- Document Path:** A dropdown menu with the path "C:\DOCUME~1\ADMINI~1.LEM\LOCALS~1\Temp\m.g~\radF7780.tmp\Report on Chil".
- Item Number:** A numeric input field with the value "1" and up/down arrow buttons.
- Reference:** An empty text input field.
- Buttons:** A vertical stack of buttons on the right side: "OK", "Cancel", "Browse Files...", "Public Folders...", and "Delete".

# Diary

- New events, audit trial
- Free-format Notes

Issue Manager - [Diary]

Manage Edit Goto Configure Windows Help

Find Entries By:

Committee  
 Issue

Demonstration

Entry Type: Published Status: Complete

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

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

Find  
Add  
Edit  
Delete  
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 is a 'Show Items' dropdown menu set to 'All outstanding'. To the right of the main content area are two buttons: 'Add Item' and 'View Item'. The main content area contains a table with the following data:

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

At the bottom of the interface, there is a navigation bar with three buttons: 'Administrator', 'Agenda: 13/06/2000', and 'Manage Meetings'.

- 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

# 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]  
 Meeting Date: [Dropdown]  
 Author Username: administrator  
 Status: New [Dropdown]  
 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.)

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

---

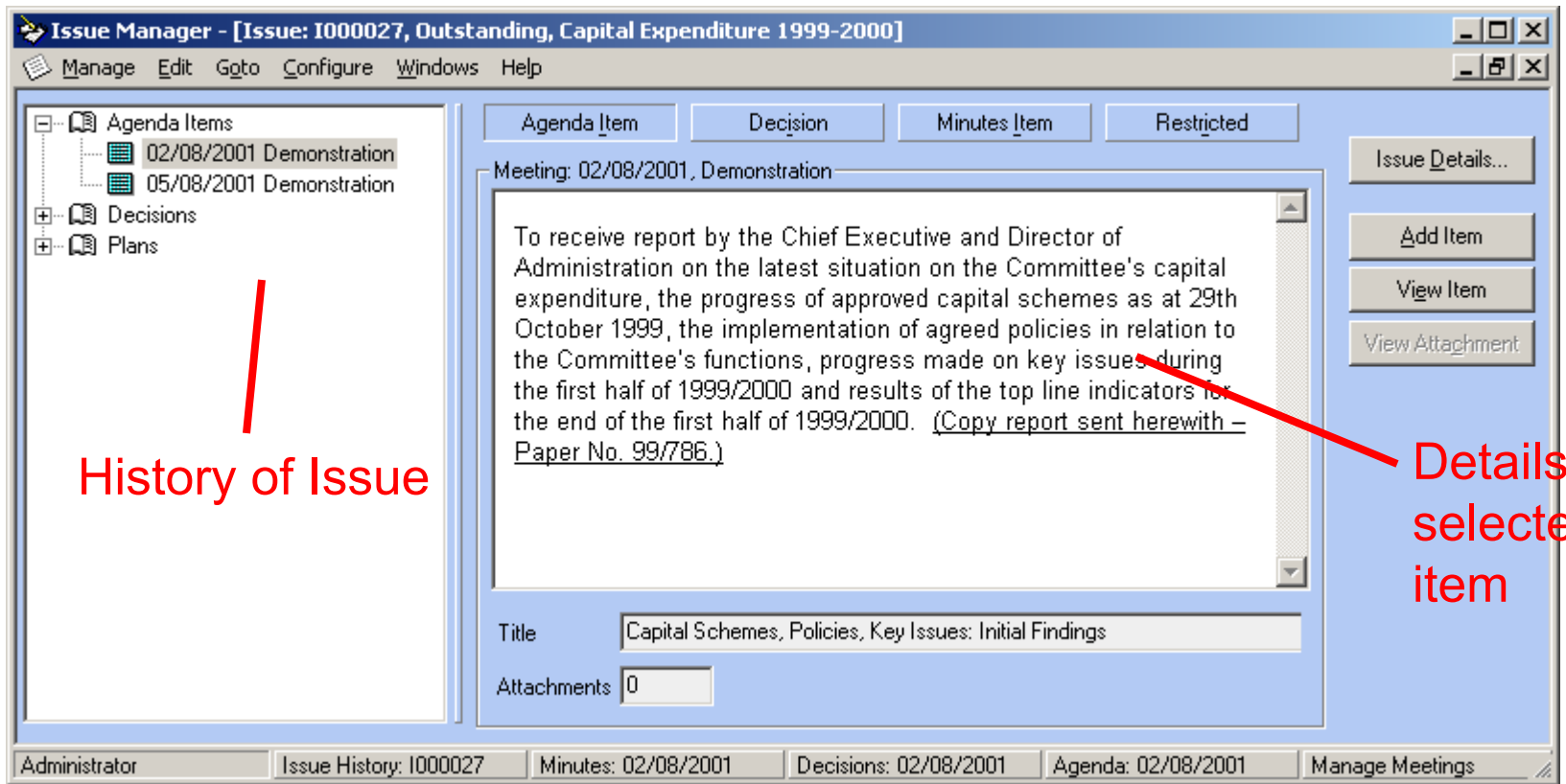
- Add three follows to one of your agenda items
- Find the follow-ons on the Outstanding Items window in the Agenda screen.

# 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



History of Issue

Details of selected item

# Issue Properties

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

The screenshot shows the 'Issue Manager - [Edit Issue: I000027, Outstanding]' window. The interface includes a menu bar (Manage, Edit, Goto, Configure, Windows, Help) and a main form area with the following fields:

- 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

Navigation buttons on the right include OK, Delete, Set Completed, Issue History, and Edit Text. Below the form are tabs for Description, Documents, Consultation, Background, Agenda Items, and Decisions. The Description tab is active, showing the text: 'A review of all capital expenditure within departments of the council for the period 1<sup>st</sup> April 1999 to 31<sup>st</sup> March 2001.'

The status bar at the bottom displays: 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.treuil 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.)

Administrato 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

This page is intentionally left blank