

modern • gov

# Issue Manager Course

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

# Contents

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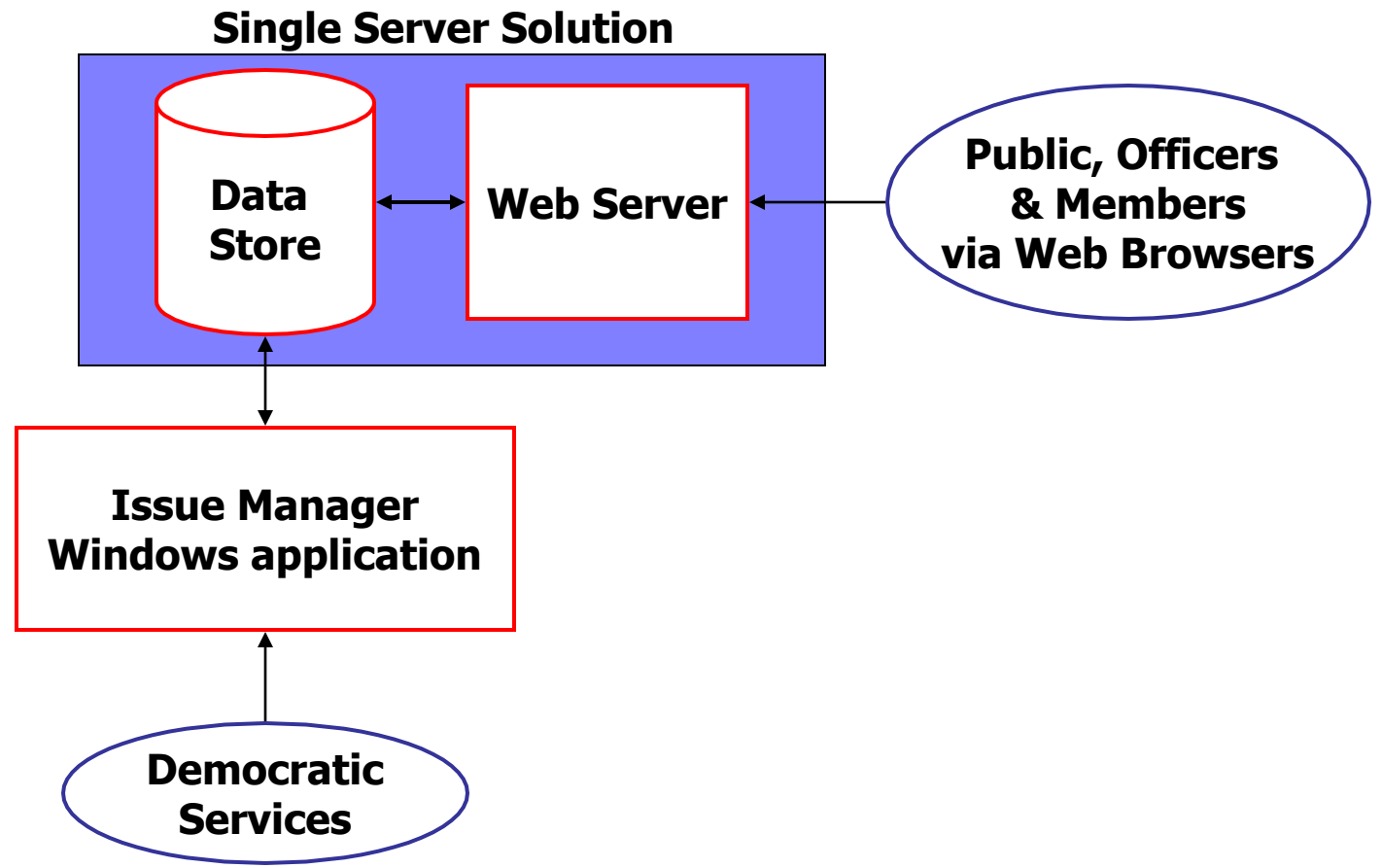
- Overview of modern.gov
- Forward Planning Tutorial
- Agenda and Minutes Tutorial
- Issue Manager in Detail

# What does modern.gov do?

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- 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

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

# What is an Issue ?

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

# What Makes Up an Issue?

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

# Lifecycle of an Issue

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- **Outstanding** Issues
  - Still being discussed
- **Completed** Issues
  - Decisions have been made

# Issue 'Importance Types'

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- **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?

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- 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

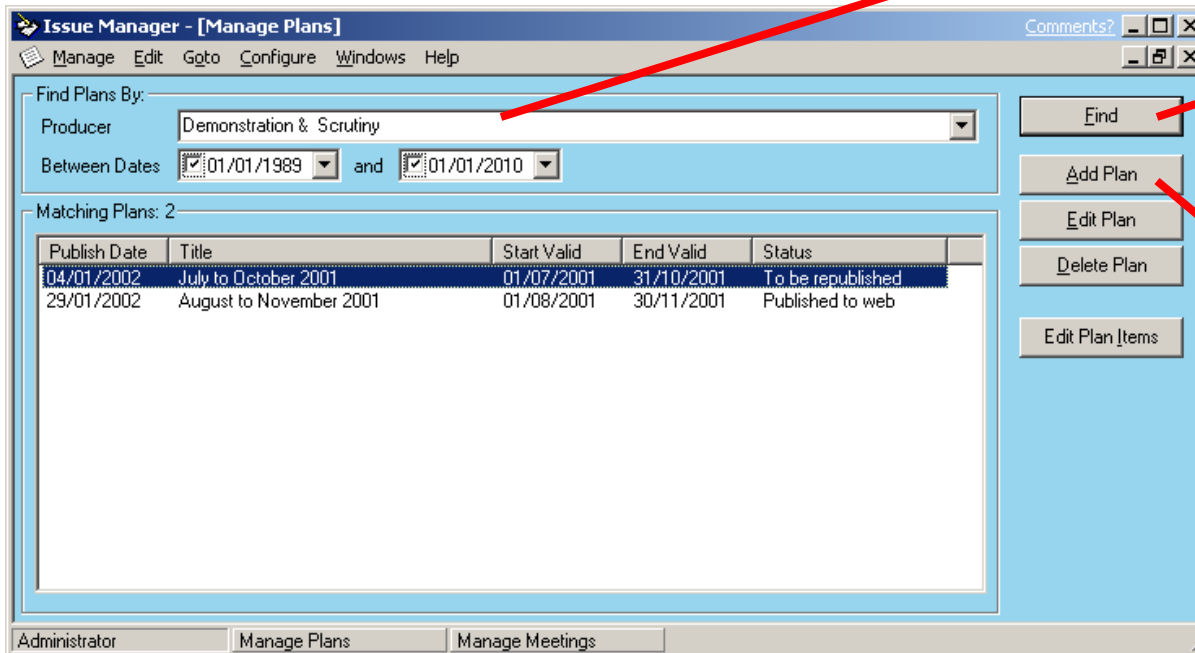
# Step 1 – Add a Plan

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

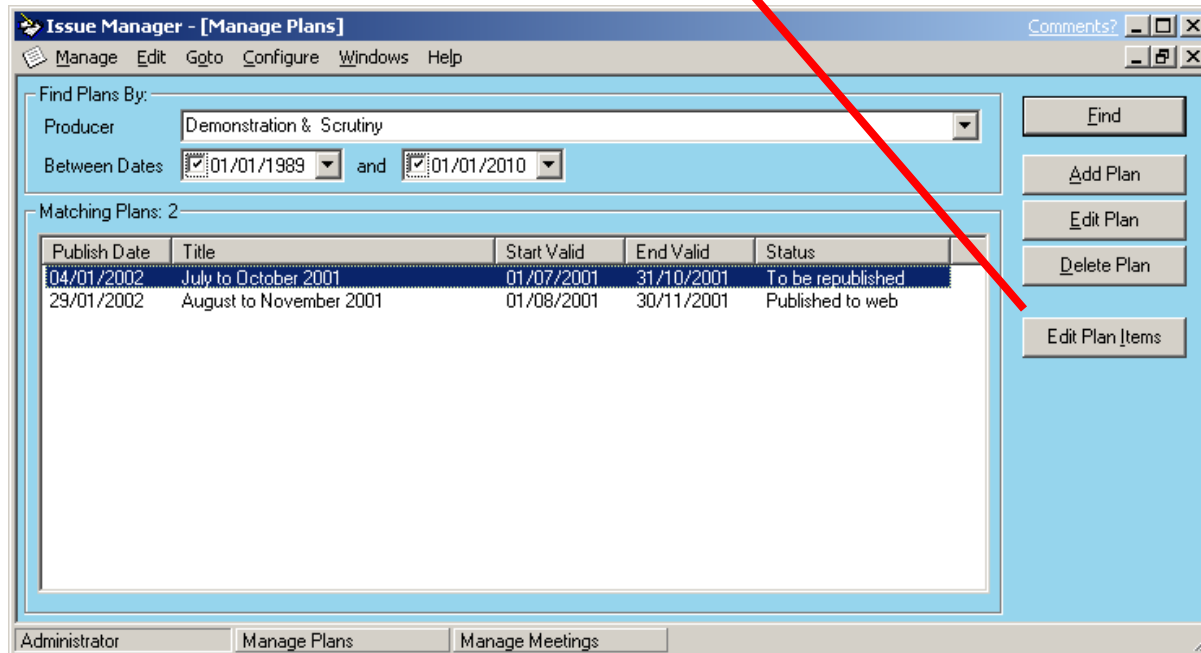
The screenshot shows the 'Issue Manager - [Edit Plan: P0024]' window. The form contains the following fields and values:

- 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

Buttons visible include 'OK', 'Delete', and 'Edit Text'. The status bar at the bottom shows 'Administrator', 'Plan: P0024', 'Manage Plans', and 'Manage Meetings'.

# Step 3 – Edit Plan Items

1. Select plan and press *Edit Plan Items*



# Step 4 - Add Issue

1. Press *Add item..*

Issue Manager - [Plan Items: Tutorial, P0064]

Manage Edit Goto Configure Windows Help

Plan Items

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

Issues Issue Details

Show Issues: All Outstanding Key Issues and PFPs

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

Merge  
Edit Attachment  
Publish  
Export  
Add Item  
Edit Item

Administrator | Plan Items: P0064 | 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*

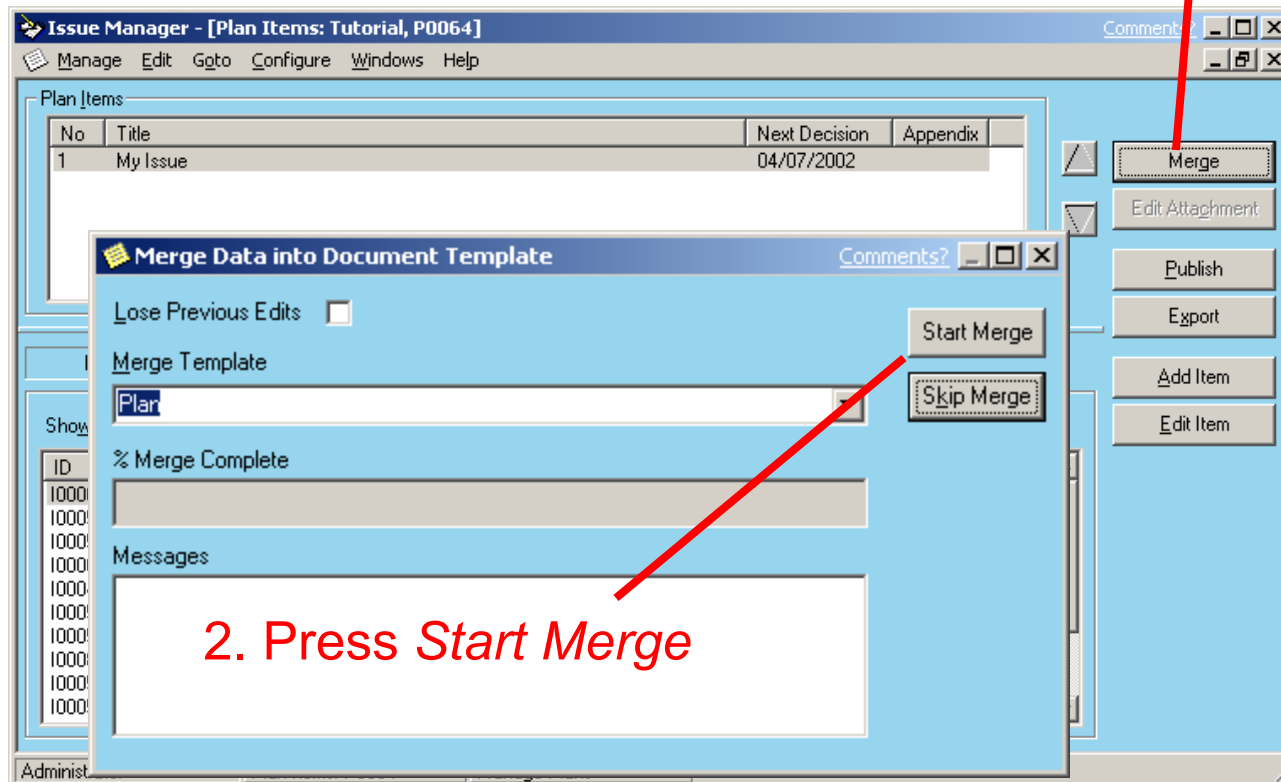
The screenshot shows a 'Decision Maker' dialog box with the following fields and controls:

- 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 field set to '04/07/2002', with a red arrow pointing to the date field.
- 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.
- Header:** 'Decision Maker' title and 'Comments?' with a close button.

4. Press *OK*

# Step 7 – Create Plan Document

1. Press 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 icons for file operations and editing. The document content is as follows:

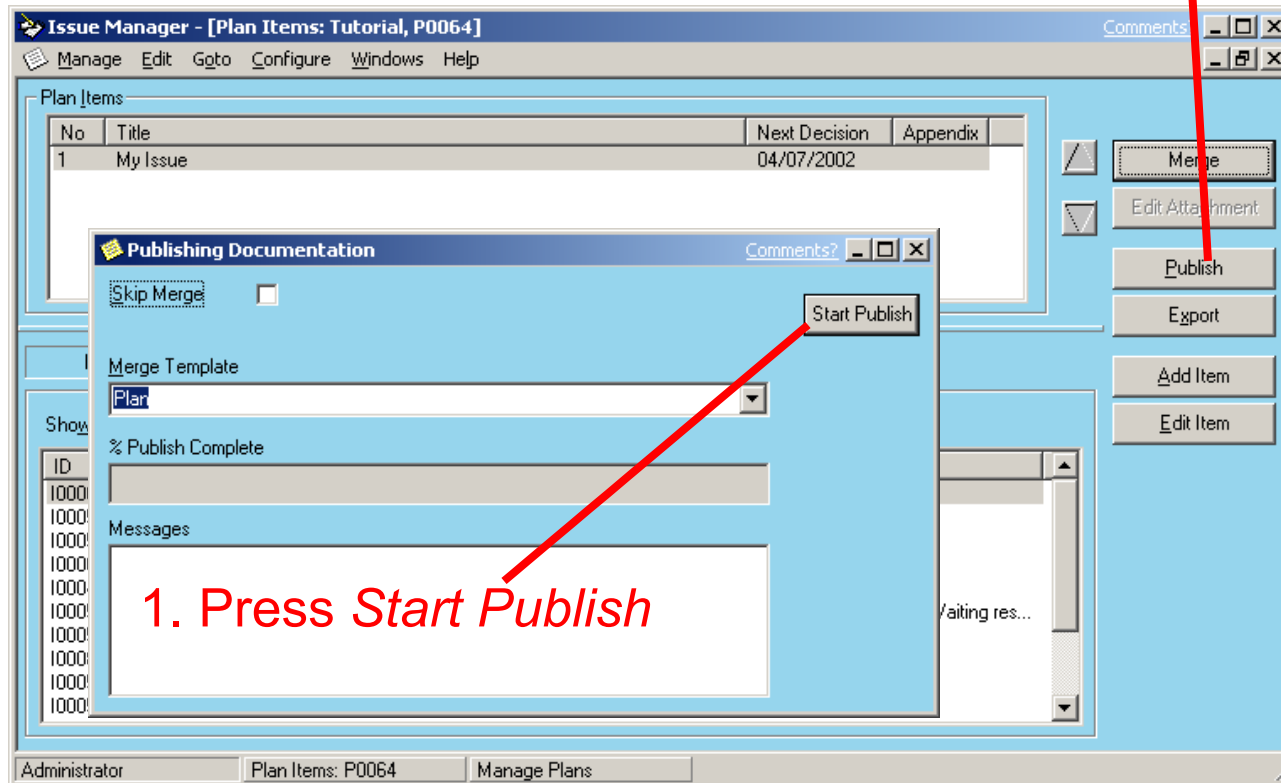
**F-OR-W-A-R-D...P-L-A-N**  
FOR THE PERIOD: TUESDAY, 4 JUNE 2002 TO SUNDAY, 6 OCTOBER 2002.

Key-Decision	Decision-maker <i>[For details, see notes on final page]</i>	Date decision to be taken	Those to be consulted & how <i>[For details of Overview &amp; Scrutiny (O&amp;S) Committees, see notes on final page]</i>	Relevant reports <i>[i.e. any document relating to the decision which are available at the time of publication of the Forward Plan]</i>	Lead Officer (to whom representations should be made) <i>[For details, see notes on final page]</i>
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

At the bottom of the window, there are tabs for 'Administrator', 'Plan Document', 'Plan Items: P0064', and 'Manage Plans'. A red arrow points from the text '1. Close Document' to the close button (X) in the top right corner of the application window.

# Step 9 – Publish Plan

1. Press *Publish*



# Step 10 – Browse Web

## 1. Browse Plans

Forward Plan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <http://localhost:8080/mgListPlanItems.asp?PlanId=64> Go

Homepage London Borough of Barking & Dagenham

## Local Democracy



### Forward Plan

04/06/2002 to 06/10/2002 - Demonstration & Scrutiny [Printed Plan](#)

1. [My Issue](#) [Issue History](#)

*Decision Maker:* Cabinet  
*Decision Deadline:* 4 July 2002

2. [1A Linstead Way Planning Application 1234](#) [Issue History](#)

Here is some data for the planning Issue

*Decision Maker:* Demonstration & Scrutiny  
*Decision Deadline:* 18 April 2000  
*Consultation:* My Consultation text

*Associated Documentation:*

- [Committee techplan1.1](#)
- [Attached Document Formats Currently Handled by modern](#)

Click on the Document to browse

modern.gov supplied by [New Technology/enterprise Ltd](#)

Local intranet

Find Information  
[What's New](#)  
[Search](#)  
[Browse Meetings](#)  
[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

Find Meetings By:

Committee:

Between Dates:  and

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

Buttons: Find, Add Meeting, Edit Meeting, Delete Meeting, View Agenda, View Decisions, View Minutes, View Documents, Add Agenda Item

Administrator | Agenda: 28/04/2001 | Manage Meetings

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? [ ] [ ] [X]

Manage Edit Goto Configure Windows Help [ ] [ ] [X]

Agenda Items

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

1. Press Add..

Outstanding Items Agenda Item Details [ ] [ ]

Show Items This committee only [v]

Preferred Date	Create Date	Title	Committee
26/11/2002	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

# Step 5 – Edit Agenda Item

Refer to Committee:  Meeting Date:  Show in Minutes?

Author:  Footnote Marker:

Ward:  ... Access:  ...

Issue:  ... Issue Type:  ...

Title:

Buttons: OK, Abandon, Load from Library, Save to Library, Edit Text

Tabs: Agenda Text, Decision Text, Minutes Text, Restricted, Background, Documents

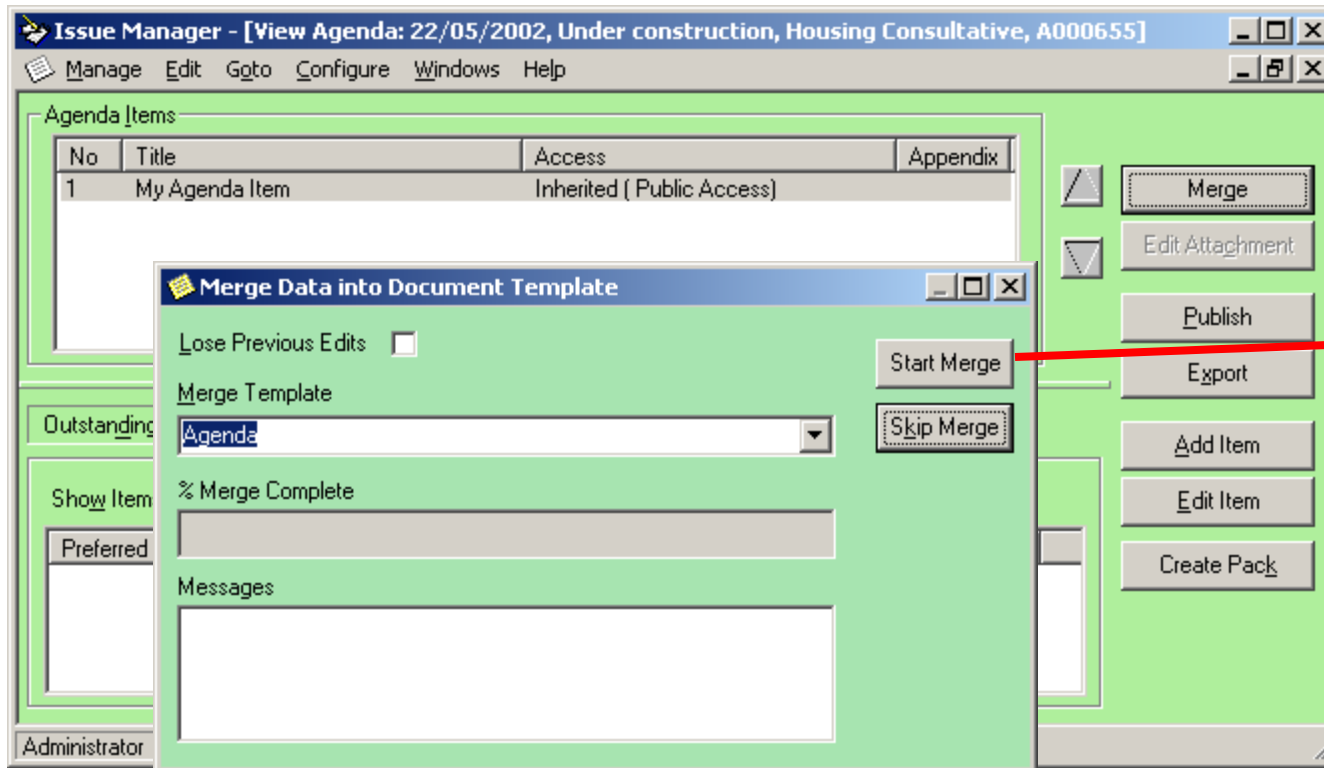
Status Bar: Administrator | Agenda Item: A1000000 | Agenda: 20/11/2001 | Manage Meetings

1. Enter Title

2. Press Edit Text

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

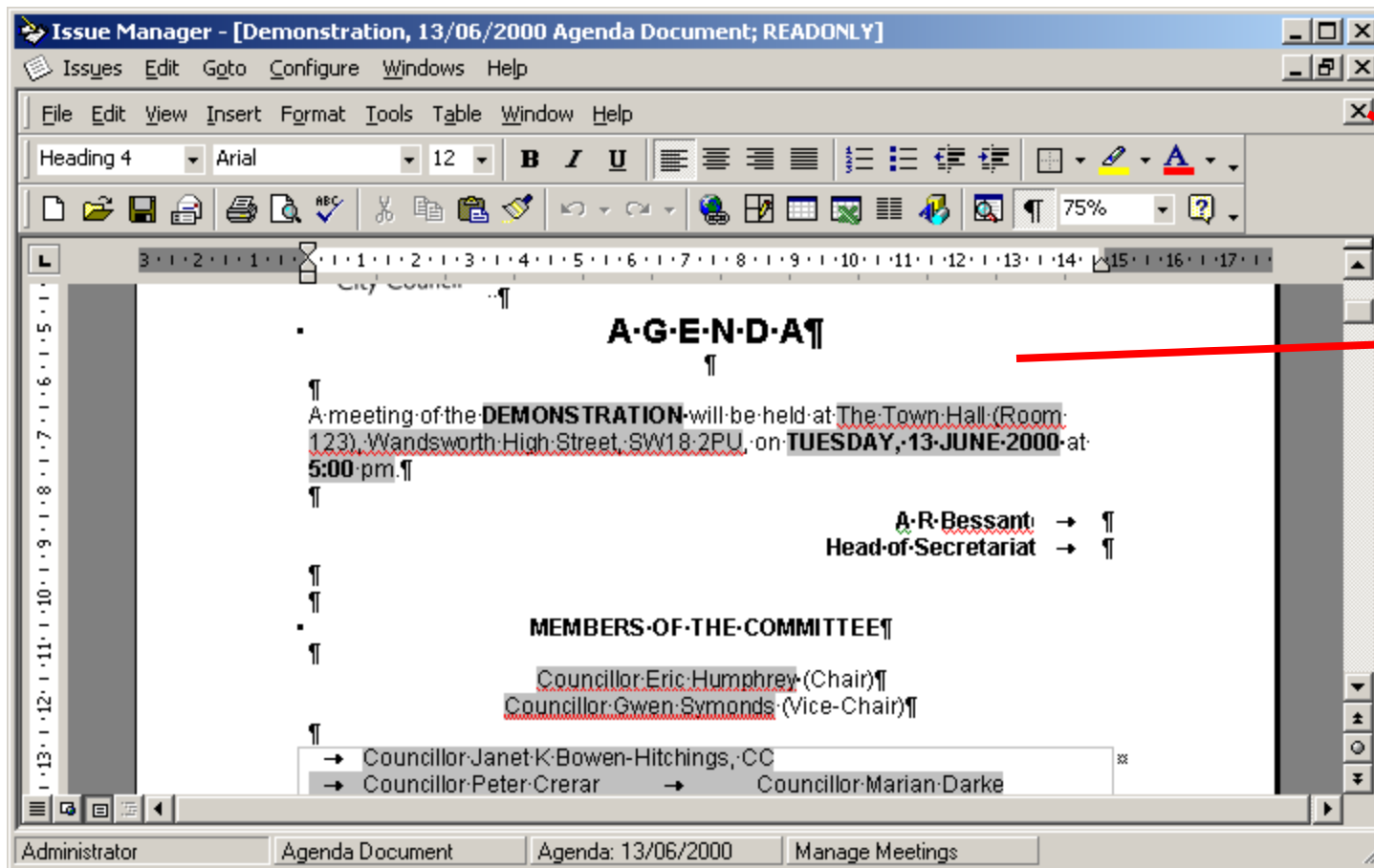
# Step 6 - Merging the Agenda



1. Press Merge

2. Press Start Merge

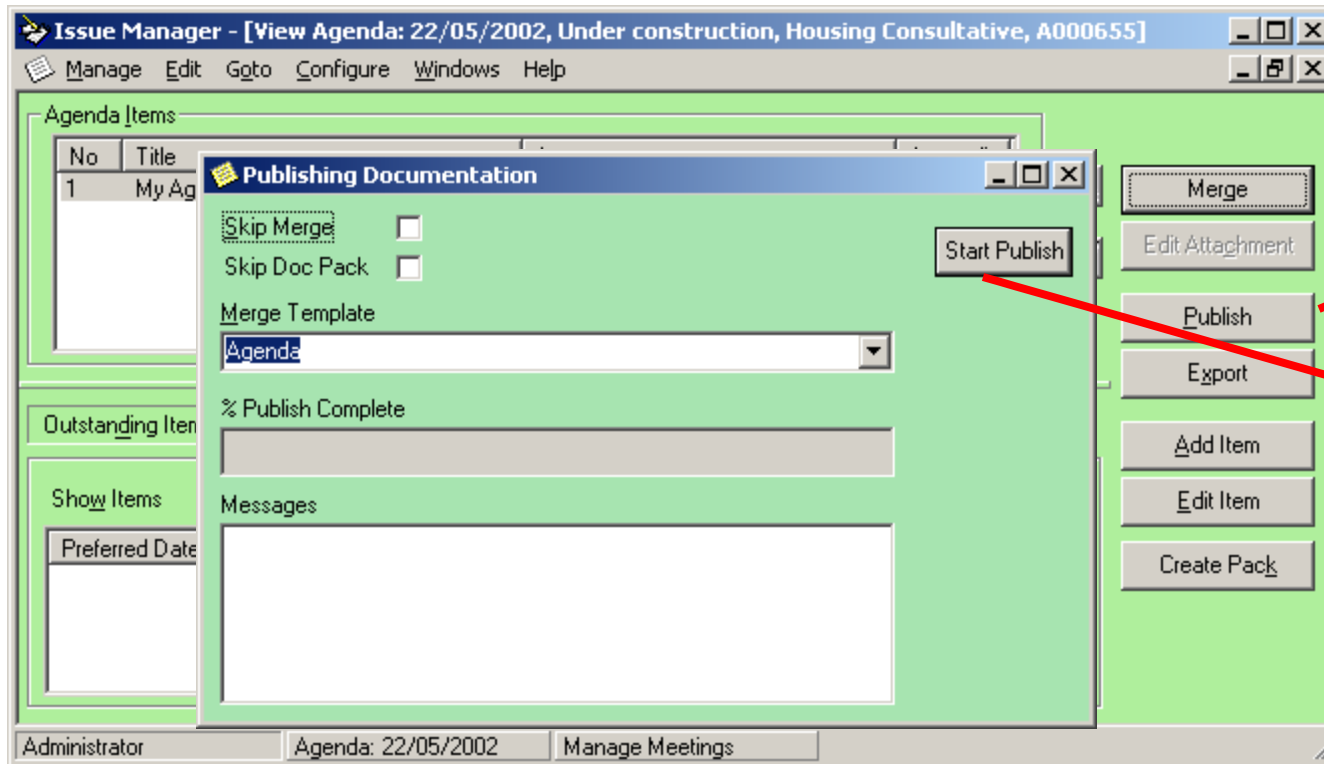
# Slide 7 – Agenda Document



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

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Councillors & Wards go

search

*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*

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [View Minutes: 22/05/2002, Under construction, Housing Consultative]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main content 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	Appendix
1	My Agenda Item	Inherited (Public Access)	

The 'Minutes for Item' section is a large text area for editing. Below this area are several controls: 'Decision?' with an unchecked checkbox, 'Call In?' with an unchecked checkbox, 'Deadline' with a dropdown menu set to '01/01/1900', 'Follow on Items' with a value of '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'. The status bar at the bottom shows 'Administrator', 'Minutes: 22/05/2002', 'Agenda: 22/05/2002', and 'Manage Meetings'.

2. Edit text

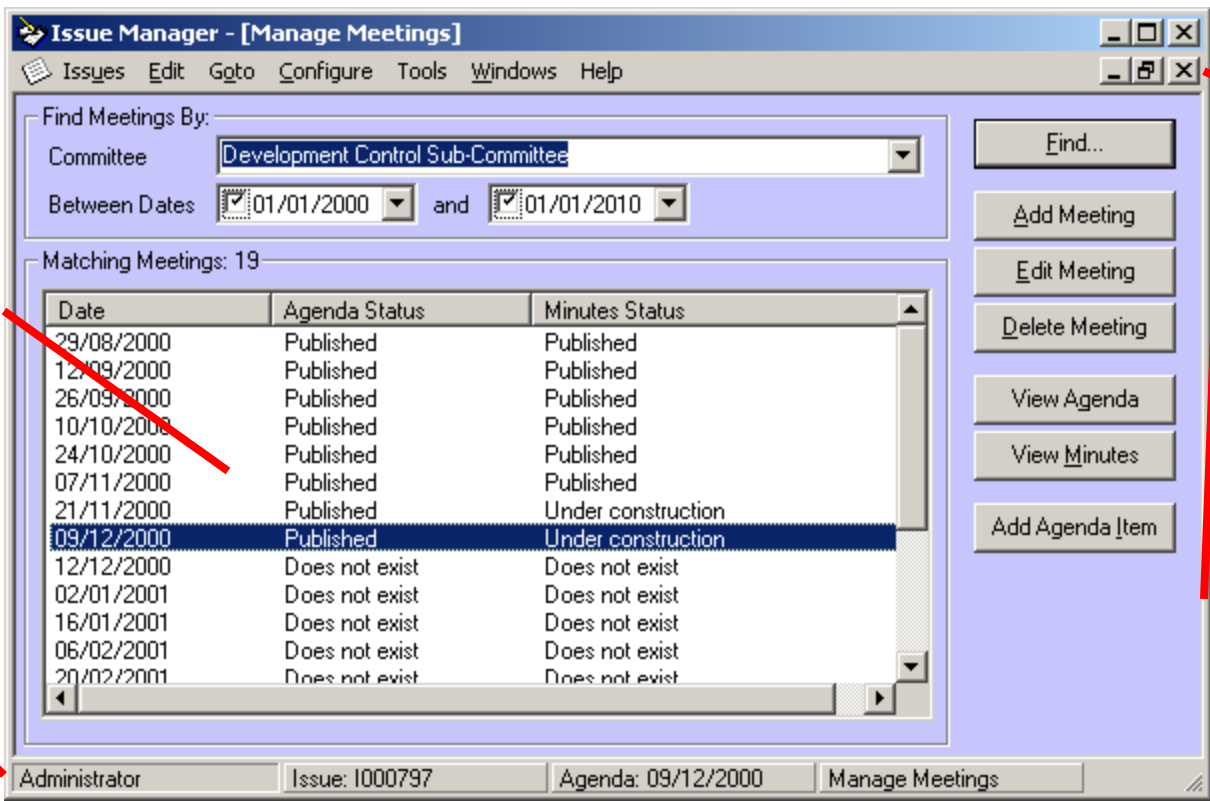
3. Tick *Decision* box to flag a decision

# Issue Manager In Detail

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- Basic layout of application
- Screens in detail

# Application Layout



Right-click here for menu options

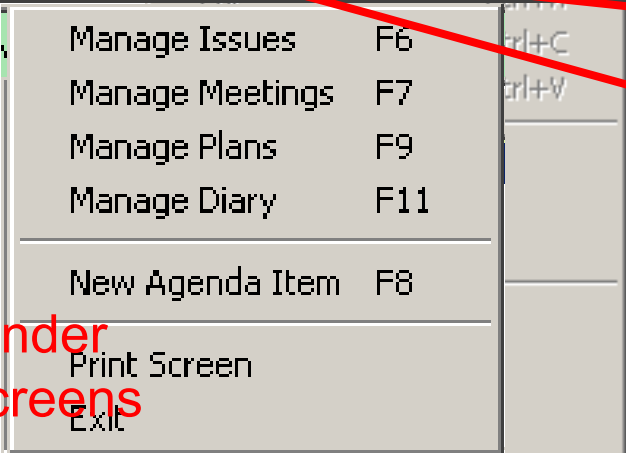
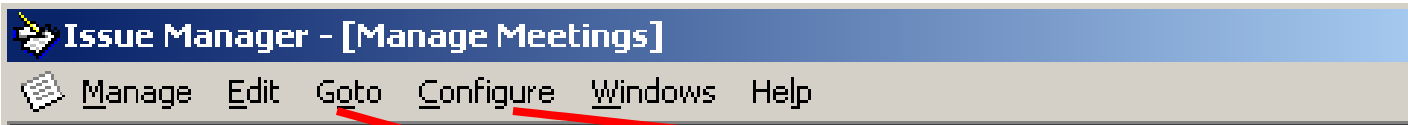
Current user

Close individual window

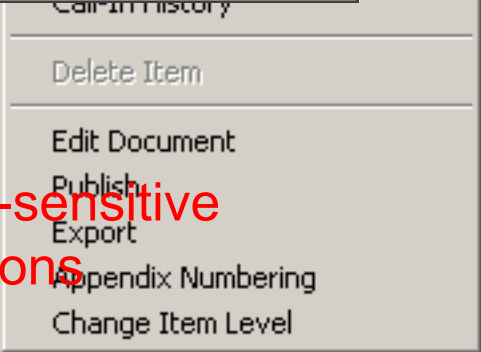
'Novice' Buttons can be turned hidden for more space

Quick-switch windows

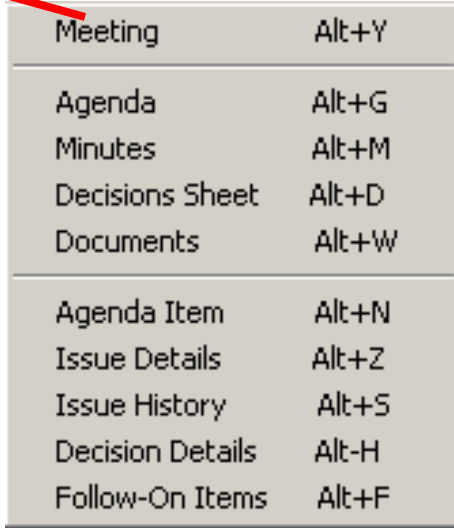
# Menu Overview



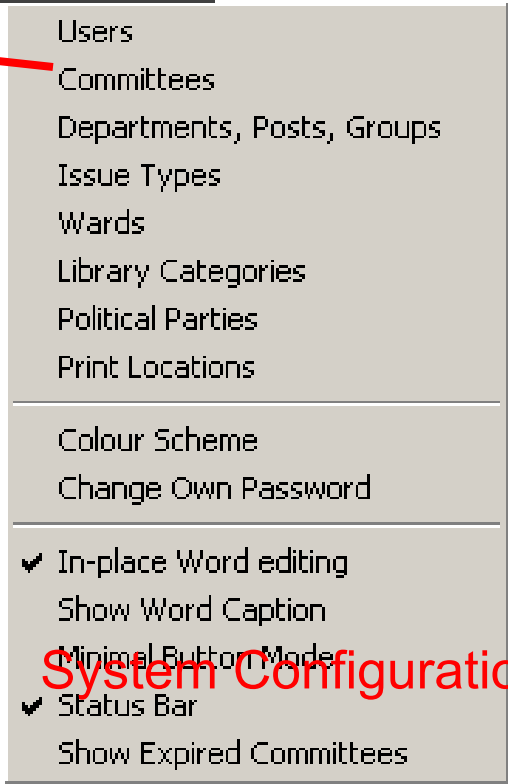
Finder screens



Context-sensitive edit options

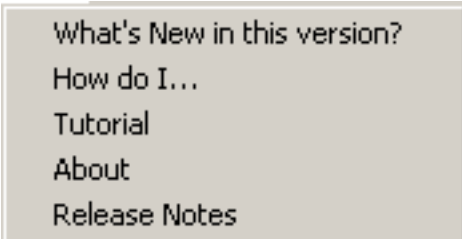
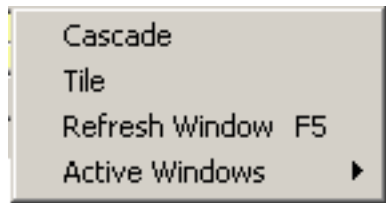
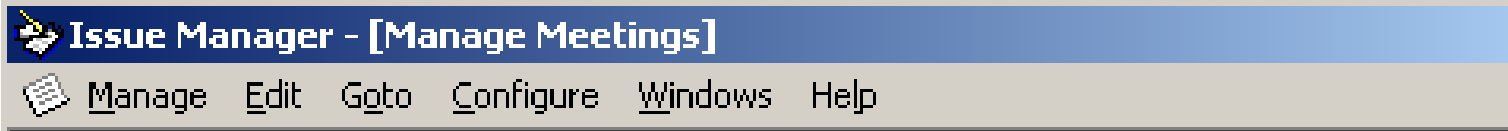


Context-sensitive navigation

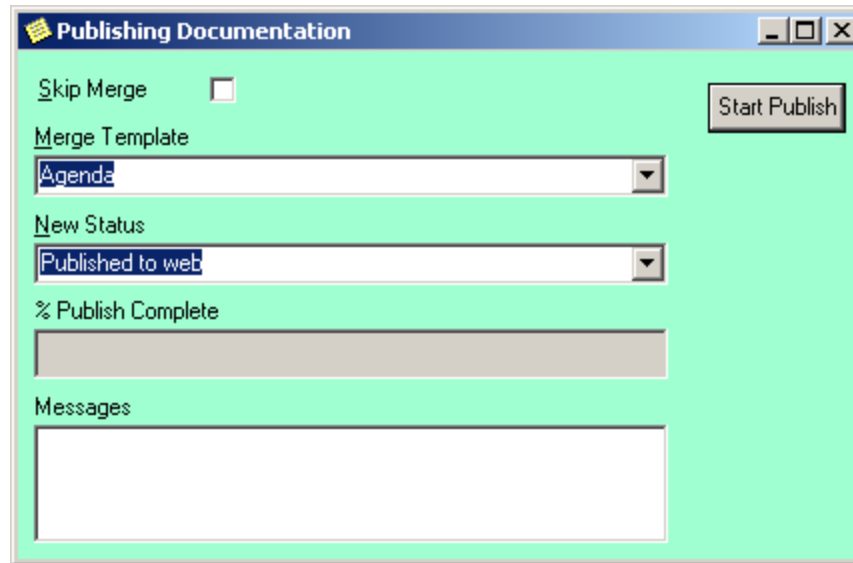


System Configuration

# Menu Overview (contd)



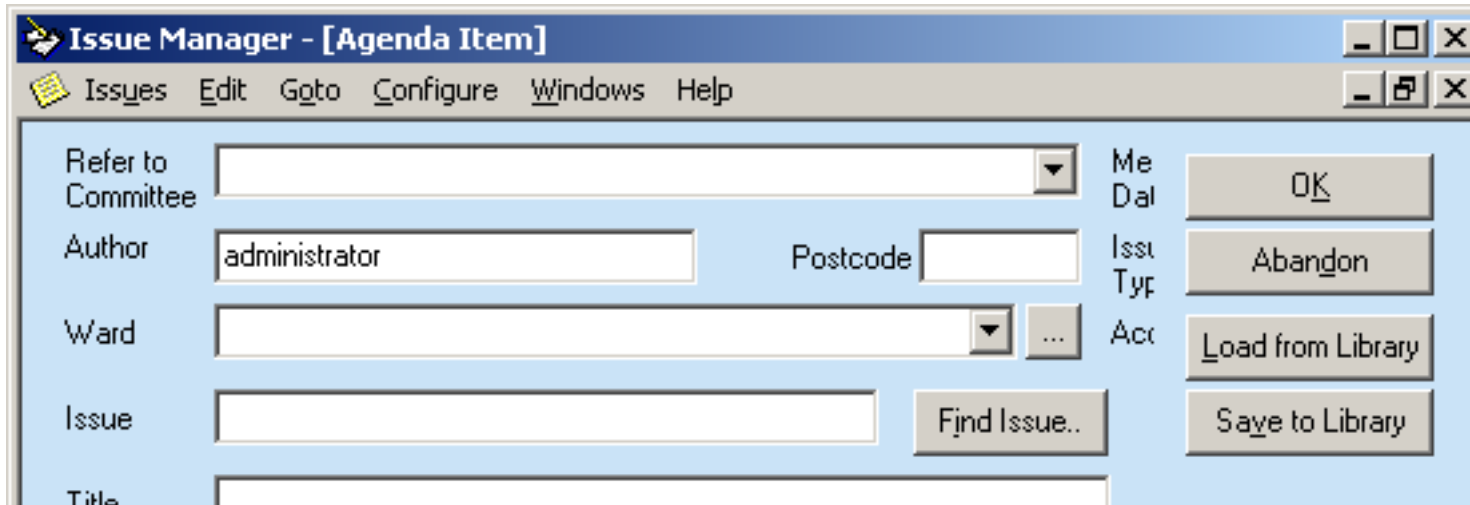
# Tips – Pop-ups



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"

1. Select

2. Press

3. Drag crosswires

4. Adjust slider

5. Press

6. Press

The image shows a 'Color' dialog box with the following components and annotations:

- Basic colors:** A grid of 24 color swatches. An arrow labeled '1. Select' points to the first swatch in the second row.
- Custom colors:** A row of 12 grey swatches. An arrow labeled '2. Press' points to the first swatch.
- Define Custom Colors >>:** A button below the custom colors row. An arrow labeled '2. Press' also points to this button.
- Color wheel:** A large color wheel with a crosshair. An arrow labeled '3. Drag crosswires' points to the crosshair.
- Vertical slider:** A vertical slider on the right side of the color wheel. An arrow labeled '4. Adjust slider' points to the slider.
- ColorSolid:** A small color preview box showing the selected color (blue).
- Color values:** A table of color values for the selected color:

Hue:	144	Red:	54
Sat:	193	Green:	125
Lum:	135	Blue:	233
- Add to Custom Colors:** A button at the bottom right. An arrow labeled '5. Press' points to this button.
- OK:** A button at the bottom left. An arrow labeled '6. Press' points to this button.
- Cancel:** A button at the bottom left, next to the OK button.

# Manage Meetings

Watch out for date filters!

Select committee and press Find

Find Meetings By:

Committee: Dull and Dohwater

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

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

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 O'Sullivan	Councillor	Expected	No	No

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

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

Members inherited from committee definition

# Add Meeting

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

# Meeting Access Security

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- 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

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- 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

modern.gov

# Agenda

Add/remove outstanding items

Drag to change window sizes

View item text

The screenshot shows a software window titled "Issue Manager - [View Agenda: 02/08/2001, To be republished, Demonstration & Scrutiny, A000148]". The interface includes a menu bar (Manage, Edit, Goto, Configure, Windows, Help) and a main content area with a green background. The "Agenda Items" section contains a table with columns for No, Title, Access, and Append. Below this is a section for "Outstanding Items" with a "Show Items" dropdown menu set to "This committee only" and a table with columns for Preferred Date, Create Date, Title, and Committee. 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 fields for 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 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

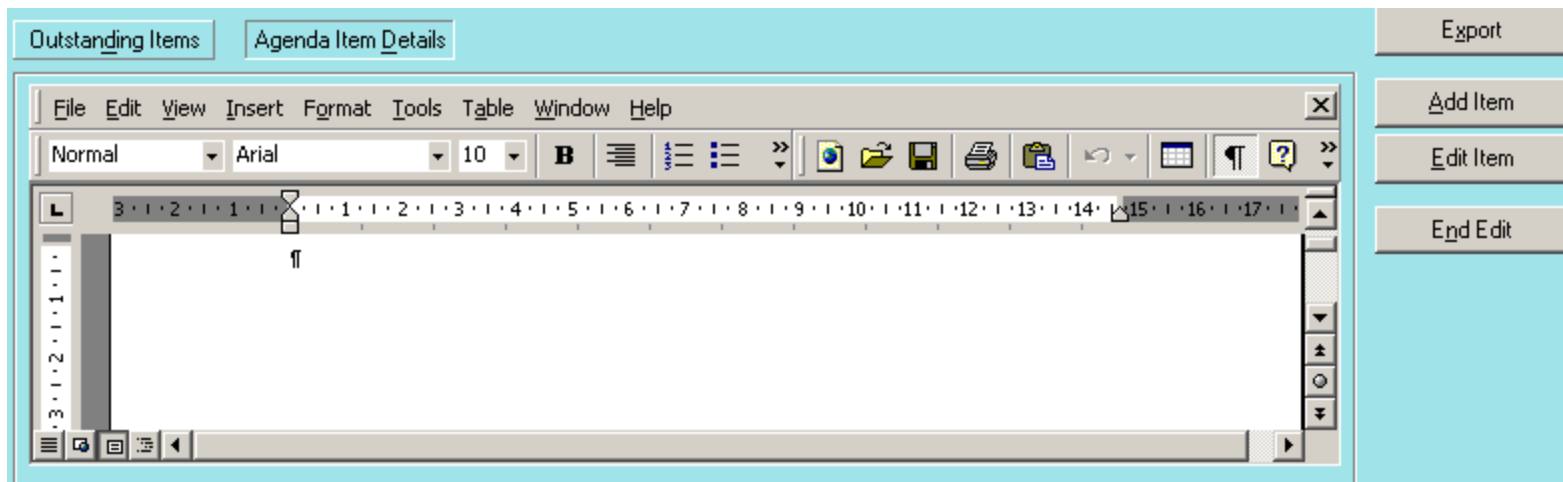
# Export

---

- 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

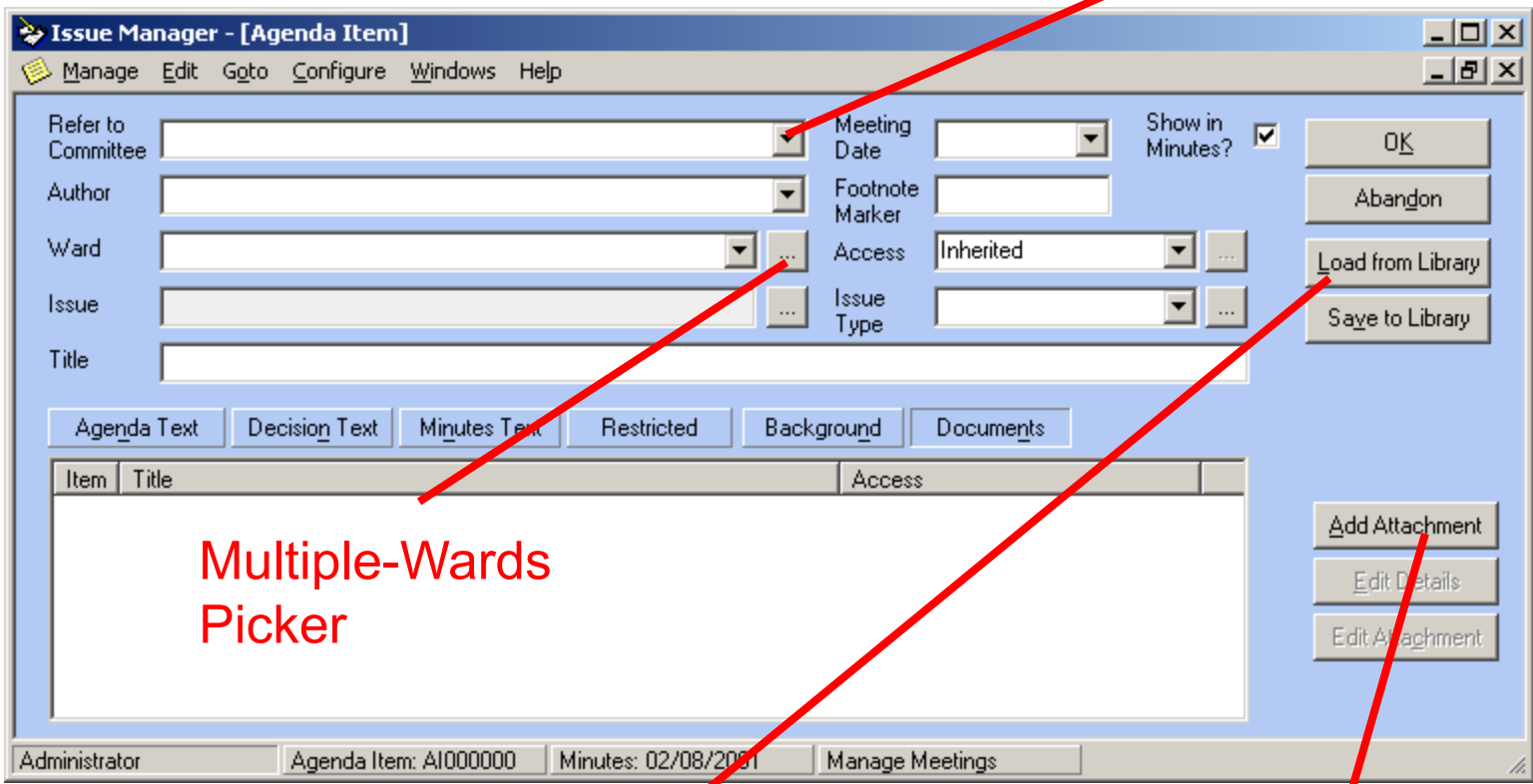
# Why is Formatting Important?

---

- 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

# Adding Agenda Items

Pencil-in meeting



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".
- Reason Restricted:** A text input field.
- Buttons:** "OK", "Cancel", "Browse Files...", and "Delete".
- Checkboxes:** "Is in Draft form?" and "Include in minutes document pack?".

Drop-down option for "previous minutes"

# Attaching Reports

---

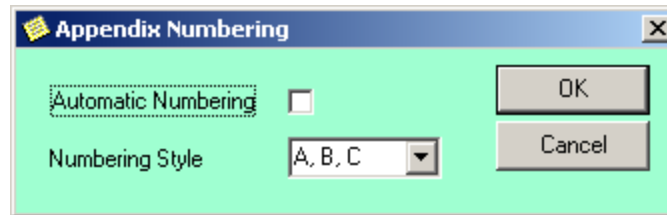
- Can attach any number of documents to one agenda item
- Give each a unique title!
- Best formats:
  - Word (any version)
  - Excel
  - PowerPoint
  - Acrobat (PDF) for scanned data/docs
  - HTML

# 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



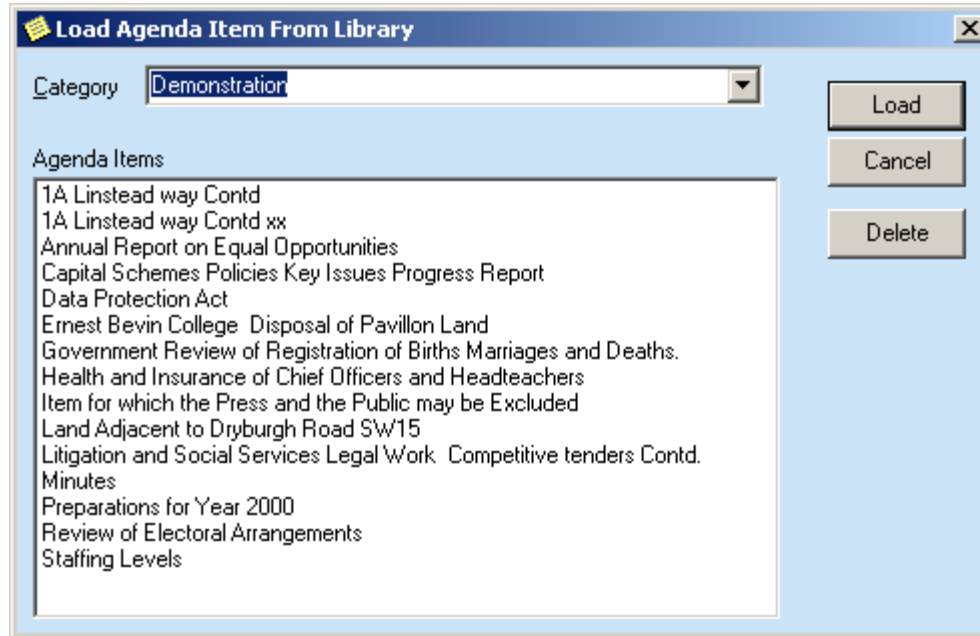
- Automatic number by default
- Switches to manual numbering when agenda is first published
- Styles: 1,2,3 or A,B,C

# Custom Appendix References

The screenshot displays a web application interface with three tabs: 'Agenda Text', 'Decision Text', and 'Minutes Text'. The 'Agenda Text' tab is active. A modal dialog box titled 'Appendix Reference' is open, containing a text input field with the text 'Pages 21 to 53' and 'OK' and 'Cancel' buttons. Below the dialog, there is a table with columns 'Item' and 'Title'. To the right of the table, there is a form with an 'Appendix' label and an input field, and a 'reference' label. On the far right, there are four buttons: 'Edit Text', 'Add Attachment', 'Edit Details', and 'Edit Attachment'.

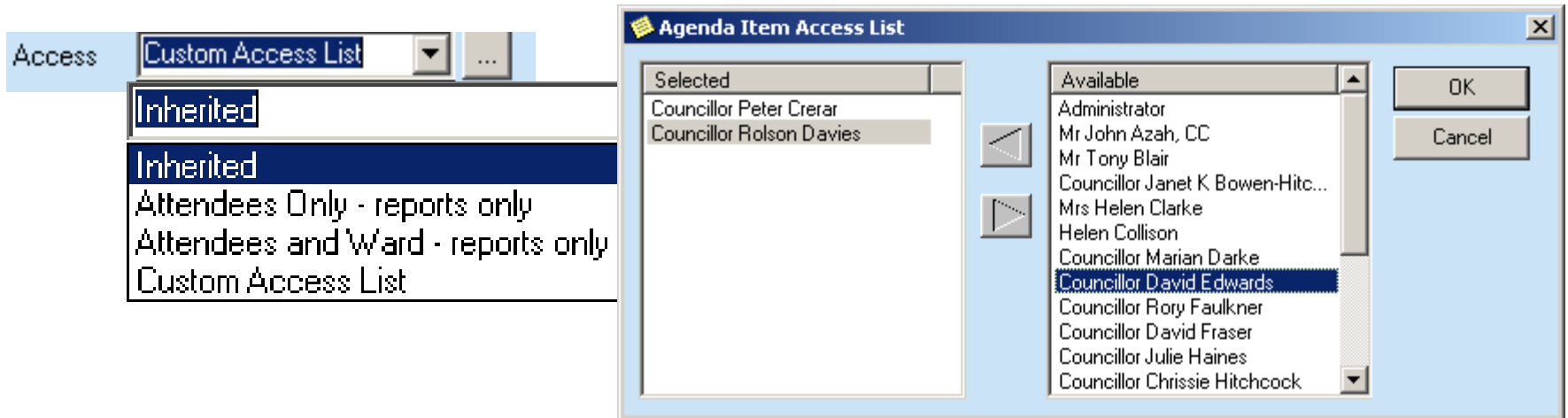
- Option from Agenda Item window when auto-numbering is off.
- Any string up to 200 characters long

# 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

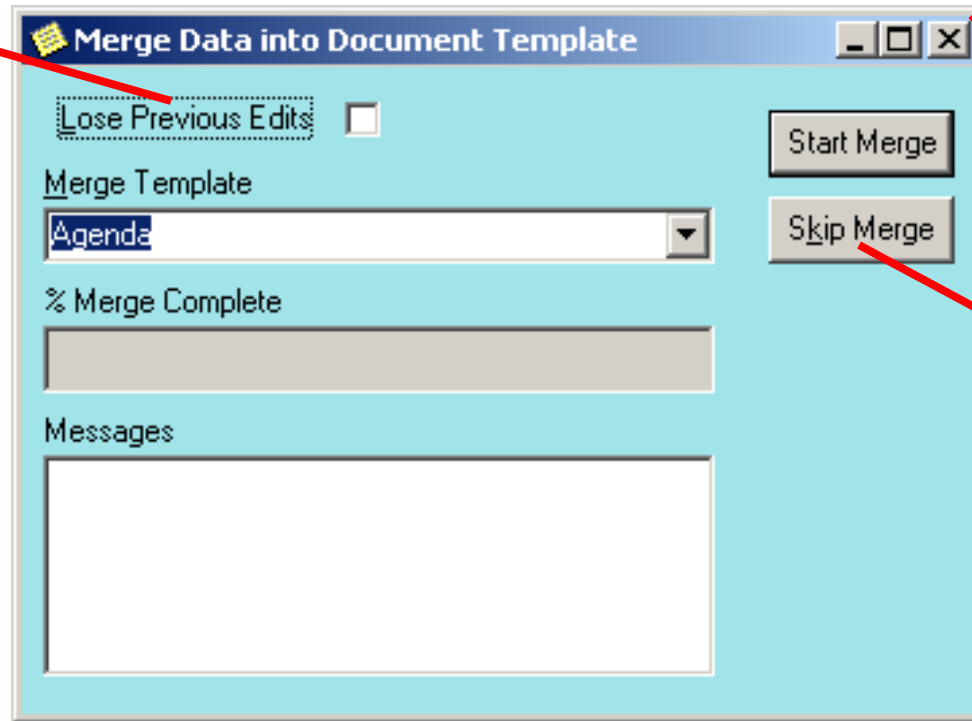
# Merging Agenda Documents

---

- 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

---

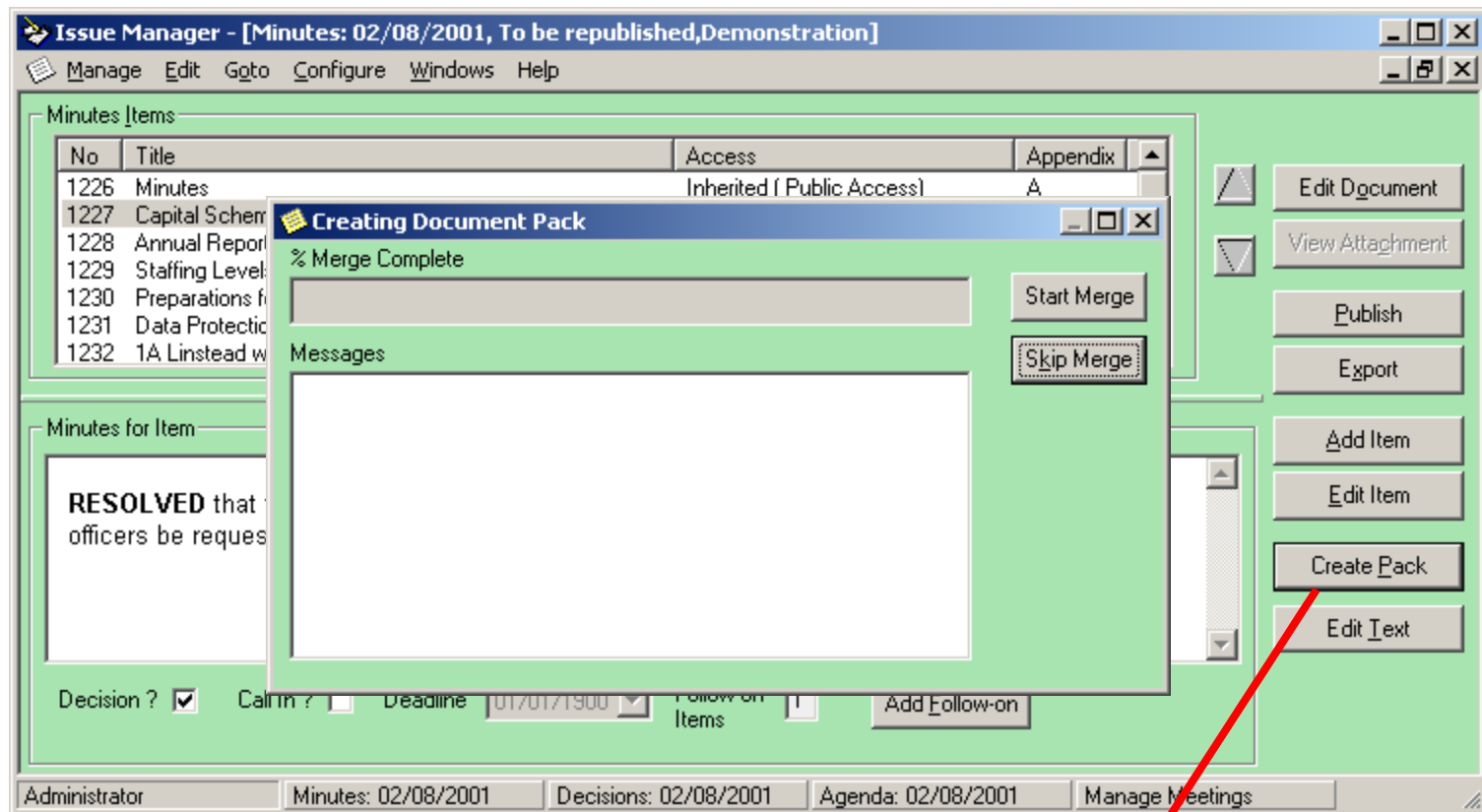
- Merge your agenda and view the document
- Switch to View / Normal mode
- Find the section breaks
- Add text between two agenda items
- Add text into the trailer section
- Unprotect the document

# 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

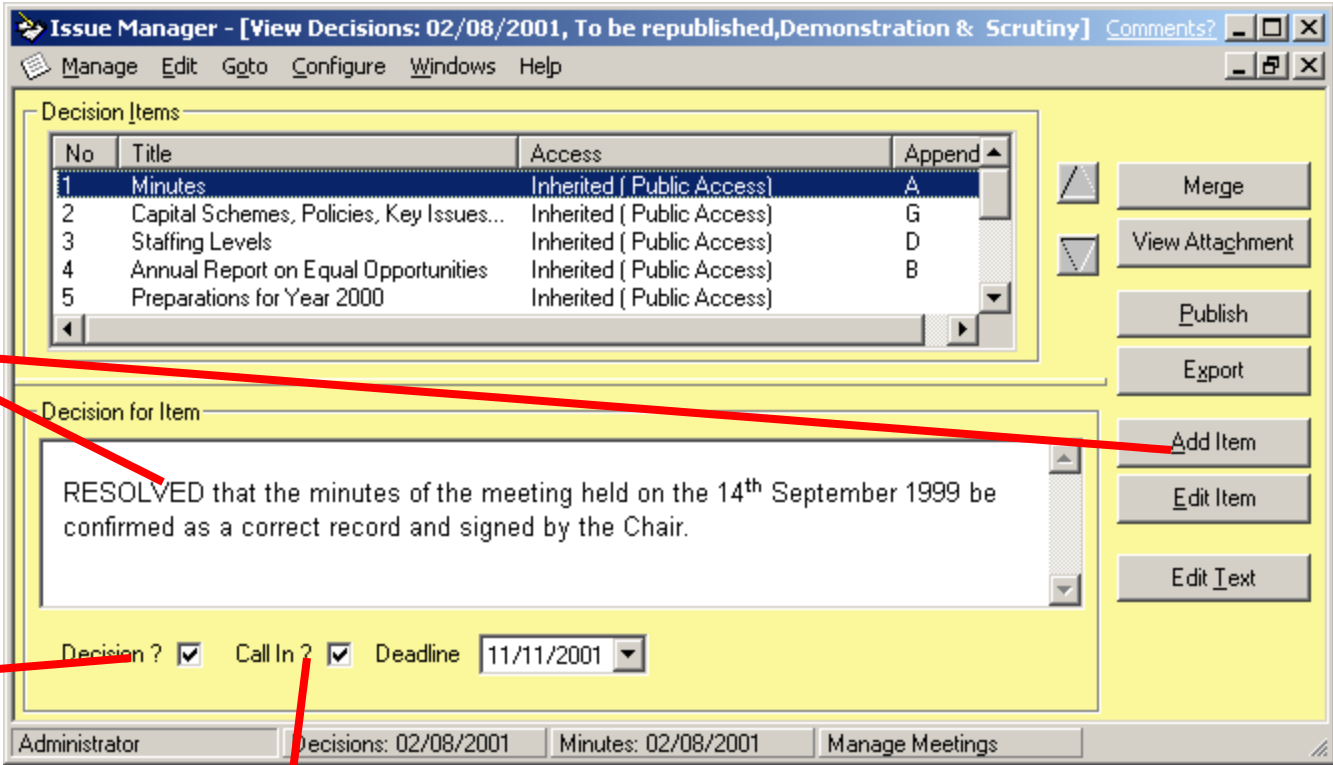
*Edit / Send Email Notification*

# Preparing Decision Sheets

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- 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



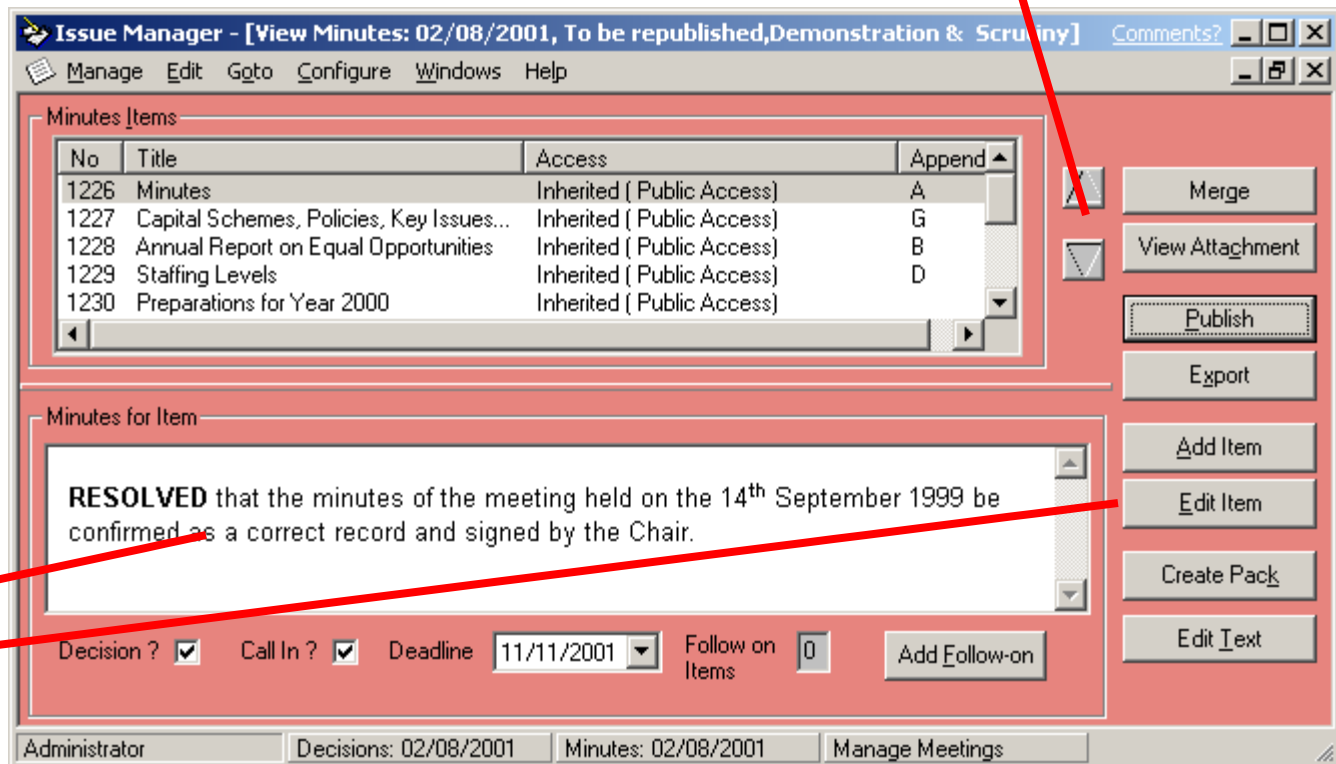
Add decision text either in place or via agenda item screen

Ticked automatically when text added

Tick if call-in of decision allowed

# Adding Minutes Text

Can reorder minute items



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 light green background and contains the following fields and controls:

- Decision ?**: A checkbox that is checked.
- Call In ?**: An unchecked checkbox.
- Deadline**: A dropdown menu showing the date 08/09/2000.
- Follow on Items**: A text input field containing the number 0.
- Add Follow-on**: A button.

At the bottom of the form, there is a navigation bar with the following text: Administrator | Minutes: 02/08/2001 | Decisions: 02/08/2001 | Agenda: 02/08/2001 | Mana

# Publishing Minutes

For minutes item numbers  
consecutive across meetings

For page numbers  
consecutive across meetings

The screenshot shows a software window titled "Publishing Documentation". It features several input fields and controls:

- Skip Merge**: A checkbox that is currently unchecked.
- Skip Doc Pack**: A checkbox that is currently unchecked.
- First Item Number**: A text input field containing the value "1226". A red arrow points from the text above to this field.
- First Page Number**: A text input field containing the value "10". A red arrow points from the text above to this field.
- Start Publish**: A button located to the right of the input fields.
- Merge Template**: A dropdown menu with "ABCMinutes" selected.
- % Publish Complete**: A progress bar area that is currently empty.
- Messages**: A large empty text area at the bottom of the window.

## Exercise – Minutes

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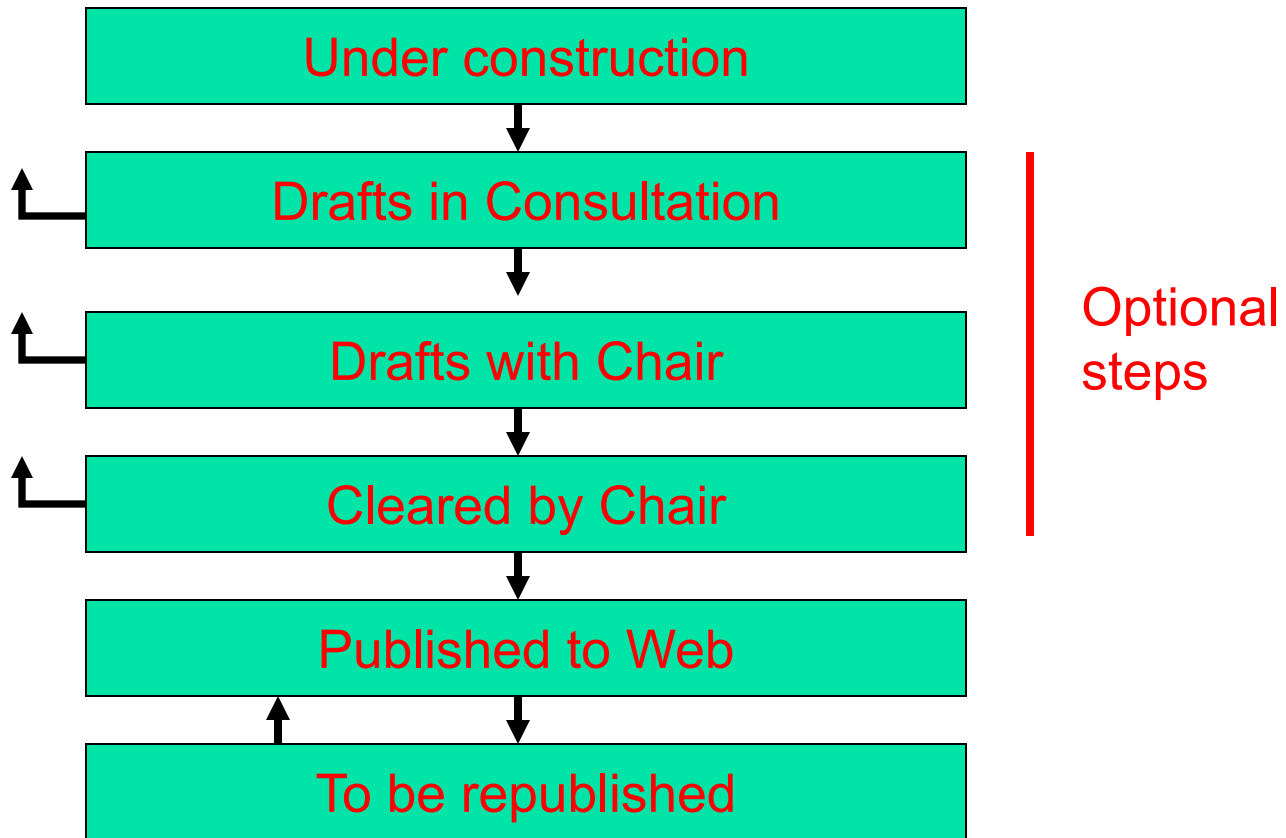
- Add minutes text for your agenda items
- Add a minute item, and provide agenda item text for it
- Add a comment
- Set up a decision for call-in
- Publish

# Draft Consultation

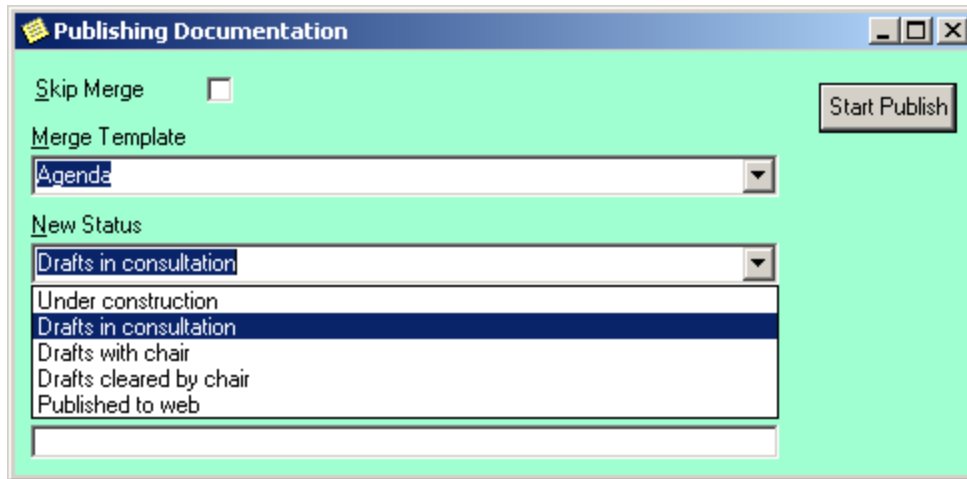
---

- 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

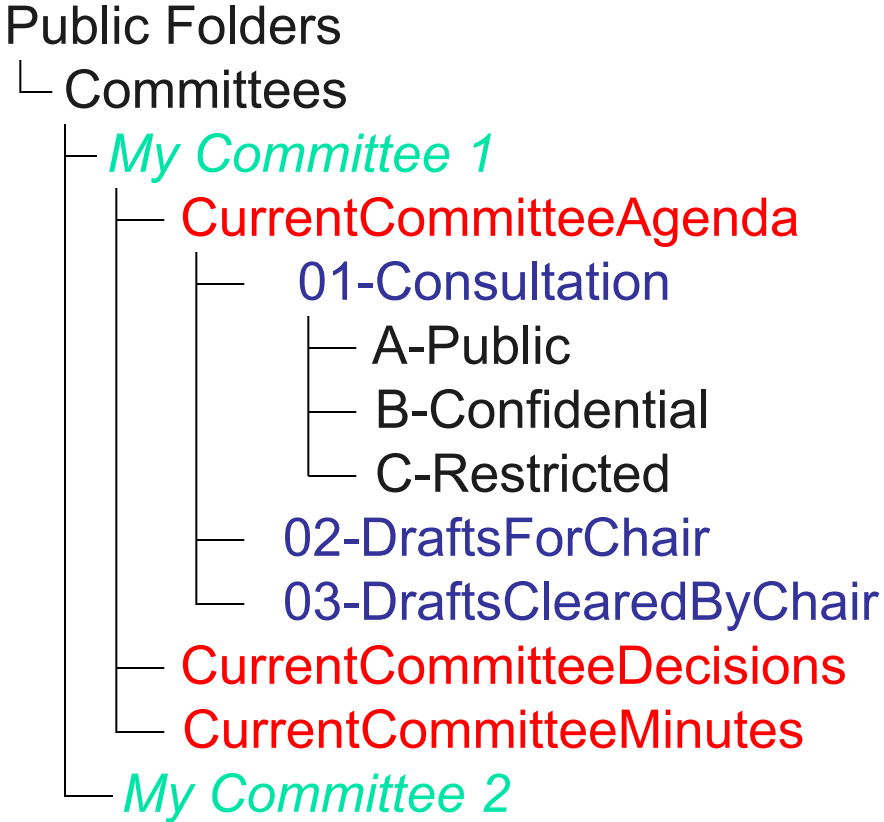


# Moving between Steps



- 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

On the right side of the window, there are five 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 'press Edit Details to attach to agenda item' below.

'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 a close button (X) in the top right corner. The dialog contains the following fields and controls:

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

- 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

The screenshot shows a software window titled "Issue Manager - [Edit Follow-on Items: Capital Schemes, Policies, Key Issues: Progress Report]". The interface includes a menu bar with "Issues", "Edit", "Goto", "Configure", "Tools", "Windows", and "Help". The main area is divided into several sections:

- Form Fields:** "Refer to Committee" (dropdown), "Meeting Date" (dropdown), "Author Username" (text box with "administrator"), "Status" (dropdown with "New"), and "Title" (text box with "Capital Schemes, Policies, Key Issues: Review").
- Summary:** A large text area containing the text: "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:** A table with columns "Item", "Title", and "File".

Item	Title	File
1	Capital Expenditure Status Report	progress report.doc
2	Financial Sub Report	fin sub rpt.doc
- Follow On Items:** A list box containing two items: "Capital Schemes, Policies, Key Issues: Progress Report Re-evaluation" and "Capital Schemes, Policies, Key Issues: Review". The second item is selected and highlighted in blue.

On the right side of the window, there is a vertical stack of buttons: "Save", "Delete", "Inherit Details", "Load from Library", "Save to Library", "Edit Text", "Add...", "Edit...", and "View Document".

At the bottom of the window, there is a status bar with the following information: "Administrator", "Follow-on Item", "Minutes: 13/06/2000", "Manage Issues", and "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 shows 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', along with 'Decisions' and 'Plans'. A red line points from the text 'History of Issue' to this tree view. The main area has tabs for 'Agenda Item', 'Decision', 'Minutes Item', and 'Restricted'. Below the tabs, it says 'Meeting: 02/08/2001, Demonstration'. A large text area contains the following text: '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 is a 'Title' field with the text 'Capital Schemes, Policies, Key Issues: Initial Findings' and an 'Attachments' field with the value '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

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 and controls:

- Issue Type:** Budgetary; Procedures; (dropdown menu)
- Ward:** Centre Only; Middle; West; (dropdown menu)
- Access:** Public Access (dropdown menu) and **Key Issue:**
- Owner:** Executive Member for Social Services (dropdown menu)
- Lead Officer:** Helen Collison, Cabinet Support Officer2 (dropdown menu)
- Decision Due:** 18/04/2000 (dropdown menu) and **Next Update:** 18/04/2000 (dropdown menu)
- Title:** Capital Expenditure 1999-2000 (text field)

Navigation buttons on the right side 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.treveil 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